

# DRAFT

SUNBURST FARMS IRRIGATION DISTRICT  
Regular Board of Directors Meeting  
16040 N. 43<sup>rd</sup> Avenue  
Glendale, AZ 85306

April 4, 2017

MEMBERS PRESENT: Kay Lorenzen, President  
Brett Harrison, Secretary  
Eldon Graber, Treasurer

EMPLOYEES PRESENT: Brenda Brown  
Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The meeting was called to order by Kay Lorenzen, President at 7:01 P.M.

2. CALL TO THE PUBLIC:

1. Homeowner Renee Breeden stated her concerns regarding the condition of the bridle paths, and the wear and tear that it takes on District vehicles. Renee stated that she recalled at the February Regular Meeting we were repairing pipe and if the pay was coming from the capital or general fund and if the purchase of the tractor is coming from the capital fund. Renee also stated that since she sat on the Budget Committee she would like to know the balance of the capital account.

3. APPROVAL OF MINUTES:

President Kay Lorenzen asked Secretary Brett Harrison if he had the Executive Session Minutes from December 13, 2016, February 7, 2017 and March 7, 2017 available. Secretary Brett Harrison stated soon.

**MOTION**

Secretary Brett Harrison *made a motion to approve the Regular Board of Directors Meeting March 07, 2017 and Special Board of Directors Meeting March 14, 2017.* President Kay Lorenzen seconded the motion. Treasurer Eldon Graber abstained. **Motion Passed.**

4. REPORTS:

**A. Financial Report:**

Accountant absent: Cathy Hacker

1. Approval of financial report:

**B. Summary of Current Events:**

President Kay Lorenzen stated that it's the President responsibility or the Chair to establish what the agenda is, and it's the responsibility of the President to lead and control the meeting and agenda. Any item that a Board Member wants on the agenda needs to be discussed with whoever is responsible for that agenda item and that she needs to know the history of the item. Kay also stated that if an issue is initiated by a homeowner a couple of things should happen. The homeowner should direct their questions to the Manager of that topic or sign up at call to the public. If either Manager is working on it then it's probably not necessary to put it on the agenda until such time that you feel that it's not being taking care of which could be a month or two. Kay also stated that it's important to have all the facts, resolutions and or checking State Statutes so we can make wise decisions and control the length of the meeting.

**C. Managers' Report:**

Irrigation Manager Richard Mitten reported that summer is here! The District is on our two-week cycle for irrigation. The crew got three repairs done this month, plus finishing Line 5 from 49th Avenue to 51st avenue, which eliminated two more bad leaks. One of the three fixes was 80 inches of new pipe and stand pipe floor at 45th Ave on Line 3. With all the rain in January, February and March, there have been some questions about rain delay. Rainfall of one inch or more during the two week summer irrigation cycle or one-half inch during the 4-2 week winter cycle will generally cause a rain delay. If the irrigation right-of-way becomes too wet and unstable to bear the weight of the irrigation vehicles, it may be necessary to shut off the pumps. Once the rain delay is determined for from 1 to 7 days, irrigation will continue from the point it was stopped. Water continues from where we left off at the time it was shut down before continuing on the next side. The following week, the other side of the Farms is irrigated. This means that the residents that received irrigation prior to the rain would wait two or more weeks before they receive irrigation again. To order, homeowners must call before 10:00 AM Wednesday before next weeks' irrigation to be on the schedule. Don't forget to clean your bridle path. Letters will be going out the end of April. With all the rain, the weeds have gotten out of control. Thanks to the homeowners who are helping with the Employee Hiring Committee: Larry Hudson, Chair; Peggy Schwend, Brenda, Kay and Brett. See attachment

**D. Custodian of Records Report:**

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected. The District received five (5) Public Information Requests. Fees collected totaled \$.75.

5. OLD BUSINESS:

**A. Discuss and possible action on what to do with the Kubota tractor:**

President Kay Lorenzen tabled this agenda item until more information is obtained

**B. Discuss and possible action to install security cameras:**

President Kay Lorenzen tabled this agenda item until the next Regular Meeting

6. NEW BUSINESS:

**A. Discuss and possible action to amend escrow document on enforcement of the CC&R's:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber, Office Manager Brenda Brown, Homeowners Renee Breeden and Karen Mills regarding the escrow document that is provided by the District for all homeowner to sign, verbiage contained in the document vs changing it, District's legal obligation to enforce the CC&Rs, and the information obtained from Attorney Alan Wilson suggesting to change and/or delete some verbiage, deed restrictions, single family residences, commercial husbandry, schools, churches, freedom of religion, zoning requirement, altering the document, homeowners in Section 5 of the CC&Rs filed a lawsuit several years ago against a church for architectural changes, in turn the church filed a countersuit against the District, no wrongful doing on District's behalf regarding the lawsuit and seeking additional legal advice. President Kay Lorenzen stated that another church is trying to purchase the property located on Greenway and 51<sup>st</sup> Avenue and plan to expand the structure. Kay also stated that the perspective buyer stated that there is no longer a court judgment on the property and that they're looking to remove themselves from the CC&Rs. Homeowner Richard Mitten stated his concerns regarding the four-acre properties located along 51<sup>st</sup> Avenue, if they were ever sold to businesses and/or private individuals that build condos and or shopping centers, the addresses could be changed to 51st Avenue and what a mess the District would be up against. Kay reported that the perspective buyer stated that he contacted her because of her title as Neighborhood Preservation. Board of Directors did not want to seek additional legal fees, therefore no action.

No Action Taken

**B. Discuss and possible action to appoint Budget Committee Members:**

President Kay Lorenzen appointed Cathy Hacker as Chairperson. Committee Members include the following homeowners: Peggy Schwend, Larry Hudson, Karen Mills, Board Members, Irrigation Manager Richard Mitten and Office Manager Brenda Brown.

**C. Discuss and possible action to capitalize Line 6 Phase 3 in the amount of \$4,064.45:**

**MOTION** Secretary Brett Harrison *made a motion to capitalize Line 6 Phase 3 in the amount of \$4,064.45.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

**D. Discuss and possible action to capitalize Line 5 Phase 1 in the amount of \$15,634.57:**

**MOTION** Secretary Brett Harrison *made a motion to capitalize Line 5 Phase 1 in the amount of \$15,634.57.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

**E. Discuss and possible action to capitalize Line 5 Phase 2 in the amount of \$17,157.31:**

**MOTION** Secretary Brett Harrison *made a motion to capitalize Line 5 Phase 2 in the amount of \$17,157.31.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

**F. Discuss and possible action to amend purchase authority and procurement policy:**

No Action Taken

**G. Discuss and possible action on the condition of Line 06 bridle path and splash walls/pads:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber, Irrigation Manager Richard Mitten, Office Manager Brenda Brown, Homeowners Renee Breeden and Lynette Gray regarding the current condition of Line 06 bridle path, additional fees incurred by the District due to broken fences, lots #116 and #131 irrigation leaking in the bridle path due to splash walls not high enough, bridle path is uneven, three (3) 10" valves vs. two (2) 10" valves, safety issues, liability for the employees due to steps not properly leveled and the debris that was left behind. Treasurer Eldon Graber and Secretary Brett Harrison stated that they walked the bridle path and it does need additional work. Eldon stated that when the bridle path was backfilled it should have been leveled at that time. Eldon also reported that when the ground is moist we should be grading the bridle paths. Irrigation Manager Richard Mitten stated that he intends to finish up the work within two weeks.

No Action Taken

**H. Discuss and possible action to ratify two (2) vacation days for Irrigation Manager:**

**MOTION** Secretary Brett Harrison *made a motion to ratify two (2) vacation days for Irrigation Manager.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

**I. Discuss and possible action on damages to Lot #648 "pool pump" in the amount of \$238.90:**

Irrigation Manager Richard Mitten stated that an error was made and that the District should pay for the pool pump.

**MOTION** Secretary Brett Harrison *made a motion to pay for the pool pump for Lot #648 in the amount of \$238.90.* Treasurer Eldon Graber seconded the motion. **Motion Passed,** unanimously.

**J. Discuss and possible action to hire Manual Fernandez as a full time permanent employee:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber and Irrigation Manager Richard Mitten regarding employee Manual Fernandez, hiring him full time, attendance, work ethic is great and being qualified for benefits.

**MOTION** Secretary Brett Harrison *made a motion to hire Manual Fernandez as a full time permanent employee.* Treasurer Eldon Graber seconded the motion. **Motion Passed,** unanimously.

**K. Discuss and possible action on 90 day review for three (3) employees:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Irrigation Manager Richard Mitten regarding the 90 day review for three (3) employees, Manual Fernandez and Cameron Dent, effective date for Steven Gillipen, attendance, staying within current budget and current benefits.

**MOTION** Secretary Brett Harrison *made a motion that Manual Fernandez has reached 90 days and is eligible for health insurance, Cameron Dent is off probation and is eligible for health insurance and on May 19, 2017 Steven Gillipen will be evaluated.* President Kay Lorenzen seconded the motion. Treasurer Eldon Graber abstained. **Motion Passed.**

**L. Discuss and possible action on recommendation from Hiring Committee to establish starting wages:**

President Kay Lorenzen tabled this agenda item until the next Regular Board Meeting

**M. Discuss and possible action on employees working overtime:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Treasurer Eldon Graber regarding employees working overtime, capital funds paying overtime wages for capital projects, irrigators riding together due to training and trying to be more cost effective.

No Action Taken

**N. Discuss and possible action on rental equipment:**

Treasurer Eldon Graber asked Irrigation Manager Richard Mitten how much the rental fees will be for the current grading tractor and track hoe. Irrigation Manager Richard Mitten stated that the equipment was on loan, and there are no fees. Richard also stated that since we didn't purchase the tractor through that particular company there might be a nominal fee for the rental. President Kay Lorenzen stated that we needed the tractor because ours was broken.

No Action Taken

**O. Discuss and possible action on future agenda items:**

7. ADJOURNMENT:

Without objection, meeting adjourned at 8:15 PM

Dated this \_\_\_\_ day of \_\_\_\_\_, 2017

Submitted by: \_\_\_\_\_  
Office Manager

Minutes accepted on: \_\_\_\_\_, 2017 by Secretary\_\_\_\_\_.

**\*Note:** *All attachments including correspondence in its entirety are filed with the original minutes and may be viewed at the District Office*