

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

April 05, 2016

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 7:00 P.M.

2. CALL TO THE PUBLIC:

1. Homeowner Jesse Conner stated his concerns regarding the leak in his yard, the smaller size of pipe that was installed, the gate that was never fixed properly and asked the Board of Directors to put it on a future agenda. Jesse also stated his concerns regarding the pricing of pipe and thought that Sunburst Farms should be shopping for discounts.

3. APPROVAL OF MINUTES:

MOTION Secretary Brett Harrison *made a motion to approve the Regular Board of Directors Meeting March 01, 2016 and Special Board of Directors Meeting March 22, 2016.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

4. REPORTS:

A. Financial Report:

Accountant Cathy Hacker absent. President Kay Lorenzen asked that Line 1241 and 1244 on the Balance Sheet be investigated due to the large difference in value of both pump motors. She also asked that the dump truck and GPS be removed from the books since we no longer have them.

1. Approval of financial report:

MOTION Secretary Brett Harrison *made a motion to approve the February 29th, 2016 Financial Report for filing.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

B. Summary of Current Events:

Treasurer Eldon Graber stated that the Irrigation District receives a discount on pipe when we purchase a truck load. However, the District should receive a discount regardless if it's a truck load or not and recommended that we shop for pipe.

C. Managers' Report:

Irrigation Manager Richard Mitten stated that the three (3) new weirs are doing very well, just as they were designed to. The crew got four (4) acres of new pipe laid on Line 6, heading east of 51st Avenue. Two (2) acres were done previously, so that leaves only four (4) more acres to the next standpipe or quarter of a mile completed. Thanks to Board Member Bret Harrison for working everyday on this job and Eldon Graber for moving pipe and digging the main trench. Bill Scott, of Glendale, Sunburst Farms, West of 51st Avenue got two (2) employees to help, so we could finish in time for the next irrigation. Also, a big thank you to Miracle Life Christian Church, for letting us "stage" our material on their parking lot. Homeowner Dennis Meyer came through with his dump tailor to haul off all the debris. We are still on one (1) pump, and hope to get it resolved by the April Board Meeting. Homeowner Larry Witt donated a refrigerator for our new office. Thank you, Larry. We are now on a two (2) week schedule. See attachment

D. Custodian of Records Report:

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected. The District received seven (7) Public Information Requests. Fees collected totaled \$1.05.

MOTION

President Kay Lorenzen *made a motion to change the order of business.* Treasurer Eldon Graber seconded he motion. **Motion Passed**, unanimously.

5. OLD BUISNESS:

D. Discuss and possible action to install surveillance/security system:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Brad Chocholousek with ADT Security Services regarding the quote proposal, motion detectors, cameras, installation and monthly fees. President Kay Lorenzen thanked Brad for attending the meeting.

Additional discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber, Office Manager Brenda Brown and Homeowner Larry Hudson regarding the three (3) additional quotes, Safeguard, Protect America, Frontpoint Security, security panel, motion detectors, keypads, location of coverage, installation of currently owned cameras, different package solutions, landline/broadband/cellular monitoring, monthly monitoring fees varied from \$19.95 v. \$51.99, 3-year monitoring agreement and adding this as a line item for the next Fiscal Year Budget.

MOTION

President Kay Lorenzen *made a motion to approve Safeguard to install security on the windows and doors as indicated in their proposal for \$45.95 per month and that the previously purchased cameras will be self-installed and this will be part of the 2016-2017 budget.* Secretary Brett Harrison seconded the motion. Treasurer Eldon Graber voted nay. **Motion Passed.**

- A. Discuss and possible action on several issues regarding 39th Ave pump yard:**
- a. Chain link/block/screen/fencing height**
 - b. Slide gate**

Discussion ensued with President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber and Homeowner Jesse Conner regarding the slide gate, block wall, original contractor not being licensed and bonded, getting additional quotes on slides gates and block wall.

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

- B. Discuss and possible action on one issue regarding the 43rd Ave pump yard**
- a. Slide gate**

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

- C. Discuss and possible action to replace dump truck:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Treasurer Eldon Graber regarding the purchase of a dump truck, insurance payment of approximately \$5,400, attending auctions and reaching out to the homeowners asking for their help in locating a truck.

MOTION

Treasurer Eldon Graber *made a motion to authorize the purchase of a dump truck not to exceed \$10,000.* Secretary Brett Harrison seconded the motion. **Motion Passed,** unanimously.

MOTION

President Kay Lorenzen *made a motion to change the order of business.* Secretary Brett Harrison seconded the motion. **Motion Passed,** unanimously.

6. NEW BUSINESS:

- J. Discuss and possible action on hiring a consultant regarding the 43rd Ave well:**

Heavy discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber, Irrigation Manager Richard Mitten, Homeowners Jesse Conner, Renee Breeden, Larry Hudson and Karen Mills regarding the cost, questions submitted by Brett, condition of the well, liner, timeline, scope of work and the written proposal from Southwest Ground-water Consultants "SGC".

MOTION Secretary Brett Harrison *made a motion to hire Southwest Ground-water Consultants “SGC” to conduct the scope of work in the amount of \$2,400 for the 43rd Ave well.* President Kay Lorenzen seconded the motion. Treasurer Eldon Graber votes nay. **Motion Passed**, unanimously.

E. Discuss and possible action repair pump/well:

President Kay Lorenzen tabled this agenda item until SGC has made their recommendations

6. NEW BUISNESS:

A. Discuss and possible action to update the Policy & Procedure Manual to state that a Manager must be present when others are in the Office/Conference room:

MOTION President Kay Lorenzen *made a motion to update the Policy & Procedure Manual to state that a Manager must be present when others are in the Office/Conference room.* Secretary Brett Harrison seconded the motion. **Motion Passed**, unanimously.

B. Discuss and possible action to approve new attorney contract

MOTION Secretary Brett Harrison *made a motion to approve the new attorney contract with the Law Office of William P. Sullivan.* President Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

C. Discuss and possible action to ratify one (1) vacation day for Office Manager:

MOTION Secretary Brett Harrison *made a motion to ratify one (1) vacation on Monday, March 28, 2016 for Office Manager.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

D. Discuss and possible action to approve four and a half (4 1/2) vacation days for Office Manager:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Office Manager Brenda Brown and Irrigation Manager Richard Mitten regarding the office being closed for a week and being shorthanded which is causing Richard to irrigate. Office Manager Brenda Brown stated that if the Board is willing to roll over 2 ½ days it wouldn't hurt the time off and that she was trying to utilize the time because her anniversary date is due at the end of April.

MOTION Secretary Brett Harrison *made a motion to approve two (2) vacation days for Thursday, April 14, and Friday, April 15, 2016 for the Office Manager and that two and one half (2 ½) days be rolled over.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

- E. Discuss and possible action to capitalize material/labor for the installation of the weirs in the amount of \$27,086.19:**

MOTION Secretary Brett Harrison *made a motion to capitalize material and labor for the installation of the weirs in the amount of \$27,086.19.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

- F. Discuss and possible action to capitalize replacement of Line 17 material/labor in the amount of \$6,346.92:**

MOTION Secretary Brett Harrison *made a motion to capitalize material and labor for the replacement of Line 17 in the amount of \$6,346.92.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

- G. Discuss and possible action to capitalize replacement of Line 16 material/labor in the amount of \$10,131.15:**

MOTION Secretary Brett Harrison *made a motion to capitalize material and labor for the replacement of Line 16 in the amount of \$10,131.15.* President Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

- H. Discuss and possible action to accept payment proposal from Lot 191 Line 08:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Treasurer Eldon Graber regarding the proposal received from Attorney Alan Wilson for Lot 191, payments, current balance and that the homeowner will also pay their monthly membership.

MOTION Secretary Brett Harrison *made a motion to accept payment proposal as stated from Lot 191 Line 08.* President Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

- I. Discuss and possible action on hiring licensed and bonded companies:**

President Kay Lorenzen stated that the District has a policy to cover this however; to save time going through the minutes this is something that needs to be addressed. There is no State Statute that states it specifically but if somebody is not licensed and bonded and they did a poor job the District has no access to the recovery fund.

MOTION President Kay Lorenzen *made a motion that the District hires only licensed and bonded companies.* Secretary Brett Harrison seconded the motion. **Motion Passed**, unanimously.

- K. Discuss and possible action on future agenda items**

1. Account #1244 on the Balance Sheet
2. Bridle path cleanup fees

7. ADJOURNMENT:

Without objection, meeting adjourned at 8:27 PM

Dated this _____ day of _____, 2016

Submitted by: _____
Office Manager

Minutes accepted on: _____, 2016 by Secretary_____.

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