

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

August 7, 2018

MEMBERS PRESENT: Kay Lorenzen, President  
Renee Breeden, Secretary  
Larry Hudson, Treasurer

EMPLOYEES PRESENT: Brenda Brown  
Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on August 7, 2018. The meeting was called to order by Kay Lorenzen, President at 7:00 P.M.

**MOTION** President Kay Lorenzen *Made a motion to change the order of business to Old Business C.* Treasurer Larry Hudson seconded and carried unanimously.

6. OLD BUSINESS:  
**C. Discuss and possible action on City of Phoenix drain pipe on 47<sup>th</sup> Ave and 49<sup>th</sup> Ave – how much time for replacement and capitalization:**

Discussion

**MOTION** President Kay Lorenzen *Made a motion to table this agenda item until the next Regular Board of Directors Meeting.* Treasurer Larry Hudson seconded and carried unanimously.

2. SUMMARY OF CURRENT EVENTS:

None

4. APPROVAL OF MINUTES:

**MOTION** Treasurer Larry Hudson *Made a motion to approve the Regular Board of Directors Meeting July 3, 2018 and Special Board of Directors Meeting July 11, 2018.* Secretary Renee Breeden seconded and carried unanimously.

5. REPORTS:

**A. Financial Report:**

Accountant Cathy Hacker presented a review of the financial reports elaborating on line items that were significantly over or under budget.

1. Approval of financial report:

**MOTION**

Treasurer Larry Hudson *Made a motion to approve June 30<sup>th</sup>, 2018 Financial Reports for filing.* Secretary Renee Breeden seconded and carried unanimously.

**B. Managers' Report:**

JULY IRRIGATION MANAGER'S REPORT 2018

Summer is here! Homeowners might want to consider increasing their water time.

The summer monsoons have really caused havoc with our irrigation this month. One of them was the standpipe gate at 43rd Avenue & Line 8, going south. Thanks to homeowner Victor Armendariz, who worked with us for 2 days. That included him getting into the standpipe and torching the frame of the gate out, and also using his plasma cutter on the new gate to make it fit. Thanks again, Victor.

Board of Director, Renee Breeden got the crew 4 cases of energy drinks that really helped in this heat! Thank you, Renee.

Also Board of Director, President Kay Lorenzen and I met with the City of Phoenix to get dumpsters delivered in to the Farms for storm damage debris. Thank you, Kay.

The Talis Construction Company that was hired by the City of Phoenix to install the storm drain from Tierra Buena to Greenway Road also connected Line 8, on both sides of the street for Sunburst Farms Irrigation District at no charge. The Sunburst Farms Irrigation District crew got Line 7, crossing the street done, plus 300 feet of 15" irrigation pipe, because of storms, leaky gates and the open ditch filling up with water multiple times. It took longer than we expected. A big "Thank You" to the 19 homeowner's on Line 7 & 8 west of 49th Avenue, that were skipped one irrigation and late on the next one. We appreciate your patience and understanding.

We are going to start working on repairing and fixing the small breaks on our existing irrigation lines.

With the summer storms, everyone in the Farms has been late with their irrigation. Lines 11 - 18 that get water from the 39th Avenue pump are having problems because the pump shuts down up to 10 times a week because of low voltage. The irrigators monitor the pump very closely and restart it as fast as they can. It is hard to work 4

lines and check the pump to make sure that it is always running, but we are doing our best.

Richard Mitten - Irrigation Manager

**C. Custodian of Records Report:**

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

**D. Ad Hoc Committee:**

- Billing & Collections – Chairperson Kay Lorenzen stated the committee had a meeting and discussed options and recommendations to the Board
- Employee Handbook – Chairperson Kay Lorenzen stated this is on the agenda for discussion
- Employee Evaluation – Chairperson Renee Breeden stated no meeting has been scheduled.
- Personnel Files - Chairperson Renee Breeden stated no meeting has been scheduled.
- Depreciation – Chairperson Victor Armendariz stated no meeting has been scheduled.
- Election Procedure - Chairperson Renee Breeden stated the committee had meeting and discussed options and recommendations to the Board. Renee also stated that she's been in contact with Lori Medaris with the Board of Supervisors. Several election documents are on the agenda for discussion and approval.

6. OLD BUSINESS:

**A. Discuss and possible action on pending insurance claim with 39<sup>th</sup> Ave pump failure:**

Discussion

**MOTION**

Treasurer Larry Hudson *Made a motion to consult with an attorney.* Secretary Renee Breeden seconded and carried unanimously.

**B. Discuss and possible action on HOA agreement:**

Discussion

**MOTION**

Secretary Renee Breeden *Made a motion to accept the HOA agreement as amended.* President Kay Lorenzen seconded and carried unanimously.

**C. Discuss and possible action on City of Phoenix drain pipe on 47<sup>th</sup> Ave and 49<sup>th</sup> Ave – how much time for replacement and capitalization:**

See above

**D. Discuss and possible action on claim for 43<sup>rd</sup> Avenue standpipe damage:**

**MOTION**

President Kay Lorenzen *Made a motion to table this agenda item until the next Regular Board of Directors Meeting.* Treasurer Larry Hudson seconded and carried unanimously.

**E. Discuss and possible action on claim for 41<sup>st</sup> Avenue standpipe damage:**

**MOTION**

President Kay Lorenzen *Made a motion to table this agenda item until the next Regular Board Meeting.* Treasurer Larry Hudson seconded and carried unanimously.

**F. Discuss and possible action on Election/Voting items to appear till November:**

**MOTION**

President Kay Lorenzen *Made a motion to approve the envelope as submitted.* Treasurer Larry Hudson seconded and carried unanimously.

6. NEW BUSINESS:

**A. Call to Election per A.R.S. 16-227 (A)**

1. Purpose of: The Election of one Board Member
2. Date of Election to be November 13, 2018

Candidates – To have your name on early/absentee ballot

3. The last date to file nomination petitions is August 15, 2018

Candidates – Nomination petitions for a write-in

4. The last date to file nomination petitions is November 2, 2018
5. The last date to register to vote in the Election is October 12, 2018

6. Sunburst farms Irrigation District will conduct the Election at the District Office located at 16040 N. 43<sup>rd</sup> Avenue, Glendale, AZ 85306

**MOTION**

President Kay Lorenzen *Made a motion to change the order of business to move New Business C up with New Business A and be handled together.* Treasurer Larry Hudson seconded and carried unanimously.

**C. Discuss and possible action to approve the following election documents:**

Discussion

**1. Acreage voting rules**

**MOTION**

Secretary Renee Breeden *Made a motion to approve acreage voting rules as amended.* Treasurer Larry Hudson seconded and carried unanimously.

2. Authorization form for corporations, general partnerships or organizations
3. Authorization form for Trustee(s)

**MOTION**

President Kay Lorenzen *Made a motion to approve the authorization form for corporations, general partnerships or organizations and the trustee(s) form as amended.* Treasurer Larry Hudson seconded and carried unanimously.

4. Registration form

**MOTION**

Secretary Renee Breeden *Made a motion to approve the registration form as submitted.* Treasurer Larry Hudson seconded and carried unanimously.

5. Ballot

**MOTION**

Secretary Renee Breeden *Made a motion to approve the registration form as submitted.* Treasurer Larry Hudson seconded and carried unanimously.

- B. Discuss and possible action to ratify the purchase of a jackhammer in the amount of \$1,089:

Discussion

**MOTION**

President Kay Lorenzen *Made a motion to ratify the purchase of a jackhammer in the amount of \$1,089.00.* Treasurer Larry Hudson seconded and carried unanimously.

- C. Discuss and possible action to approve the following election documents:

See above

- D. Discuss and possible action to on reconsideration to approve \$172.50 for loss of business for Lot #14:

Discussion

No action taken

- E. Discuss and possible action to approve Tax Lien from Alan Wilson:

Discussion

**MOTION**

President Kay Lorenzen *Made a motion as recommended by our attorney Alan Wilson that we sign the document consenting to the judicial foreclosure of the property for the release of the judgement.* Treasurer Larry Hudson seconded and carried unanimously.

**F. Discuss and possible action to appointment of Election Judges:**

Discussion

**MOTION**

President Kay Lorenzen *Made a motion to appoint homeowners Paula Boros, Holli Perri and John Lorenzen as Election Judges.* Treasurer Larry Hudson seconded the motion. Secretary Renee Breeden voted nay. Motion carried.

**G. Discuss and possible action on hiring block layer or other skilled labor:**

Discussion

No action taken

**H. Discuss and possible action to approve Employee Handbook recommendations:**

Discussion

**MOTION**

President Kay Lorenzen *Made a motion to table this agenda item until the next Regular Board of Directors Meeting.* Treasurer Larry Hudson seconded and carried unanimously.

**I. Discuss and possible action to ratify the purchase of a new computer in the amount of \$863.93:**

Discussion

**MOTION**

Treasurer Larry Hudson *Made a motion to ratify the purchase of a new computer in the amount of \$863.93.* Secretary Renee Breeden seconded and carried unanimously.

**J. Discuss and possible action to on emailing bills:**

Discussion

No action taken

**K. Discuss and possible action to inventory of pipe and protection of pipe from sun:****MOTION**

President Kay Lorenzen *Made a motion to inventory the pipe, provide the information before the next meeting and provide some type of protection for the pipe.* Treasurer Larry Hudson seconded and carried unanimously.

**L. Discuss and possible action on personnel files:**

Discussion

No action taken

**M. Discuss and possible action to approve employee receiving advance on vacation pay:**

Discussion

No action taken

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

- 1. Irrigation Meeting
- 2. Capitalize computer pending what advice we receive from accountant
- 3. Capitalize jackhammer pending what advice we receive from accountant

**7. ADJOURNMENT:**

Without objection, meeting adjourned at 9:37 PM

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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

Minutes accepted on: \_\_\_\_\_, 2018 by Secretary \_\_\_\_\_.

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