

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

August 1, 2017

MEMBERS PRESENT: Kay Lorenzen, President  
Brett Harrison, Secretary

MEMBERS ABSENT: Eldon Graber, 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 1, 2017 and was called to order by Kay Lorenzen, President at 6:30 P.M.
2. The first order of business was consideration of action to go into executive session of the Board pursuant to A.R.S. SECTIONS 38-431.03.A.1 to review employee evaluations and compensation.

**MOTION** Secretary Brett Harrison *made a motion to go into Executive Session.* President Kay Lorenzen seconded the motion. **Motion Passed.**

3. Upon completion of the Executive Session of the Board the Special Session of the meeting was reconvened. The meeting was called to order by Kay Lorenzen, President, at 7:00 P.M
4. The meeting was opened to public comment and input and is paraphrased as follows:
  1. Homeowner Larry Hudson reminded the Board of Director on the removal of GPS Units from vehicles being retired from service and if we sell it or trade it in we need to remove it. Concern was expressed that equipment training be provided to District Personnel. Encouragement was shared that the District make use of the GPS system(s) as a valuable tool when used constructively and implement a method to evaluate information acquired by the GPS system(s). Larry also expressed his concerns regarding the hourly employees being at the meetings and spending \$30 per hour while gathering information from them.
  2. Curtis Smith presented a five (5) gallon bucket of debris that was left behind during a repair/replacement that was performed. Curtis also stated that a lot of the debris was in the dirt that the District brought to backfill the repair. Curtis also stated his concerns why Secretary Brett Harrison would donate a \$1,500 Stihl diamond bladed chainsaw to the District

President Kay Lorenzen presented the rules that are to be followed to the assemblage as follows:

**RULES FOR ADDRESSING THE IRRIGATION BOARD OF DIRECTORS**

It is the Board's desire to hear public comments on agenda items. As it is important to maintain order during the meeting, please adhere to the following rules of order if you wish to speak:

1. Homeowners will have three (3) minutes to address the Board in the Call to the Public. Input from the public on agenda items should be provided during Call to the Public.
  2. Homeowners must first be recognized by the Presiding Officer to speak. Only one (1) person may speak at a time.
  3. Homeowners will address the board, not each other, once recognized by the Presiding Officer.
  4. The Board may not discuss District business with each other outside of Open Meetings; noticed meeting are the only time business issues may be discussed. It is the Board's time to discuss issues.
  5. Time permitting, the Board may allow input from the public during the meeting. Homeowners may speak only one time per issue.
3. Homeowner Jesse Conner stated his concerns regarding irrigation and line issues, and the manner in which the district addresses homeowner issues presented to the District. Concern was expressed that the irrigation manager be the homeowner's advocate and that repairs be addressed and accomplished in a timely manner. By way of example he described on such situation where an \$8 part could prevent a neighbor from leaking for over a month and questioned why it hasn't been fixed. Jesse stated at some point we need to figure out if the Irrigation Manager is doing his job properly, followed by an apology to Richard the irrigation manager.
  4. Homeowner John Langer expressed concerns regarding irrigation volume and a leaking irrigation valve due to a broken valve gasket serving a neighbor's property. Concern was expressed that valve repairs are not accomplished in a timely manner, repaired valve elevation was lower than the original valve, duration of irrigation flow be accurate and credit be issued for water that was due and not received.

5. APPROVAL OF MINUTES:

**MOTION**

Secretary Brett Harrison *made a motion to approve the Special Board of Directors Meeting minutes July 11, 2017 and Executive Session Board of Directors Meeting minutes July 11, 2017.* President Kay Lorenzen seconded the motion. **Motion Passed.**

6. REPORTS:

**A. Financial Report:**

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

1. Approval of financial report:

**MOTION**

Secretary Brett Harrison *made a motion to approve the June 30<sup>th</sup>, 2017 Financial Report for filing.* President Kay Lorenzen seconded the motion. **Motion Passed.**

**B. Summary of Current Events:**

Secretary Brett Harrison stated that he donated a saw to the District, and he's donated a lot of time as well. "As a homeowner myself I'm happy to do that, and I will continue to do it. If anyone has problems with that they can tell me about it."

President Kay Lorenzen stated through the years Board Members have often donated privately, without anybody knowing about it, except the staff. They have donated money, possessions, and time. She expressed hope that when a board member performs an act of selfless generosity toward the District and therefore the Sunburst Farms community that there would be no sinister belief that there is something going on that somebody shouldn't have done that but, it's out of their good nature that it was being expressed.

Kay informed the assemblage that when there are complaints and someone reports a repair; it is recorded on a repair list. Repairs are prioritized and accomplished in the order deemed necessary to maintain the integrity of the irrigation system which may not be the order in which they are received. Kay stated that we have a limited amount of time for our repairs, and right now we are trying to work on the line replacements because we can knock out as many as four (4) or five (5) or more repairs by doing a line replacement and therefore take care of several issues that may have been in the repair queue for a time yielding to issues deemed more urgent to the overall system. It was requested that issues surface they first be brought to the attention of the district through the irrigation manager. If the irrigation manager is not taking care of your issue in a manner considered timely enough, then the complaint should go to a Board Member for further review. Hopefully that is before the person initiating the work request feels it's necessary to come in and make a public complaint bringing unwarranted criticism to District employees working on a list of priorities approved by the Board and Irrigation Manager and are working hard and trying to do a good job.

**C. Managers' Report:**

Irrigation Manager Richard Mitten reported that we are almost done with Line 5 from 47th Avenue to 51st Avenue with our new 15" pipe and 10" valves. We are figuring out the proper valve settings on three or more 10" valves on 2-acre properties. It is a lot harder than the 2-valve yards. Homeowners need to watch their yards very closely to get the right settings from irrigation to irrigation. See attachment

**D. Custodian of Records Report:**

Custodian of Records Brenda Brown reported on completed/outstanding public information requests and fees collected. The District received two (2) Public Information Requests. Fees collected totaled \$.15.

**E. Ad Hoc Committee:**

- Purchasing Equipment Committee Chairman Larry Hudson stated that the Committee met and has possibly recommended a Chevy Colorado. Larry distributed bid sheets from Sands Chevrolet and Sanderson Ford for the following:
  - 2017 Chevy Colorado Ext Cab
  - 2016 Chevy Silverado 1500
  - 2017 Ford F150

Larry reported that the Committee did not realize that the Colorado only comes in a club cab. Larry reported there is a used 2010 Ford Ranger with 15K miles on it for \$10,000 by his work. President Kay Lorenzen stated this will be discussed under Old Business D.

- Employee Handbook Committee Chairperson Kay Lorenzen stated that she plans to call another meeting.

**7. OLD BUSINESS:****A. Discuss and possible action on written agreement between the District and HOA:**

Discussion ensued between President Kay Lorenzen and Irrigation Manager Richard Mitten, regarding the space that is needed at the 39<sup>th</sup> Avenue pump site due to the possibility of purchasing two (2) loads of pipe.

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

**B. Discuss and possible action to purchase the property behind the District Office parcel Lot #549:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Irrigation Manager Richard Mitten and homeowners regarding subdividing properties, property needs to be divided prior to a realtor being involved, involvement of the City of Phoenix Zoning, objection from the neighborhood, owning two (2) acre lots vs. owning two (2) one (1) acre lots, subdividing, Greenway properties one (1) deed two (2) acres were allowed to be divided, no access from the current lot, overflow parking, space issues, storing pipe in homeowners yards during line replacements, the

possibility of drilling a replacement well and that Water Resources has not been contacted.

President Kay Lorenzen tabled this agenda item indefinitely

**C. Discuss and possible action purchase a gas power chop saw:**

President Kay Lorenzen tabled this agenda item indefinitely

**D. Discuss and possible action on the purchase of a new/used truck:**

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

**E. Discuss and possible action on what to do with the dodge truck:**

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

8. NEW BUSINESS:

**A. Discuss and possible action to approve changes to the Budget for Fiscal Year 2017-2018 recommended by the Budget Committee:**

President Kay Lorenzen stated the Budget Committee met and have made some recommendations regarding a few line item changes, which did not change the membership or water rates but, did affect the total net profit.

**MOTION**

Secretary Brett Harrison *made a motion to approve changes to the Budget for Fiscal Year 2017-2018 recommended by the Budget Committee:* President Kay Lorenzen seconded the motion. **Motion Passed.**

**B. Discuss and possible action on employee compensation:**

**MOTION**

Secretary Brett Harrison *made a motion that we apply \$7.55 to be divided among the hourly employees per hour effective July 1, 2017.* President Kay Lorenzen seconded the motion. **Motion Passed.**

**C. Discuss and possible action on effective date for salaried compensation:**

**MOTION**

President Kay Lorenzen *made a motion that salaried compensation be effective July 1, 2017.* Secretary Brett Harrison seconded the motion. **Motion Passed.**

**D. Discuss and possible action to increase health insurance payment for Irrigation Manager:**

President Kay Lorenzen stated that when Richard went on Medicare it reduced the amount of money that would be paid for his insurance from the District. There was an

amount of \$49 per week that was approved by the District and the Budget Committee recommended that we increase the health insurance payment an additional \$10 per week.

**MOTION**

Secretary Brett Harrison *made a motion to increase health insurance payment of \$10 per week for Irrigation Manager.* President Kay Lorenzen seconded the motion. **Motion Passed.**

Discussion ensued between homeowners regarding their concerns on payment for health insurance to the Irrigation Manager, other employees not being reimbursed, possibility of legal issues, showing preferential treatment, insurance payments were paid directly and not to the employees, no proof provided by the Irrigation Manager, requesting a bill from the insurance company and the possibility of shared costs.

**E. Discuss and possible action to approve five (5) days of vacation for Office Manager:**

**MOTION**

Secretary Brett Harrison *made a motion to approve five (5) days of vacation for Office Manager.* President Kay Lorenzen seconded the motion. **Motion Passed.**

**F. Discuss and possible action on complaint from Lot #17:**

Homeowner Kelly Cushman stated that she is attending the meeting to receive for clarification on pump time vs. runoff time. Kelly stated her frustrations of low water yet the Irrigation Manager states that she receives the full pump time, when asked. Kelly reported that she needs full pump time to push the water to certain areas of her property. Kelly stated that she had to request documents to try and figure out pump time vs. actual time of charged. Kelly reported that she's short 420 minutes "according to the paper work" because she's being irrigated last and receives the runoff. Kelly also expressed her concerns regarding the lack of communication, paid for water that she didn't received, variation of water flow during irrigation, requesting accountability, bridle path gates left open for days, and the bridle path petition not being honored. President Kay Lorenzen stated that the bridle path gates should be closed by Friday; runoff water will be diverted to someone else.

Irrigation Manager Richard Mitten stated in Kelly's case the pump went off at 9:35 PM, she received her water from 9:05 PM to 10:05 PM, so she got shorted 35 minutes but, that water ran until 10:25 PM.

Discussion ensued regarding homeowners being billed for pump time, delivery of runoff water, quality improvement projects, equitably distribute the cost burden, cost of doing business, gathering data, eighteen (18) properties get the runoff, Variable Frequency Drive "VFD", residual water in lines, notify list not being utilized properly, gravity fed, irrigating four (4) properties at one time, homeowners who are willing to take the variation, metered valves, accountability, water level, location of the pump,

association of the runoff water and the time that the homeowners are paying for, in the past dump water was reported as a loss to the Arizona Department of Water Resources.

No Action Taken

**G. Discuss and possible action to purchase extended warranty for the tractor:**

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

**H. Discuss and possible action to purchase two (2) truckloads of 15” 80lb pipe:**

Discussion ensued regarding the purchase of pipe, cost, storing it in the bridle path where the replacement is being completed, possibility of damage, traffic in the bridle paths, supplying three (3) bids when available, location of distribution centers and suppling Richard with contact information regarding prices.

**MOTION**

Secretary Brett Harrison *made a motion to approve the purchase of two truckloads of 15” 80lb pipe and not to exceed \$7.60 a foot.* President Kay Lorenzen seconded the motion. **Motion Passed.**

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

None

9. ADJOURNMENT:

Without objection, meeting adjourned at 8:41 PM

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

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

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

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