

SUNBURST FARMS IRRIGATION DISTRICT
Special Board of Directors Meeting
Sunburst Farms Irrigation District
16040 N. 43rd Avenue
Glendale, AZ 85306

August 13, 2013

MEMBERS PRESENT: Courtland Rouse, President
Kay Lorenzen, Secretary
Victor Armendariz, Member

EMPLOYEES PRESENT: Brenda Brown
Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The meeting was called to order by Courtland Rouse, President, at 10:03 A.M.

President Courtland Rouse stated that Cathy Hacker is on a timeline therefore, the financial report is next.

4. REPORTS:

A. Financial Report:

Accountant Cathy Hacker stated that the objective of these reports is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the reports. The intended purpose of these reports is for management discussion and review. Cathy also made recommendations to the Board of Directors that the attorney should be advised to move forward in collecting on accounts that are in arrears. See Attachment.

2. CORRESPONDENCE:

1. Email dated July 02, 2013, from homeowner Walt Michels
2. Email dated July 02, 2013, from homeowner Randy Videen
3. Letter dated June 21, 2013, from Arizona Public Service "APS" solutions for business
4. Letter dated June 28, 2013, from Valley Spring Church
5. Letter dated July 4, 2013, from homeowner Mike Casbarro

6. Note dated August, 2013, from homeowner Roy Peace
7. Email dated August 12, 2013, from homeowner Randy Videen

3. CALL TO THE PUBLIC:

NONE

4. REPORTS:

B. Board Reports:

Secretary Kay Lorenzen reported on a meeting that she attended with the Irrigation Manager Richard Mitten, the minister from Valley Spring Church, the contractor, a City employee and a City attorney. This meeting was in regards to the construction of the parking lot and a curb that was placed which blocked the end of the bridle path to Line 14 at 41st Avenue. The district is waiting for specifications and the possibility of speed humps being placed. The district is hoping to resolve this issue in early September. Kay reported on flood water runoff on Waltann west of 47th Avenue and has asked Peggy Schwend to look into the issue. Kay also reminded the board members to follow the open meeting laws and limit phone conversations to open meetings.

Member Victor Armendariz stated that the Variable Frequency Drive "VFD" that's been installed at the 39th Avenue pump is currently having cooling issues. Victor reported that Arizona Public Service "APS" is coming out to verify if the heat is coming from the supply side vs. the service side.

C. Custodian of Records:

Office Manager Brenda Brown reported that in the month of July and the beginning of August that the district office fulfilled eight (8) public records requests, seven (7) new public records request were received, five (5) additional request are ongoing, nine (9) requests pending, which four (4) of the nine (9) requests is hers "Brenda". Brenda also stated that she supplied three (3) destruction forms today and asked Victor to please sign them today. If the Custodian of Records would sign and file the destruction forms this would eliminate three pending requests. Brenda also stated that she asked Victor to check on the status of eight (8) requests dated in early 2012 and yet has not received a response. Custodian of Records Victor Armendariz stated that he spoke to Randy Videen regarding the 2012 requests and that they have been satisfied but, that he would double check. Secretary Kay Lorenzen stated that Victor should get something in writing stating that the public records request is fulfilled.

D. Manager Report:

Irrigation Manager Richard Mitten stated that thirty (30) repairs, one (1) new gate installed, three (3) maintenance jobs and three (3) standpipes were raised in the month of July. This leaves twenty seven (27) repairs left for the month of August. Richard also reminded homeowners to inspect their bridle path for vegetation and to please remove all debris. Richard also reported that the 43rd Avenue pump is producing less water and that the district is working with the Pump Co to get this issue resolved. Richard also welcomed new night irrigation "Josh" to the irrigation team. See Attachment.

5. OLD BUSINESS:

- A. Discuss and possible action on amending prior motion on July 02, 2013, regarding the replacement of Lot 714 Line 18 in the amount of \$4,800:

MOTION

President Courtland Rouse *made a motion to amend the prior motion on July 02, 2013, in the amount of \$4,800 and approve the replacement of Lot 714 Line 18 in the amount of \$5,368.57.* Secretary Kay Lorenzen seconded the motion. **Motion Passed, unanimously.**

6. NEW BUSINESS:

- A. Discuss and possible action on approving two (2) vacation days for Office Manager:

MOTION

Secretary Kay Lorenzen *made a motion to approve two (2) vacation days for Office Manager.* President Courtland Rouse seconded the motion. **Motion Passed, unanimously.**

- B. Call of Election per A.R.S. 16-226

1. Purpose of: The Election of one Board Member
2. Date of Election to be November 12, 2013
3. The last date to file nomination petitions is September 13, 2013
4. The last date to register to vote in the election is September 23, 2013
5. Sunburst Farms Irrigation District will conduct the election at the District Office located at 16040 N. 43rd Avenue, Glendale, AZ 85306

7. ADJOURNMENT:

Without objection, meeting adjourned at 11:19 A.M.

Dated this _____ day of _____, 2013

Submitted by: _____
Office Manager

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