

**DRAFT NOT APPROVED**

SUNBURST FARMS IRRIGATION DISTRICT  
Regular Board of Directors Meeting  
15610 N. 35<sup>th</sup> Avenue, Suite #7  
Phoenix, AZ 85053

December 01, 2015

MEMBERS PRESENT: Kay Lorenzen, President  
Brett Harrison, Secretary  
Eldon Graber, 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 Kay Lorenzen, President, at 7:00 P.M.

2. CALL TO THE PUBLIC:

None

3. APPROVAL OF MINUTES:

**MOTION** Secretary Brett Harrison *made a motion to approve the Executive Session Board of Directors Meeting July 7<sup>th</sup>, 2015 and Executive Session Board of Directors Meeting August 10, 2015.* President Kay Lorenzen seconded the motion. Member Eldon Graber abstained. **Motion Passed.**

**MOTION** Member Eldon Graber *made a motion to approve the Regular Board of Directors Meeting November 3<sup>rd</sup>, 2015.* Secretary Brett Harrison seconded the motion. President Kay Lorenzen abstained. **Motion Passed.**

President Kay Lorenzen tabled the minutes from the Special/Canvass Board of Directors Meeting November 16, 2015 until the next Regular Meeting

4. REPORTS:

**A. Financial Report:**

Accountant Cathy Hacker reviewed and explained the financial reports to cover any line items that were significantly over or under budget.

1. Approval of financial report:

**MOTION**

Secretary Brett Harrison *made a motion to approve the October 31, 2015 Financial Report for filing.* Member Eldon Graber seconded the motion. **Motion Passed,** unanimously.

**B. Summary of Current Events:**

Secretary Brett Harrison reported that the pump reports are no longer available on the website. However, if anyone would like a copy they can submit a public information request.

**C. Managers' Report:**

Irrigation Manager Richard Mitten stated Congratulations to Kay Lorenzen for being Re-elected to the Sunburst Farms Irrigation Board of Directors. Thank you to Lynette Gray, Dorrie Sullivan and Renee Breeden for serving all day on our election; it is a long 10 hour day and your time is appreciated. All the employees and Board Members Brett Harrison and Eldon Graber got the Line 18 double Weir System completed at 39<sup>th</sup> Avenue. They have Line 17 at 39<sup>th</sup> Avenue almost completed; the next stand pipe to get started will be Line 16 at 39<sup>th</sup> Avenue. The Pony Wall around the 43<sup>rd</sup> Avenue Pump Yard had been finished, so that when it rains, the water will not run back into the pump or yard, off of 43<sup>rd</sup> Avenue and Paradise Lane. Thank you to homeowner Troy McCourt for installing the telephone line wire in the new office, and to homeowner Stan Fox for all his work with the internet system. Sunburst Farms Irrigation District is very lucky to have so many experienced homeowners to "pitch-in" and help when needed. Our President, Kay Lorenzen and homeowner Paul Peterson, have our gratitude for representing the best interests of the Sunburst Farms Irrigation District and the homeowners, by working alongside and making sure things went as planned with the Construction Company that built our new Office. Good job! With so many homeowners pitching in to help with all our needs, I think that 2016 could be a great year for Sunburst Farms Irrigation District. The entire staff and I wish everyone a Merry Christmas and Happy New Year! 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 \$1.15.

## 5. NEW BUISNESS:

**A. Discuss and possible action to get approval at an open meeting before seeking legal advice:**

**MOTION** Member Eldon Graber *made a motion to get approval at an open meeting before seeking legal advice.* Secretary Brett Harrison seconded the motion. **Motion Passed,** unanimously.

**B. Discuss and possible action on 110 day deadline on current contract:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Member Eldon Graber regarding the 110 day deadline on the contract with Kroll Construction, additional time was given due to the change of paint color.

President Kay Lorenzen tabled this agenda item indefinitely

**C. Discuss and possible action to approve eleven (11) vacation days for Irrigation Manager:**

**MOTION** Secretary Brett Harrison *made a motion to approve eleven (11) vacation days for Irrigation Manager.* Member Eldon Graber seconded the motion. **Motion Passed,** unanimously.

**D. Discuss and possible action to approve Christmas Bonus for employees:**

**MOTION** Member Brett Harrison *made a motion to approve \$300 each for the two (2) managers, \$200 each for David, Juan, Davee, Kelton, and \$50 for Joshua.* Eldon Graber seconded the motion. **Motion Passed,** unanimously.

**E. Discuss and possible action on moving in to the District Office:**

- a. Hire Temps**
- b. Pictres**
- c. Counter Top**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber, Irrigation Manager Richard Mitten and Office Manager Brenda Brown regarding the hiring of temps, hourly employees moving, framing pictures from homeowner Margaret Patterson, and needing additional counter space, suggestions on purchasing the material from Hobby Lobby and framing the picture ourselves. President Kay Lorenzen requested Office Manager Brenda Brown to get additional information regarding the counter top.

President Kay Lorenzen tabled the hiring of temps indefinitely

**F. Discuss and possible action on several issues regarding 39<sup>th</sup> Ave pump yard:**

- a. Cleanup**
- b. Asphalt**
- c. Adjust wall/fencing**
- d. Chain link/block/screen/fencing height**

- e. Slid gate**
- f. Removal of barb wire**

Lengthy discussion between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber and Irrigation Manager Richard Mitten regarding the complaint from the City of Phoenix regarding the cleanup, parking on non-dust proof surface and removal of the barb wire. In addition, discussion ensued to asphalt an area of the 39<sup>th</sup> Ave yard, chain link, installing block wall, putting up screen, height and the possibility of installing a slide gate. President Kay Lorenzen directed Irrigation Manager Richard Mitten to get quotes on asphalt, block wall installation and the cost of a slide gate.

President Kay Lorenzen tabled these agenda items until the next Regular Meeting

- G. Discuss and possible action on several issues regarding 43<sup>rd</sup> Ave pump yard:**
  - a. Slide gate**
  - b. Landscaping**
  - c. Mail box**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber and Irrigation Manager Richard Mitten regarding the installation of a slide gate, landscaping along Paradise Lane and a secured mail box. President Kay Lorenzen directed Irrigation Manager Richard Mitten to get quotes on the installation of a slide gate.

President Kay Lorenzen tabled these agenda items until the next Regular Meeting

- H. Discuss and possible action on vegetation in bridle path:**

Discussion ensued between President Kay Lorenzen and Irrigation Manager Richard Mitten regarding the vegetation in the bridle path and having access to the valves. Richard stated that it's acceptable if a homeowner has growth above their fence line, but the intruding vegetation that prevents the irrigator from turning on/off the valves is when it becomes a problem.

President Kay Lorenzen tabled this agenda item indefinitely

- I. Discuss and possible action to change the transfer fee for new homeowners:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber and Office Manager Brenda Brown regarding the possibility of changing the transfer fee for new homeowners, keeping the fees as low as possible and to reconsider this agenda item at a different time.

President Kay Lorenzen tabled this agenda item indefinitely

- J. Discuss and possible action on changing the open house date:**

President Kay Lorenzen tabled this agenda item indefinitely

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

None

6. ADJOURNMENT:

Without objection, meeting adjourned at 8:25 PM

Dated this \_\_\_\_ day of \_\_\_\_\_, 2015

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*