

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

December 02, 2014

MEMBERS PRESENT: Kay Lorenzen, President
Brett Harrison, Member

MEMBERS ABSENT: Victor Armendariz, Secretary

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 Earl Higbee stated his concerns regarding the poor irrigation that he’s received over the last four years

3. APPROVAL OF MINUTES:

President Kay Lorenzen stated that the Executive Minutes of July 15, 2014 will not be approved because Secretary Victor Armendariz has not presented them to the Board. Kay directed Office Manager Brenda Brown to contact Victor and have them ready as quickly as possible. Kay also stated that since she was not present at the last regular meeting and we don’t have a third Board Member present, the Regular Board of Directors Meeting of November 4, 2014 will not be approved.

MOTION

Member Brett Harrison *made a motion to approve the Special/Canvass of Election Meeting of November 17, 2014.* President Kay Lorenzen seconded the motion. **Motion Passed.**

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. See Attachment

- 1. Tax Exempt Information:

Accountant Cathy Hacker supplied the Board of Directors and Office Manager Brenda Brown with a letter addressed to Arizona Department of Revenue requesting clarification regarding the sales tax per A.R.S. § 42-5061.

2. Approval of financial report:

MOTION

Member Brett Harrison *made a motion to approve the October 31, 2014 Financial Report*. President Kay Lorenzen seconded the motion. **Motion Passed.**

B. Summary of Current Events:

President Kay Lorenzen thanked Secretary Victor Armendariz for serving on the Board for three years.

Member Brett Harrison gave a demonstration with a prototype camera that can view the inside of the lines and check for line cracks. Brett also stated that additional information is needed and he'll continue to work on the project.

C. Managers' Report:

Irrigation Manager Richard Mitten stated that nine (9) repairs were completed for the month of November; this leaves fourteen (14) repairs remaining. Richard also reported that the office sent out an additional twenty two (22) letters regarding berm repairs, overgrown weeds and grass around valves. Richard congratulated Eldon Graber for being elected to the Board of Directors. Richard also thanked Board Member Brett Harrison for volunteering his camera to look down line 12, standpipe south to Country Gables. See attachment

D. Custodian of Records Report:

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected.

1. Ongoing request dated July 19, 2013 from Randy Videen, requesting the following information:

a. Electronic Agenda of the Regular Board of Directors Meeting of November 46th, 2014 in native format with metadata

- District responded on November 3rd, 2014
- Approved for copying of the public record in its original form
- Fee –?

2. Ongoing request dated July 19, 2013 from Randy Videen, requesting the following information:

- a. Electronic Minutes of the Office Upgrade Committee Meeting of October 21, 2014 in native format with metadata
 - District responded on October 6th, 2014
 - Approved for copying of the public record in its original form
 - Fee –?
3. Ongoing request dated July 19, 2013 from Randy Videen, requesting the following information:
 - a. Electronic Agenda of the Office Upgrade Committee Meeting of October 21, 2014 in native format with metadata
 - District responded on November 3rd, 2014
 - Approved for copying of the public record in its original form
 - Fee –?
4. Ongoing request dated July 19, 2013 from Randy Videen, requesting the following information:
 - a. Electronic Minutes of the Regular Board of Directors Meeting of November 4th, 2014 in native format with metadata
 - District responded on November 13th, 2014
 - Approved for copying of the public record in its original form
 - Fee –?
5. Ongoing request dated July 19, 2013 from Randy Videen, requesting the following information:
 - a. Electronic Agenda of the Special/Canvass Board of Directors Meeting of November 17th, 2014 in native format with metadata
 - District responded on November 13th, 2014
 - Approved for copying of the public record in its original form
 - Fee –?
6. Ongoing request dated July 19, 2013 from Randy Videen, requesting the following information:
 - a. Electronic Revised Agenda of the Special/Canvass Board of Directors Meeting of November 17th, 2014 in native format with metadata
 - District responded on November 14th, 2014
 - Approved for copying of the public record in its original form
 - Fee –?
7. Ongoing request dated July 19, 2013 from Randy Videen, requesting the following information:
 - a. Electronic Agenda “2nd Revision” of the Special/Canvass Board of Directors Meeting of November 17th, 2014 in native format with metadata
 - District responded on November 14th, 2014
 - Approved for copying of the public record in its original form
 - Fee –?

5. OLD BUSINESS:

A. Discuss and possible action cleaning/removing damaged liner located on 39th Ave:

Discussion ensued between President Kay Lorenzen, Member Brett Harrison and Irrigation Manager Richard Mitten regarding the damaged application backing that remains in semi contact and what type of options the district may have to remove it.

President Kay Lorenzen tabled this agenda item indefinitely

B. Discuss and possible action on what to do with the old 43rd Ave electric motor:

Discussion ensued between President Kay Lorenzen, Member Brett Harrison and Irrigation Manager Richard Mitten regarding the old electric motor and the location of the motor. Richard stated that Foster Electric has the motor and that they were going to keep it for the labor for the initial removal. Kay directed Richard to call around and find out what the return fee would be if we scrapped the motor.

President Kay Lorenzen tabled this agenda item indefinitely

6. NEW BUSINESS:

MOTION

President Kay Lorenzen *made a motion to move New Business C to the next agenda item.* Member Brett Harrison seconded the motion. **Motion Passed**

C. Discuss and possible action on purchasing newer version of Quick Books:**MOTION**

Member Brett Harrison *made a motion to purchase a newer version of Quick Books and not to exceed \$400.* President Kay Lorenzen seconded the motion. **Motion Passed.**

A. Discuss and possible action to purchase new/spare water cooled electric motor:

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

B. Discuss and possible action on purchase stainless steel grates:

Discussion ensued between President Kay Lorenzen, Member Brett Harrison and Irrigation Manager Richard Mitten regarding the possibility of additional application backing from the 39th Avenue liner coming loose and the possibility of installing weirs.

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

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 \$100 for Shayne.* President Kay Lorenzen seconded the motion. **Motion Passed.**

E. Discuss and possible action to adopt the 2006 IBC (International Building Code):

President Kay Lorenzen stated that Office Upgrade Committee Member Paul Peterson recommended that the District adopt the 2006 IBC International Building Code and the 2010 ADA Standards for Accessible Design.

MOTION

Member Brett Harrison *made a motion to adopt the 2006 IBC (International Building Code).* President Kay Lorenzen seconded the motion. **Motion Passed.**

F. Discuss and possible action to adopt the 2010 ADA Standards for Accessible Design:

MOTION

Member Brett Harrison *made a motion to adopt the 2010 ADA Standards for Accessible Design.* President Kay Lorenzen seconded the motion. **Motion Passed.**

G. Discuss and possible action to approve November Statement for attorney fees \$1,500:

Office Manager Brenda Brown stated that the above attorney fees will be incurred at the homeowners' expense.

MOTION

Member Brett Harrison *made a motion to approve the November Statement for attorney fees in the amount of \$500.* President Kay Lorenzen seconded the motion. **Motion Passed.**

MOTION

Member Brett Harrison *made a motion to approve the December Statement for attorney fees in the amount of \$1,000.* President Kay Lorenzen seconded the motion. **Motion Passed.**

H. Discuss and possible action on future agenda items:

- 1. Current electronic fee for public information request

7. ADJOURNMENT:

Without objection, meeting adjourned at 7:51 PM

Dated this _____ day of _____, 2014

Submitted by: _____
Office Manager

Minutes accepted on: _____, 2015 by Secretary_____.

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