

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

December 13, 2017

MEMBERS PRESENT: Kay Lorenzen, President  
Eldon Graber, Treasurer

EMPLOYEES PRESENT: Brenda Brown  
Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The special meeting of the Sunburst Farms Irrigation District Board of Directors was held on December 13, 2017. The meeting was called to order by Kay Lorenzen, President at 6:35 P.M.

**MOTION**

Made to *move Call to Public prior to the approval of minutes. Motion was amended to bring New Business I to be voted on after the approval of minutes.* Motion with amendment seconded and carried unanimously.

3. The meeting was opened to public comment and input and is paraphrased as follows:

- 1. Homeowner Victor Armendariz expressed his concerns regarding the following:
  - a. HOA container.
  - b. Capitalizing Line 14 Phase 1, 2 and 3.
- 2. Homeowner Ray Perkins expressed his concerns regarding the following:
  - a. 39<sup>th</sup> Avenue pump failure.
  - b. Lack of communication.

6. NEW BUSINESS:

**I. Discuss and possible action to accept Brett Harrison’s resignation:**

**MOTION**

Made to *accept Brett Harrison’s written resignation* seconded and carried unanimously.

2. APPROVAL OF MINUTES:

**MOTION**

Made to approve the *Regular Board of Directors Meeting November 7, 2017, Executive Board of Directors Meeting November 7, 2017 Special Board of Directors Meeting November 15, 2017 and Special/Canvass Board of Directors Meeting November 20, 2017,* seconded and carried unanimously.

4. REPORTS:

**A. Financial Report:**

Accountant Cathy Hacker absent.

1. Approval of financial report:

Tabled until the next Regular Board of Director Meeting

**B. Summary of Current Events:**

President Kay Lorenzen stated that she noticed comments on Facebook and wanted to address some of the questions. She read questions and answered those questions.

Treasurer Eldon Graber stated his concerns regarding the irrigation scheduling program that Brett designed.

**C. Managers' Report:****SUNBURST FARMS IRRIGATION DISTRICT MANAGER'S REPORT**

November 2017

The Crew got 5 repairs done this month, with 2 major ones on 43rd Avenue at Standpipe, Lines 4 to 3; and Lines 3 to 2. It took over 2 1/2 weeks to finish the removal of the skin off the liner. This should help customers on Lines 1 thru 3 to get better water. The company that installed the liner, Insituform, has passed me from one Boss to another. They say they have never heard of the "skin" coming off the liner. I am still waiting for them to call me back.

I would like to thank new homeowner, Sarah McKenzie and longtime resident Mary Jane Forsyth, for making homemade cookies for all of us in the Office & Field. They were delicious. Homeowner Richard Fite did a GPS on the Farms, at most of the intersections, to show the drop on the ground elevation. A map of those numbers is available at the Office. Lee Dunning did some welding for the District, on fixing the tool we use for turning on the valves. Thank to both of these gentlemen for their contribution to our Irrigation District.

"Great News!" The pump at 39th Avenue is up and running! Thanks to all the Homeowner's for being so patient. Drill Tech, did an outstanding job and worked multiple weekends to get the job done in a timely manner. It looks like the pump is pumping about 2500+ gallons per minute. That's a couple hundred gallons more a minute than it was previously pumping. That will help Homeowner's on Lines 5 and 6, and Lines 11 thru 18.

From "All" of us at Sunburst Farms Irrigation District, we wish you a very "MERRY CHRISTMAS" and a "HAPPY NEW YEAR." See attached report.

Manager's report as read by Kay Lorenzen

**D. Custodian of Records Report:**

No report available.

**E. Ad Hoc Committee:**

- Employee Handbook Committee Chairperson Kay Lorenzen stated the handbook is still in the hands of the attorney.
- Collection Policy Committee Chairperson Kay Lorenzen stated that the meetings are going well.
- Vehicle Longevity Committee Chairperson Larry Hudson commented on recommendations to the Board of Directors.

5. OLD BUSINESS:

**A. Discuss and possible action to approve HOA written agreement:**

**MOTION**

Made to *approve HOA written agreement*, seconded and carried unanimously.

**B. Discuss and possible action to approve proposal on HOA container:**

President Kay Lorenzen tabled this agenda item indefinitely.

**C. Discuss and possible action to approve a mass notification system:**

Tabled until the next Regular Board of Directors Meeting.

6. NEW BUISNESS:

**A. Discuss and possible action to accept offer from Lot 519 Line 09:**

Discussion ensued regarding the offer of \$1,463.11 and that the full amount was to be paid to satisfy the lien.

President Kay Lorenzen read a response from the attorney.

**MOTION**

Made to *reject the offer from Lot 519 Line 09 in the amount of \$1,463.11* for full payment of the lien seconded and carried unanimously.

**B. Discuss and possible action to accept partial payment from Lot #519 Line 09:**

**MOTION**

Made to *have the \$400 payment be sent to Alan Wilson and he will keep an account of it*, seconded and carried unanimously.

**C. Discuss and possible action to approve Christmas bonus for employees:****MOTION**

Made to *approve \$200 each for the two (2) managers, \$200 each for Juan, Manny, Andy, Davee, Steve, and \$100 for Phil*, seconded and carried unanimously.

**D. Discuss and possible action to approve five (5) vacation days for Irrigation Manager:**

President Kay Lorenzen stated for both managers to work together on their days off, and the Board will ratify the vacation days in the January meeting.

No action taken.

**E. Discuss and possible action to approve four (4) vacation days for Office Manager:**

No action taken.

**F. Discuss and possible action to capitalize Line 14 Phase 1, 2 and 3 in the amount of \$33,663.84:****MOTION**

Made to *capitalize Line 14 Phase 1, 2 and 3 in the amount of \$33,663.84*, seconded and carried unanimously.

**G. Discuss and possible action to ratify \$1,800 to Parker & Sons for removal of liner on 43<sup>rd</sup> Avenue:****MOTION**

Made to *ratify \$1,800 to Parker & Sons* seconded and carried unanimously.

**H. Discussion on sexual harassment:**

President Kay Lorenzen stated that she's been told that an employee advised the County that a sexual harassment claim had gone unaddressed. In the last year this topic was added to the updated employee handbook at my request. There will be a zero tolerance of sexual harassment. If an employee feels like they've been sexually harassed they must advise a board member who will request an executive session to document and investigate the account. The definition of sexual harassment includes unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Kay read an excerpt from the Employee Handbook.

Board Member Elect Renee Breeden expressed her concerns regarding sexual harassment laws, liability issues, timeline, enforcement, and documentation.

Renee stated that any complaint needs to be delivered to the entire Board of Directors in writing.

**I. Discuss and possible action to accept Brett Harrison’s resignation:**

**MOTION**

Made to *accept Brett Harrison’s written resignation* seconded and carried unanimously.

**J. Discuss and possible action on getting quotes for a new irrigation scheduling program:**

Treasurer Eldon Graber expressed his concerns that the program was designed by a past board member who had not provided the information needed. The past board member will be contacted to determine if an arrangement can be made to provide the necessary information.

**K. Discuss and possible action on the office surveillance system:**

Discussion ensued regarding camera location, inability to record, upgrade of system and more.

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

- 1. GPS Installation
- 2. Current interest rate 18%

7. ADJOURNMENT:

Without objection, meeting adjourned at 8:06 PM

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

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

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

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