

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

February 03, 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, Presiding Officer, at 6:57 P.M.

2. CALL TO THE PUBLIC:

1. Bill Scott supplied the district with information regarding coyotes
2. Homeowner Rob Myers stated his concerns regarding the height of the bridle path on Line 7 from 47th Avenue to 49th Avenue and requested that the Board of Directors revisit the possibility of lowering it to the original height. Rob also submitted a signed petition from seven (7) homeowners supporting the lowering of the bridle path. See attachment

3. APPROVAL OF MINUTES:

MOTION Secretary Brett Harrison *made a motion to approve the Regular Board of Directors Meeting January 06, 2015.* Member Eldon Graber seconded the motion. **Motion Passed**, unanimously.

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. Tax Exempt Information:
No action taken

2. Approval of financial report:

MOTION Secretary Brett Harrison *made a motion to approve the December 30, 2014 Financial Report.* Member Eldon Graber seconded the motion. **Motion Passed**, unanimously.

B. Summary of Current Events:

President Kay Lorenzen thanked the Office Upgrade Committee Members for all their hard work and dedication to the cause.

Secretary Brett Harrison stated that he's heard some discussion amongst homeowners regarding valve size and pro rating water fees. Brett stated that regardless of the size of valves, it doesn't change the amount of flow. Because we are a gravity fed from a pump a property could have a 36" valves but they would be getting same volume of water it's just coming out at a lower velocity over a larger cross section.

C. Managers' Report:

Irrigation Manager Richard Mitten stated that twelve (12) repairs were completed for the month of January; this leaves fifteen (15) repairs remaining. In 2014, 146 maintenance and repair jobs were done and $\frac{3}{4}$ of a mile of new line was installed. That makes a total of four (4) miles done over the past seven (7) years, plus main lines on 39th Avenue from Paradise Lane to Greenway Road, and 43rd Avenue from Paradise Lane to Acoma. Richard thanked the Office Upgrade Committee for their efforts on recommendations for old building and what is next with the reconstruction of a new building. Richard is also asking that if any homeowner would like to volunteer to help on the construction of our new building in any of these areas: concrete, electrical, framing, roofing, painting or labor work, the Office Upgrade Committee Members would love to hear from you or please call the office. See attachment

D. Custodian of Records Report:

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected. Eight (8) ongoing public information requests for the electronic agenda and minutes which contained metadata were fulfilled for Randy Videen. Fees collected totaled \$1.20.

E. Office Upgrade Committee Report:

Karen Mills, Chairperson stated that there are many things on this agenda and that she will address them accordingly

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

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber, and Irrigation Manger Richard Mitten and Homeowner Larry Hudson regarding the purchase of a new motor and that the district has the responsibility of addressing the issue of putting up a new office building. After lengthy discussion the

Board Members requested the Irrigation Manager Richard Mitten to get the additional information necessary on the quotes so we will have them for the future.

President Kay Lorenzen tabled this agenda item indefinitely

B. Discuss and possible action on findings/test results/options for the District Office:

Richard Mitten reported that the test on the vermiculite in the block walls was negative.

C. Discuss and possible action to set policy for sick pay:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Member Eldon Graber regarding the changes to the Policy and Procedure Manual for Paid Time Off (PTO). Brenda, can you please update the Policy and Procedures Handbook and send out to the board? Thx.

MOTION

Secretary Brett Harrison *made a motion to approve three personal days (PTO) used per calendar year.* President Kay Lorenzen seconded the motion. Member Eldon Graber abstained. **Motion Passed.**

D. Discuss and possible action on what to do with the VFD “Variable Frequency Drive”:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber and Irrigation Manager Richard Mitten regarding the possibility of removing the VFD vs. the advantages. Brett suggested that we watch the VFD results over the next couple of months to see if it is continue to fluctuate.

President Kay Lorenzen tabled this agenda item for two (2) months

6. NEW BUSINESS:

A. Discuss and possible action on bridle path cleanup schedule:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber and Irrigation Manager Richard Mitten regarding homeowners’ responsibilities, bulk trash pickup, additional information being sent out with the February statements, district letters, Outside Vendor completing the work and associated fees.

MOTION

Secretary Brett Harrison *made a motion to align bridle path cleanup with bulk trash pickup and to send out a notice as such with the February statements. The District will contract for bridle path cleanup without notices being sent immediately following bulk trash pickup.* Member Eldon Graber seconded the motion. **Motion Passed, unanimously.**

B. Discuss and possible action to approve one (1) vacation day for Office Manager:

MOTION President Kay Lorenzen *made a motion to approve one (1) vacation day for Office Manager.* Secretary Brett Harrison seconded the motion. **Motion Passed**, unanimously.

C. Discuss and possible action to approve one (1) vacation day for Irrigation Manager:

MOTION President Kay Lorenzen *made a motion to approve one (1) vacation day for Irrigation Manager.* Secretary Brett Harrison seconded the motion. **Motion Passed**, unanimously.

D. Discuss and possible action on the removal/installation of a Survey Pin on Line 10:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber and Irrigation Manager Richard Mitten regarding the line replacement that took place in 2014, quote to replace pin in the amount of \$1,200 and that there is no proof that a survey pin was located in the bridle path.

President Kay Lorenzen tabled this agenda item indefinitely

E. Discuss and possible action to set a building project budget and how it will be funded:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber and Chairperson Karen Mills regarding all possible costs that will be incurred for a new office.

MOTION President Kay Lorenzen *made a motion to approve funding from the Capital/Depreciation account for the new office and not to exceed \$110,000.* Member Brett Harrison seconded the motion. **Motion Passed**, unanimously.

F. Discuss and possible action on site plan:

MOTION Secretary Brett Harrison *made a motion to approve the 43rd Avenue location for the site plan of the new building.* Member Eldon Graber seconded the motion. **Motion Passed**, unanimously.

G. Discuss and possible action to award bid to proceed with demo of the old office location:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Member Eldon Graber regarding the three (3) bids that was recommended by the Office Upgrade Committee. Bids range from \$4,400 - \$4,850. Member Eldon Graber excused himself from the discussion and went outside to make a phone call. Discussion continued between the Board Members and Chairperson Karen Mills regarding the costs and required licenses needed for the demolition of the old office.

MOTION

President Kay Lorenzen *made a motion to award the bid to the lowest bidder Eldon Graber for the demo of the old office with the requirement that a license is provided.* Secretary Brett Harrison seconded the motion. **Motion Passed.** Member Eldon Graber excused himself from the discussion and abstained from the vote.

H. Discuss and possible action to review and approve Architectural proposal for Construction Documents:

Committee Member/Architect David Franklin submitted a Request for Architectural Services/Agreement. See attachment. Cost is approximately \$8,900. Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber, and Chairperson Karen Mills and Committee Member David Franklin regarding the agreement, costs and if additional proposals can be accepted.

President Kay Lorenzen stated that a Special Meeting will be called on Thursday, February 5, 2014 to discuss and decide on the matter at hand.

I. Discuss and possible action to review and approve building plans:

MOTION

Secretary Brett Harrison *made a motion to approve the building plans that were submitted by David Franklin.* Member Eldon Graber seconded the motion. **Motion Passed,** unanimously.

J. Discuss and possible action to increase the Irrigation Manager's purchase authority for the Office Upgrade project only:

After reviewing the current policy and the spending limits within the Irrigation Manager's ability, the Board of Directors took no action. The item is removed from the agenda.

K. Discuss and possible action to pass a resolution relieving all unpaid "pro bono" professional services of Arizona Error and Omissions' Liability for this project:

MOTION

Secretary Brett Harrison *made a motion to relieve all unpaid "pro bono" professional services of Arizona Error and Omissions' Liability for the office project.* Member Eldon Graber seconded the motion. **Motion Passed,** unanimously.

L. Discuss and possible action on future agenda items:

None

7. ADJOURNMENT:

Without objection, meeting adjourned at 9:10 PM

Dated this 3rd day of February, 2015

Submitted by: Brenda Fournier
Office Manager

Minutes accepted on: March 3, 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*