

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

January 8, 2019

MEMBERS PRESENT: Victor Armendariz, President  
Renee Breeden, Secretary  
Larry Hudson, Treasurer

EMPLOYEES PRESENT: Kerrie Kauzlarich  
Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on January 8, 2019. The meeting was called to order by Secretary Renee Breeden at 7:00 P.M.

2. SWEARING IN OF ONE NEW BOARD MEMBER 2019/2020

Oath of Office: I Victor Armendariz, do solemnly swear that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will through faith and allegiance bears to the same, and defend them against all enemies whatsoever, and that I will faithfully and impartially discharge the duties of the office of Director, ***Sunburst Farms Irrigation District*** according to the best of my ability, so help me God (or so I do affirm).

3. ELECTION OF OFFICERS FOR 2019

**MOTION**

***Secretary Renee Breeden made a motion that Victor Armendariz be appointed President of the Board. Treasurer Larry Hudson seconded and motion carried unanimously.***

***President Victor Armendariz made a motion to have Renee Breeden as Secretary and Larry Hudson as Treasurer for the upcoming year. Secretary Renee Breeden seconded and motion passes.***

4. CALL TO THE PUBLIC

No call to the public

## 5. SUMMARY OF CURRENT EVENTS

Secretary Renee Breeden brought up the outstanding Robert Hudson account and asked to address this item at next month's meeting. President Victor Armendariz stated that the Collections Committee should have a special meeting quickly and give a recommendation to the board at the next meeting. Treasurer Larry Hudson brought up the AG complaint and that the board previously voted to go to conciliation. Secretary Renee Breeden recused herself from the conciliation process. Treasurer Larry Hudson thanked Kay Lorenzen for her service to the board.

## 6. APPROVAL OF MINUTES

Approval moved to next month.

## 7. REPORTS

### A. Financial Report

#### 1. Approval of financial report

Cathy Hacker presented the some of the October reports, and stated that the rest should be done next week.

### B. Manager's Report

#### **December, 2018 Irrigation Manager's Report**

Happy 2019!! I would like to welcome the District's new office personnel, Kerrie Kauzlarich, who has lots of experience with QuickBooks and accounts payables. Please stop by and say hi. I would also like to thank Holly Perri for all her help in making the transition with Kerrie. Gene Perri also came in and helped out. Thank you Perri's for all your help.

Homeowners John and Kay Lorenzen brought in Christmas candy for the office, Peggy Schwend got the staff gift cards, Pam Stevenson brought in cookies, Angel Morales and family got us candy, and H.R. and Gail Slano also brought cookies. Thank you homeowners for being so kind to the staff.

Homeowners, did you know that the District does the irrigation schedule on Wednesdays at 10:00am the week before you get water? If you missed the cut off time and the schedule is done before you cancel you will have to pay for the irrigation on the schedule, even if you didn't want it.

5 repairs were done this month and we are cleaning up the 39<sup>th</sup> Ave. lot. 7 more repairs to go.

C. Custodian of Records

Treasurer Larry Hudson had one Public Records request which was completed incorrectly. The person who requested the information did find what they were looking for.

8. OLD BUSINESS:

**A. Discuss and possible action on pending insurance claim with 39<sup>th</sup> Ave pump failure:**

Discussion

No action. Tabled until next month.

**B. Discuss and possible action on installation and repositioning of surveillance cameras:**

Discussion

No action. Tabled until next month.

**C. Discuss and possible action on claim for 43<sup>rd</sup> Ave standpipe damage:**

Discussion

**MOTION**

*Treasurer Larry Hudson made a motion that we turn it over to our insurance company. Secretary Renee Breeden second and carried unanimously.*

**D. Discuss and possible action on upcoming financial review:**

Discussion

No action.

**E. Discussion on the progress of desk manuals for Managers:**

Discussion

No action. Tabled until next month.

**F. Discuss and possible action on repairs and line replacements:**

Discussion

No action. Tabled until next month.

**G. Discuss and possible action on process/form for reporting information for insurance claims:**

Discussion

No action. Tabled until next month.

**H. Discuss and possible action on inventory system/Quick Books:**

Discussion

No action. Tabled until next month.

**I. Discuss and possible action on hiring collections attorney:**

Discussion

No action. Tabled until next month.

**J. Discuss and possible action on updating work order form:**

Discussion

**MOTION**

*President Victor Armendariz made a motion to move the remainder of this discussion to the item that correlates with the GPS discussion on new business. Secretary Renee Breeden seconded and carried unanimously.*

**8. NEW BUSINESS****A. Establish Ad Hoc committees:**

**Billing & Collections –**

**Chairperson Kay Lorenzen, Victor Armendariz, and Peggy Schwend**

**Employee Evaluation – Committee is no longer active**

**Personnel Files – Committee is no longer active**

**Depreciation –**

**Chairperson Victor Armendariz, Richard Mitten, and Walter Michels**

**Election Procedure –**

**Chairperson Renee Breeden, Kerrie Kauzlarich, Peggy Schwend, Rose Beanblossom, and David Rich**

**Internal Audit – Committee is no longer active**

**Employee Handbook –**

**Chairperson Kay Lorenzen, Victor Armendariz, and Peggy Schwend**

**B. Discuss and possible action on idle time & GPS on vehicles:**

Discussion

**MOTION**

*President Victor Armendariz made a motion to make Bob Bustoz the GPS liaison for the district and coordinate GPS with repair. Secretary Renee Breeden seconded. Motion carried.*

**C. Discuss and possible action on obtaining insurance bids:**

Discussion

No action. Tabled until next month.

**D. Discuss and possible action on obtaining accountant bids:**

Discussion

**MOTION**

*President Victor Armendariz made a motion to take no action on this and remove it from the agenda. Secretary Renee Breeden seconded. Motion passed.*

**E. Discuss and possible action on having all employees review Employee Handbook (and sign) by January 18, 2019:**

Discussion

No action. Tabled until next month

**F. Discuss and possible action to train Board Members and Office Personnel on Open Meeting and/or Public Record Law by January 31, 2019:**

Discussion

**MOTION**

*President Victor Armendariz made a motion that we send Kerrie to take an Open Meeting Law class before the February Board of Directors meeting. Treasurer Larry Hudson seconded. President Victor Armendariz amended the motion to read by the March Board of Directors meeting. Motion carried.*

**G. Discuss and possible action on new security cameras:**

Discussion

No action.

**H. Discuss and possible action on purchase of fuel:**

Discussion

No action. Tabled until next month

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

Reorganize file room  
Hudson past due account

**10. ADJOURNMENT:**

Without objection, meeting adjourned at 9:35 PM

Dated this 9 day of January, 2019

Submitted by: Kerrie Kauzlarich  
Kerrie Kauzlarich, Office Assistant

Minutes accepted on: \_\_\_\_\_, 2019 by Secretary \_\_\_\_\_

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