

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

January 3, 2017

MEMBERS PRESENT: Kay Lorenzen, President  
Brett Harrison, Secretary  
Eldon Graber, Treasurer

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 7:06 P.M.

2. SWEARING IN ONE NEW BOARD MEMBER FOR 2017-2019:

Oath of Office: I Brett Harrison, 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 CALENDAR YEAR 2017:

Board remains status quo

4. CALL TO THE PUBLIC:

1. Homeowner Renee Breeden asked the Board Members the following question regarding agenda item Old Business D, Discuss and possible action to establish a class of employee that is not permitted to drive District vehicles
  - a. what is the thought process behind it
  - b. Is the district going to interview employees
  - c. What is our cost going to be for Richard or an employee to drive this particular employee around
2. Renee also asked the Board Members the following question regarding agenda item New Business B, Discuss and possible action to create a lead irrigator/maintenance position.
  - a. Is this a new position
  - b. If it's a new position did we budget for it
  - c. If it's not a new position, what is the reasoning for going over budget

## 5. APPROVAL OF MINUTES:

**MOTION** Secretary Brett Harrison *made a motion to approve the Regular Board of Directors Meeting December 6, 2016 and Special Board of Directors Meeting December 13, 2016.* Treasurer Eldon Graber seconded the motion. **Motion Passed.**

## 6. 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 November 30th, 2016 Financial Report for filing.* Treasurer Eldon Graber seconded the motion. **Motion Passed,** unanimously.

**B. Summary of Current Events:**

Secretary Brett Harrison reported that the replacement on Line 06 is going well, we currently tied in, water soaked the new line, preparing the splash pads and repairing fences that were damaged.

**C. Managers' Report:**

Irrigation Manager Richard Mitten stated that 2016 is over and the District got a lot accomplished, 3 double new weirs and 3/4 of a mile of new pipe, 15" with 10" Crossovers and 10" valves installed. There were a lot of homeowners that helped the District throughout the year and we appreciate you a lot. It saved all the homeowners a lot of money and freed up some time to get more things accomplished. Once again, Michael & Sophia Rhodes had their Christmas Luncheon for the entire employee's. The Rhodes has done the luncheon for many years with all the trimmings and a *See's* Gift Card. The employee's really appreciate this luncheon. Homeowner Peggy Schwend gave a gift & a card. Many other homeowners brought cookies and treats for the Office. Our thanks goes out to: Michael and Sophia Rhodes, Peggy Schwend, John and Kay Lorenzen, Wayne and Joann Kohan, Kelly Cushman, Lois Jones, Cherril Stone, Jeri McKelvie, Cathy Hacker, Phil and Kathy Horsley, Lee and Judy Dunning, My Nquyen, Fred and Jean Riemer, Pam Stevenson and Tim and Ricki Ciero. December through New Year's, we did receive much needed rain that disrupted our posted irrigation schedules and we appreciate the Homeowner's for being so patient, understanding and bearing with the necessary schedule adjustments. Once the Farms dry out, we can get back to our regular schedules. Thank you for your continued support. Wishing you a HAPPY NEW! See attached report.

**D. Custodian of Records Report:**

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected. The District received nine (9) Public Information Requests. Fees collected totaled \$1.35.

**MOTION**

President Kay Lorenzen *made a motion to move Old Business B Discuss and possible action to approve the use of the conference room for HOA monthly meetings next on the agenda.* Secretary Brett Harrison seconded the motion. **Motion Passed**, unanimously.

## 7. OLD BUSINESS:

**B. Discuss and possible action to approve the use of the conference room for HOA monthly meetings:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber, Office Manager Brenda Brown, Irrigation Manager Richard Mitten, Homeowners Pam Stevenson, Renee Breeden and Ken Rice regarding the use of the conference room, liability insurance, availability, access to the restroom and District Office, unauthorized removal of the Districts' computer and the cost of a Manager being present during the HOA monthly meetings.

**MOTION**

Secretary Brett Harrison *made a motion to allow the Sunburst Farms HOA only to use the conference room providing the District with a certificate of liability list us as the insurer and to cover the expense of paying to have the Office Manager, Irrigation Manager or a Board Member present.* Treasurer Eldon Graber seconded the motion. President Kay Lorenzen abstained. **Motion Passed.**

## 7. OLD BUSINESS:

**A. Discuss and possible action to approve the installation of security cameras:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber and Office Manager Brenda Brown regarding the installation of the cameras, cost of supplies and the cost of the installation.

**MOTION**

Secretary Brett Harrison *made a motion to approve the cost of the installation of the security cameras including supplies and not to exceed \$500.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

**B. Discuss and possible action to approve the use of the conference room for HOA monthly meetings****C. Discuss and possible action to lease or purchase a Bobcat E26 track hoe:**

Heavy discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber, Irrigation Manager Richard Mitten and Homeowners Deb Swearingen, Charles Stevenson and Renee Breeden regarding the Bobcat/Track Hoe, lease options vs. purchase, tail swing, ability to meet the Districts' requirements, funding and improving the ability to complete the replacement in-house.

President Kay Lorenzen tabled this agenda item until additional information is obtained

**D. Discuss and possible action to establish a class of employee that is not permitted to drive District vehicles:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber, Irrigation Manager Richard Mitten and Homeowner Renee Breeden regarding the hiring of additional employees, part-time positions, digging only, non-drivers, time spent driving the employee around, saving money, going through temporary services, taxes, workman's comp, liability insurance, staying within current budget and salaries will be funded from capital funds.

**MOTION**

Secretary Brett Harrison *made a motion to establish a class of employee that is not permitted to drive District vehicles.* President Kay Lorenzen seconded the motion. Treasurer Eldon Graber abstained. **Motion Passed.**

8. NEW BUISNESS:

**A. Discuss and possible action to contact the attorney regarding closing docs:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Treasurer Eldon Graber regarding closing docs, deed restrictions and language contained referring to single-family residences, commercial use and churches.

**MOTION**

Treasurer Eldon Graber *made a motion to send supporting documents to the attorney for his review.* Secretary Brett Harrison seconded the motion. **Motion Passed,** unanimously.

**B. Discuss and possible action to create a lead irrigator/maintenance positon:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber, Irrigation Manager Richard Mitten and Homeowner Renee Breeden regarding the salary, staying within current budgeted, new position, the ability to have an hourly employee to fire someone and liability ramifications.

President Kay Lorenzen tabled this agenda item indefinitely

**C. Discuss and possible action to convert vacation days from service date to calendar year:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber and Office Manager Brenda Brown regarding vacation days being converted to calendar year vs. service date.

**MOTION** Secretary Brett Harrison *made a motion to convert vacation days from service date to calendar year effective January 1, 2017.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

**D. Discuss and possible action to capitalize the hydraulic system/8' slide steel bed in the amount of \$3,902.82:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Treasurer Eldon Graber regarding the purchase of the steel bed, asking for help from the correct industry, meetings and the cost. Eldon stated that this type of dump does not meet Districts' needs.

**MOTION** Secretary Brett Harrison *made a motion to capitalize the hydraulic system/8' slide steel bed in the amount of \$3,902.82.* President Kay Lorenzen seconded the motion. Treasurer Eldon Graber abstained. **Motion Passed.**

**E. Discuss and possible action to capitalize portable generator in the amount of \$1,006.72:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Treasurer Eldon Graber regarding the purchase of the generator, horse power and timeline of the purchase.

**MOTION** Secretary Brett Harrison *made a motion to capitalize portable generator in the amount of \$1,006.72.* President Kay Lorenzen seconded the motion. Treasurer Eldon Graber abstained. **Motion Passed.**

**F. Discuss and possible action on hiring a 3<sup>rd</sup> full time maintenance employee:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber, Irrigation Manager Richard Mitten and Homeowner Renee Breeden regarding the hiring of a third (3<sup>rd</sup>) maintenance employee, new position not budgeted for, hiring employees through temporary services, staying within current budget and that the position was not necessary.

**MOTION** Secretary Brett Harrison *made a motion to hire a 3<sup>rd</sup> full time maintenance employee.*

Secretary Brett Harrison withdrew his motion.

President Kay Lorenzen tabled this agenda item indefinitely

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

9. ADJOURNMENT:

Without objection, meeting adjourned at 9:02 PM

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

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

Minutes accepted on: \_\_\_\_\_, 2017 by Secretary\_\_\_\_\_.

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