

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

January 05, 2016

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 7:02 P.M.

2. SWEARING IN OF ONE NEW BOARD MEMBER FOR 2016-2018:

Oath of Office: I Kay Lorenzen, 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:

MOTION Secretary Brett Harrison made a *motion to appoint Kay Lorenzen as President, Brett Harrison as Secretary and Eldon Graber as Member.* President Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

MOTION Secretary Brett Harrison made a *motion to go out of order and move New Business E. Discuss and possible action to approve liability insurance.* President Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

Michael Oliver with NFP Property and Casualty Services, Inc. supplied the Board of Directors a Commercial Insurance Proposal for their review. Heavy discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber and Michael Oliver regarding blanket coverage, deductibles, new office coverage, utility services – direct damages, property in transit, unintentional errors, real property, outdoor property, equipment breakdown, general liability, pumps, vehicles, special coverages, public officials and management liability. Expiring and proposed premium also discussed and varied/saved approximately \$5,000. President Kay Lorenzen requested

Office Manager Brenda Brown to get an additional quote from our current carrier for the next meeting.

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

4. CALL TO THE PUBLIC:

None

5. APPROVAL OF MINUTES:

MOTION Secretary Brett Harrison *made a motion to approve the Special/Canvass Board of Directors Meeting November 16, 2015.* Secretary Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

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 30, 2015 Financial Report for filing.* President Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

B. Summary of Current Events:

Secretary Brett Harrison responded to two (2) letters from homeowner Walt Michels regarding the Manager's report from August and September 2015. Brett stated that one (1) of Walt's inquires is regarding the savings of the \$20,000 for the new scheduling program. Brett reported since Richard is not a programmer it would be better if he "Brett" did the breakdown for him. Brett stated the following: taking into consideration his hourly program rate, time spent and the fact that he provided support; it would actually be more than \$20,000 but Brett did the entire system for free. The second (2) inquiries from Walt are regarding the opening/removal of valves and the water being shut off early. The district requires that if a homeowner removes their valves to have them reinstalled prior to when their time is up. Brett also commented on the September 2015 Manager's report regarding the extension of three (3) standpipes. In Walt's letter he states that he's curious as to why the heights of these three (3) standpipes have been increased and for over 40 years these standpipes (as originally engineered) have been sufficient and seldom overflowed. Brett stated that the original pump back in 1970 when received from Hallcraft we pumped 1500 GPM "gallons per minute" and we now pump 2400 GPM. Since the volume has changed it was deemed necessary that the standpipes be raised and they have been since the 80's. Another issue that Walt brought up is regarding the splitting of the

lines. Brett stated that once we have the weirs completed then we'll have a more accurate way of splitting the lines. Brett reported that Line 17 weir is almost completed and that the application liner has been removed from Standpipe 18 south to standpipe 17 which is approximately 1000 sf.

President Kay Lorenzen reported that it's great to be in the new building and to have a conference room that we can have our meetings in, hold the elections and it's separate from the office. Kay also mentioned the open house and there were approximately 100 homeowners that came in to show their support. Kay thanked the Committee Members Chairperson Karen Mills, Secretary Peggy Schwend, Homeowners Jesse Conner, Dave Franklin and Paul Peterson for volunteering their time, interest, energy and putting this together and making the recommendations to the Board Members. Kay also stated that a special thank you to our Quality Control Inspector Paul Peterson for all the endless hours that he spent making sure everything was done correctly. Kay said that Walt Michels stated at the end of his letter: "It is my belief that this letter should be published in the Sunburst Farms News the same at the manager's report as it is also public information to all homeowners". Kay stated as President of the Sunburst Farms Irrigation District (and not as the Editor of the Newsletter) the following: "Any complaint or comments that any homeowner gives to us needs to come to the district so the staff or the Board of Directors can deal with it. Putting it in the Newsletter simply raises some complaints to the entire neighborhood that are not going to solve the problem. All it's going to do is spread some dissatisfaction and some complaint that someone has that may not even have been warranted or have correct information. Now as Editor, I "Kay" would forward anything of this nature to the Board of the HOA and allow them to make the decision based on my recommendation or suggestion to them, and in this case they said don't print it. Kay stated that she appreciated that support". Kay reported that we do have a good relationship with the HOA and she hopes that it remains. Kay also stated that the valve issue in Walt's letter was dealt with in Richard's July Managers report. Kay also stated that complaints or personal attacks need to be addressed thru proper channels. If someone complains about the managers then any Board Member can and should be contacted privately. It should not be handled in an open meeting. She would ask anyone who's ever worked for in a private industry if they've ever been thrown to the wolves in a public meeting and how that makes them feel; it makes them feel awful.

Member Eldon Graber stated that Walt Michels has a right to complain about anything with his property. If another homeowner complains about their property they shouldn't go to Walter to complain and they should come to the District and let us deal with it.

C. Managers' Report:

Irrigation Manager Richard Mitten stated Congratulations to Kay Lorenzen for being Re-elected to the Sunburst Farms Irrigation Board of Directors. Thank you to Lynette Gray, Dorrie Sullivan and Renee Breeden for serving all day on our election; it is a long 10 hour day and your time is appreciated. All the employees and Board member's Brett Harrison and Eldon Graber got the Line 18 double Weir System completed at 39th Avenue. They

have Line 17 at 39th Avenue almost completed; the next stand pipe to get started will be Line 16 at 39th Avenue. The Pony Wall around the 43rd Avenue Pump Yard had been finished, so that when it rains, the water will not run back into the pump or yard, off of 43rd Avenue and Paradise Lane. Thank you to homeowner Troy McCourt for installing the telephone line wire in the new office, and to homeowner Stan Fox for all his work with the internet system. Sunburst Farms Irrigation District is very lucky to have so many experienced homeowners to “pitch-in” and help when needed. Our President, Kay Lorenzen and homeowner Paul Peterson, have our gratitude for representing the best interest of the Sunburst Farms Irrigation District and the homeowners, by working alongside and making sure things went as planned with the Construction Company that built our new Office. Good job! With so many homeowners pitching in to help with all our needs, I think that 2016 could be a great year for Sunburst Farms Irrigation District. The entire staff and I wish everyone a Merry Christmas and Happy New Year! See attachment

D. Custodian of Records Report:

Custodian of Records Brenda Brown stated that since the hard drive crashed during the move she has nothing to report at this time.

7. OLD BUSINESS:

A. Discuss and possible action on moving in to the District Office:

- a. Pictures**
- b. Counter Top**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber and Office Manager Brenda Brown regarding additional counter space that is desperately needed. The minimal cost from Hobby Lobby on framing the pictures for the conference room, installation of a counter top in the office and costs ranging from \$1796 to \$3,600 total. Brenda stated that the homeowner is going to donate an upper set of cabinets. President Kay Lorenzen requested Office Manger Brenda Brown to move forward with the framing.

MOTION

Secretary Brett Harrison *made a motion to approve \$1,796 for the counter top/cabinet for the office.* Member Eldon Graber seconded the motion. **Motion Passed**, unanimously.

B. Discuss and possible action on several issues regarding 39th Ave pump yard:

- a. Cleanup**
- b. Asphalt**
- c. Adjust wall/fencing**
- d. Chain link/block/screen/fencing height**
- e. Slide gate**
- f. Removal of barb wire**

Lengthy discussion between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber and Irrigation Manager Richard Mitten regarding the cleanup and that it will be completed by January 31, 2016, remove item a and d from the agenda, delivery of asphalt, removing the barb wire, installing block wall and the installation of a slide gate. Two written bids were supplied to the board for the installation of the block wall “labor only” ranging from \$5,496 to \$8,400. President Kay Lorenzen asked Irrigation Manager Richard Mitten to get an additional quote for the wall and to get bids for a 14’ slide gate.

President Kay Lorenzen tabled these agenda items until the next Regular Meeting

C. Discuss and possible action on several issues regarding 43rd Ave pump yard:

- a. Slide gate**
- b. Landscaping**
- c. Mail box**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber and Irrigation Manager Richard Mitten regarding the installation of a slide gate, area along Paradise Lane will be graded and completed by January 31, 2016, and to purchase a secured mail box through local vendor. President Kay Lorenzen asked Irrigation Manager Richard Mitten to get bids for a 14’ slide gate.

President Kay Lorenzen tabled the installation of the slide gate until the next Regular Meeting

8. NEW BUISNESS:

A. Discuss and possible action on pay treatment before/after Holidays:

Heavy discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber and Irrigation Manager Richard Mitten regarding hourly employees taking off the Friday after Thanksgiving and/or any Holiday that falls on a Thursday, the morale of the employees, five (5) day work week, employee expectations, and unpaid for hourly employees unless approved for a PTO or vacation day.

MOTION

President Kay Lorenzen *made a motion the day after Thanksgiving and the day after Christmas if it falls on a Thursday will be a no work day for all employees, and hourly paid employees will not be paid.* Secretary Brett Harrison seconded the motion. **Motion Passed**, unanimously.

B. Discuss the status of weir system:

Secretary Brett Harrison stated that the weir standpipe 17 is almost completed and 16 will be completed in January. The weir on 16 will include a new 15” lateral for one (1) acre and we’re moving Parks valves off the mainline and will install them at the rear of the property. Brett also stated that all the weirs and fine tuning will be completed at the end of February which includes removing the application liner along 39th Avenue from Paradise

Lane to Greenway. Brett reported that the complaint by homeowner Walt Michels regarding improper use of redlines caused him to build a pressure sensor which did identify problems with the system. Brett stated the outcome of the test proves that our system was not designed to accurately split water when it was created because it was coming out of a 1500 gpm pipe. For the first seven (7) years of Sunburst Farms everyone paid the same fee regardless if they received water or not. Once the district started billing for water received, they installed the weirs so the homeowners would get their share of the water. The reason these standpipes are all different sizes is because they were designed to direct water and were never designed to have a weir in them. Having weirs in the standpipes makes it impossible to maintain the gates, which was the exact reason why Chuck Gillman removed them in 1999 and they were being worked on every time the volume changed. The new weir system has no gates or redlines. It is gravity split and will not matter if the water table drops or rises because they are all at the same height. Once all the weirs and the fine tuning are completed some homeowners may have to adjust their water times and possibly order more/less than what they're accustomed too. When everything is completed, valve and line size will no longer matter, but the valves must be properly opened. Brett stated that additional information will be sent to all homeowners regarding the weir system in the near future.

C. Discuss and possible action on location of the dumpster:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Member Eldon Graber regarding the dumpster staying at the 39th Ave location.

President Kay Lorenzen tabled this agenda item indefinitely

D. Discuss and possible action on sealing the parking lot:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber and Irrigation Manager Richard Mitten regarding the condition of the parking lot, possibility of sealing the recycled asphalt and waiting until summer for additional rolling, possibility to asphalt it and budget for it next year.

President Kay Lorenzen tabled this agenda item indefinitely

E. Discuss and possible action to approve liability insurance.

Discussed out of order "See motion"

F. Discuss and possible action on future agenda items:

1. Capitalize Line 18

9. ADJOURNMENT:

Without objection, meeting adjourned at 9:08 PM

Dated this _____ day of _____, 2016

Submitted by: _____
Office Manager

Minutes accepted on: _____, 2016 by Secretary_____.

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