

DRAFT

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

January 06, 2015

MEMBERS PRESENT: Kay Lorenzen, Presiding Officer
Brett Harrison, Member
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 7:03 P.M.

2. SWEARING IN OF ONE NEW BOARD MEMBER FOR 2015-2017:

Oath of Office: I Eldon Graber, 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 Member Brett Harrison made a *motion to appoint Kay Lorenzen as President*. Member Eldon Graber seconded the motion. **Motion Passed**, unanimously. President Kay Lorenzen made a *motion to appoint Brett Harrison as Secretary*. Member Eldon Graber seconded the motion. **Motion Passed**, unanimously.

4. CALL TO PUBLIC:

None

5. APPROVAL OF MINUTES:

MOTION Member Brett Harrison *made a motion to approve the Executive Session Board of Directors Meeting July 15, 2014*. President Kay Lorenzen seconded the motion. Member Eldon Graber abstained. **Motion Passed**.

MOTION

Member Brett Harrison *made a motion to approve the Regular Board of Directors Meeting December 2nd, 2014, and the Special Board of Directors Meeting December 6th, 2014.* President Kay Lorenzen seconded the motion. Member Eldon Graber abstained. **Motion Passed.**

6. REPORTS:

A. Financial Report:

Accountant Cathy Hacker stated that the objective of these reports is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the reports. The intended purpose of these reports is for management discussion and review. See Attachment

1. Tax Exempt Information:

President Kay Lorenzen reported on a letter received from the State of Arizona regarding A.R.S. 42-5061: A deduction from the tax base of the retail classification under subsection B is provided for the sale of “[p]ipes or valves four inches in diameter or larger used to transport oil, natural gas, artificial gas, water or coal slurry, including compressor unites, regulators, machinery and equipment, fittings, seals and any other part that is used in operating the pipes or valves.” Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber, and Accountant Cathy Hacker regarding outside vendors having to file amended tax returns and how far back can the district go to get the proper refunds.

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

2. Approval of financial report:

MOTION

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

B. Summary of Current Events:

None

C. Managers’ Report:

Irrigation Manager Richard Mitten stated that ten (10) repairs were completed for the month of December; this leaves sixteen (16) repairs remaining. Richard also reported that homeowner Adel Assaf volunteered to do the hazard waste tests on the old office building at no cost. Also, Richard reported that Secretary Brett Harrison installed a camera on wheels to view the lines which helps in prioritizing our next line repairs. Richard also reminded homeowners that the minimum order for irrigation is twenty (20) minutes, thereafter in five (5) minute increments. Homeowners may cancel their water

at no charge up until the schedule is created on Wednesday morning by 10:00 am before the following Monday's irrigation. After that time you may cancel delivery but you will still be charged. If the homeowner requests a cancellation for "one time only" and that irrigation is rain delayed, the request will not be transferred to the next scheduled irrigation. Richard also stated that if the district delays water due to rain, (normally 1" of measured rainfall in summer and ½" during winter) District policy dictates that it would be up to the Irrigation Manager to resume irrigation within seven (7) days or as soon as possible. Water continues from where we left off at the time it was shut down before continuing on the next side. The following week, the other side is irrigated. This means that the homeowners that received irrigation prior to the rain would wait two weeks before they receive irrigation again. See attachment

D. Custodian of Records Report:

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected. Two (2) ongoing public information requests for the electronic agenda and minutes which contained metadata were fulfilled for Randy Videen. No fees collected at this time.

7. 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 Manager Richard Mitten regarding the quotes received from The Pump Co, Precision Electric Co, Keller Electric and Weber Water Resources. Quotes ranged from \$19,892 to \$39,232.67. After lengthy discussion the Board of Directors directed Irrigation Manager Richard Mitten to get additional information.

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

B. Discuss and possible action to purchase stainless steel grates:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Irrigation Manager Richard Mitten regarding the temporary installation of metal grates and that weirs will be installed in the near future.

President Kay Lorenzen tabled this agenda item indefinitely

8. NEW BUSINESS:

A. Discuss and possible action to appoint Committee for the Office Upgrade:

President Kay Lorenzen appointed the following homeowners for the Office Upgrade Committee: Karen Mills as Chairperson, Peggy Schwend, Jesse Conner, Paul Peterson and Dave Franklin

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

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber, Irrigation Manager Richard Mitten and Homeowner Paul Peterson regarding the test results that were completed by Fiberquant Analytical Services. Heavy discussion ensued regarding concerns about Asbestos-contaminated Vermiculite Insulation. Richard stated that with the help of Homeowner Paul Peterson a sample was to be taken from within the blocks of the building. The Board of Directors directed Irrigation Manager Richard Mitten to get additional testing. Richard stated that the test results will be completed in three (3) business days. *Test results in their entirety are filed with the original minutes and may be viewed at the District Office. The Irrigation Manager will solicit bids for demolition of the building based on clean lab results.*

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

C. Discuss and to clarify sick pay:

President Kay Lorenzen stated her concerns on the handling of sick time. When Personal Days were provided as a benefit for employees, they were intended to be used for illness, injury or bereavement. Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber and Office Manager Brenda Brown regarding the lack of hours being worked during the Holidays, clarification that sick days are called personal days, possibly referring days off to PTO "Paid time off", need for documentation of "Vacation requests" being turned in from hourly employees, and necessity of appropriate recording of time by the Irrigation Manager.

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

President Kay Lorenzen tabled this agenda item until the next Regular Board Meeting and will present possible revisions to the Policy Handbook

E. Discuss and possible action to set policy for hours worked prior and or after a paid Holiday:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Eldon Graber regarding payment of holiday pay when there was no other paid work day during the holiday week. If an employee worked or has been approved for a vacation day prior to and or after a Holiday then he or she is eligible for Holiday Pay.

MOTION

President Kay Lorenzen *made a motion to set policy that the employees must work either the day before or the day after a paid Holiday with the exception of having an approved vacation day to receive Holiday Pay.* Secretary Brett Harrison seconded the motion. **Motion Passed**, unanimously.

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

MOTION

President Kay Lorenzen *made a motion to convert vacation days from service date to calendar year.* Secretary Brett Harrison seconded the motion. **Motion Passed,** unanimously.

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

Office Manager Brenda Brown requested to ratify one (1) personal/sick day instead of a vacation day.

MOTION

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

H. Discuss and possible action to remove the VFD “Variable Frequency Drive” from the 39th Avenue motor:

Irrigation Manager Richard Mitten stated that the VFD was sold to the district to discontinue interrupts during irrigation and to save on electricity. Shortly after irrigating with the VFD we found out that the unit could not be turned down low enough to indeed irrigate one (1) line. The VFD varies from 97% to 107% and does not reset itself back to the original 97% which causes the irrigators having to go back to the pump to reset it. This continues to happen at least two (2) to four (4) times per week and on occasion it can happen five (5) times in one (1) day. A new air-conditioning unit had to be installed to help keep the VFD from overheating, but during the summer months it would shut down the electric motor every other week. Richard also stated his concerns regarding the timeline and how long the motor is shut off and the difficulty in starting it back up. Richard reported that several homeowners have complained about the volume of water and have noticed a drastic change since the installation of the VFD. Lengthy discussion took place between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber, Irrigation Manager Richard Mitten and Larry Hudson regarding how often the VFD shut down, no cost savings, rebate from APS, low water issues from homeowners and how time consuming it has become for the irrigators. It was suggested that the VFD be removed on a trial basis.

MOTION

Secretary Brett Harrison *made a motion to remove the VFD “Variable Frequency Drive” from the 39th Avenue motor.* Member Eldon Graber seconded the motion. **Motion Passed,** unanimously.

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

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

J. Discuss and possible action to reinstall the Triple 7 on the 39th Avenue motor:

MOTION

Secretary Brett Harrison *made a motion to reinstall the Triple 7 on the 39th Avenue motor.* Member Eldon Graber seconded the motion. **Motion Passed**, unanimously.

K. Discuss and possible action to possibly change electronic fees for public information request:

MOTION

Member Eldon Graber *made a motion to change the electronic fee for public information requests to fifteen cents (\$.15).* Secretary Brett Harrison seconded the motion. **Motion Passed**, unanimously

L. Discuss and possible action on outstanding electronic fees for public information requests:

MOTION

Secretary Brett Harrison *made a motion to not charge outstanding electronic fees at this time.* Member Eldon Graber seconded the motion. **Motion Passed**, unanimously

M. Discuss and possible action on post rain repair/maintenance work:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Eldon Graber and Irrigation Manager Richard Mitten regarding the irrigators working in maintenance when not irrigating, scheduling for employees, utilizing white board to identify jobs in advance and that the hourly employees must work a full 40 hours with the exception of the night irrigator.

President Kay Lorenzen tabled this agenda item indefinitely

N. Discuss and possible action on future agenda items:

- 1. Bridle path cleanup schedule

9. ADJOURNMENT:

Without objection, meeting adjourned at 8:54 PM

Dated this _____ day of _____, 2015

Submitted by: _____
Office Manager

Minutes accepted on: _____, 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*