

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

January 17, 2018

MEMBERS PRESENT: Kay Lorenzen, President
Renee Breeden, Member

EMPLOYEES PRESENT: Brenda Brown
Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The special meeting of the Sunburst Farms Irrigation District Board of Directors was held on January 17, 2018. The meeting was called to order by Kay Lorenzen, President at 7:00 P.M.

2. SWEARING IN ONE NEW BOARD MEMBER 2018-2010:

Oath of Office: I, Renee Breeden, 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 bear 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).

Kay Lorenzen, President stated that she would like to make a motion to move Call to the Public up for the next item.

Renee stated she will not second the motion, therefore the motion dies.

3. APPOINTMENT OF THIRD BOARD MEMBER:

Renee Breeden suggested Eldon Graber to fill the third board position. Kay Lorenzen suggested Larry Hudson. They were unable to agree upon either recommendation. Peggy Schwend was also suggested and Renee would not consider her. Kay stated the decision would be referred to the Maricopa County Board of Supervisors to appoint.

4. SWEARING IN OF THIRD BOARD MEMBER:

No action taken

5. ELECTION OF OFFICERS FOR CALENDAR YEAR 2018:

Kay and Renee both volunteered to be President. Renee suggested it could be determined by a draw of a card or a flip of a coin. Kay stated that she wants to postpone the Election of Officers.

6. APPROVAL OF MINUTES:

Kay stated that the minutes from the Special Board of Directors Meeting on December 13, 2017 could not be approved because Renee was not on the board at that time. Renee stated that she was present and has the right to vote.

Renee recommended amending the Special Board of Directors Meeting December 13, 2017 minutes as follows:

- Motion: Made to move Call to the Public prior to the approval of minutes. Motion was amended to bring New Business I to be voted on after the approval of minutes. Motion with amendment was seconded and carried unanimously.
- C. Manager's report as read by Kay Lorenzen.
- H. Renee stated that any complaint needs to be delivered to the Board in writing.

MOTION

Made to approve the *Special Board of Directors Meeting December 13, 2017 as amended*, seconded and carried unanimously.

7. The meeting was opened to public comment.

8. REPORTS:

A. Financial Report:

Accountant Cathy Hacker presented her review of the financial reports elaborating on line items that were significantly over or under budget.

1. Approval of financial report:

MOTION

Made to *approve October 31, 2017 and November 30, 2017 financial report for filing*. Seconded and carried unanimously.

B. Summary of Current Events:

Renee expressed her concerns regarding the following:

- a. Would like to know what we did to address problem on Line 14 Lot 621.
- b. Would like to know what we did to address problem on Line 11 Lot 464.
- c. Would like to know how the backhoe was damaged and who reported the damage. In addition, who authorized the payment for the repair as it exceeded the amount that the Board authorized the irrigation manager to spend. The approval of the expenditures was not authorized or discussed in an opening meeting.
- d. Who authorized the charging up of the pump to irrigate Lot 497 (Armendariz) on December 27, 2017. Are all resident's allowed this privilege? If so, how was it communicated to the residents?

- e. When is the Board going to address the sexual harassment allegations. When it is addressed, it should be done in executive session at the end of a regular meeting.
- f. Has the attorney responded on our Employee Handbook?
- f. Has Mr. Gould been in contact with Brett Harrison concerning access to Richard's computer?

C. Managers' Report:

SUNBURST FARMS IRRIGATION DISTRICT MANAGER'S REPORT

Merry Christmas and Happy New Year to all the homeowners of SBFID, and thanks to all the generous homeowners who brought the office goodies. Tim and Sarah McKenzie – Candy, Dr. Wayne and Joann Kohan = cookies, Peggy Schwend – gift and gift cards, John and Kay Lorenzen – cookies, Daniel and Michele Bednarek – fudge.

The crew got three repair jobs done with less than ten left. One of the three was on Line 12, south of Greenway Road. That line has had other problems from Greenway to Country Gables and needs to be replaced. Lines 3 and 4 will be replaced next, then Line 6 east of 47th Avenue.

We will be on a three week schedule for the rest of the winter months and then will go to a two week schedule when it gets warm.

If any homeowner is still interested in having an Irrigation 101 meeting or wants to ask those questions you always wanted to ask, please let me know and we can meet.

Thanks to Eldon Graber for serving on the Board of Directors for the last three years. Congratulations to Renee Breeden for being elected back on the Board of Directors. The judges for the election were Lynette Gray, Dorrie Sullivan and Rose Beanblossom who worked all day to help with the election.

Very sorry to lose Brett Harrison from the Board with his vast knowledge of the District irrigation system, and his computer expertise, which were both assets to the neighborhood. Brett, Bill Scott and I are still often asked questions by other irrigation companies and districts for our opinions on how to do jobs, answer questions about the design of the double weirs and how they were made. See attached report.

Richard Mitten, Irrigation Manager

D. Custodian of Records Report:

Custodian of Records Brenda Brown reported on completed/outstanding public information requests and fees collected. The District received three (3) Public Information Requests. Fees collected totaled \$1.40.

E. Ad Hoc Committee:

- Employee Handbook Committee: Kay stated that we are waiting on the Attorney's response.
- Billing and Collection Policy Committee reestablished as follows: Chairperson Kay Lorenzen and members Rick Gould, Peggy Schwend, Larry Hudson, Karen Mills and Victor Armendariz.
- Employee Evaluation Committee reestablished as follows: Chairperson Renee Breeden and members Karen Gould, Peggy Schwend and Larry Hudson.
- Vehicle Longevity Committee reestablished as follows: Chairperson Larry Hudson and members Scott Olsen, Brett Harrison, Richard Fite, Rob Messena and Richard Mitten.

9. OLD BUSINESS:

A. Discuss and possible action to approve a mass notification system:

Discussion ensued the following:

- a. Establishing a committee in the near future.
- b. Lower priority.

MOTION

Made to table this agenda item until the March Regular Board Meeting seconded and carried unanimously.

B. Discuss and possible action on getting quotes for a new irrigation scheduling program:

President Kay Lorenzen stated that she received confirmation that Brett Harrison is willing to assist Richard with any scheduling issues and that there was no reason to get a new irrigation schedule program.

MOTION

Made to table this agenda item until the next Regular Board Meeting seconded and carried unanimously.

C. Discuss and possible action on the office surveillance system:

MOTION

Made to table this agenda item indefinitely seconded and carried unanimously.

D. Discuss and possible action to ratify five (5) vacation days for irrigation Manager:

MOTION

Made *to ratify five (5) vacation days for irrigation manager* seconded and carried unanimously.

E. Discuss and possible action to ratify four (4) vacation days for office manager:

MOTION

Made to *ratify four (4) vacation days for irrigation manager* seconded and carried unanimously.

10. NEW BUISNESS:

A. Discuss and possible action to reimburse homeowners with insurance money for the cost of water due to the loss of 39th Ave pump/shaft/driveline:

President Kay Lorenzen stated that if the District gets reimbursed the full amount, those funds should go back into the emergency account with 1st Bank. Richard is to stay in contact with the insurance company regarding the claim.

MOTION

Made to *table this agenda item indefinitely* seconded and carried unanimously.

B. Discuss and possible action to ratify the transfer of \$61,578 from the Emergency account to Compass Bank account for the loss of 39th Avenue pump/shaft/driveline:

MOTION

Made to *ratify the transfer of \$61,578 from the Emergency account fund to Compass Bank account for the loss of 39th Avenue pump* seconded and carried unanimously.

C. Discuss and possible action to capitalize \$61,578 for the loss of 39th Avenue pump/shaft/driveline:

MOTION

Made to *capitalize \$61,578 for the loss of 39th Avenue pump/shaft/driveline* seconded and carried unanimously.

D. Discuss and possible action on what amount to build up the Emergency account:

MOTION

Made to *build up the emergency account to \$125,000* seconded and carried unanimously. *Motion was amended that the emergency account will be sourced up to the amount of \$125,000 by the depreciation and the capital expenditure fee that's collected per month per acre* seconded and carried unanimously.

E. Discuss and possible action to approve four (4) vacation days for Office Manager:

MOTION

Made to *table this agenda item indefinitely* seconded and carried unanimously.

F. Discuss and possible action on contacting district attorney:

President Kay Lorenzen stated in the past the Board had to make a motion to contact the attorney and there are times when there's been an emergency or a serious issue that could cause us to have liability. Kay stated that she would like to have the Board

Members have the ability if they feel it's necessary and critical that they can contact the attorney individually so that they can get an answer to avoid liability for the district.

Member Renee Breeden stated that she has a problem with any Board Member, including herself, being able to contact the attorney. Renee also stated that she would like to table this and do an investigation on having a Legal Liaison.

MOTION

Made to *table this agenda item* seconded and carried unanimously.

G. Discuss and possible action to install GPS on district vehicles:

MOTION

Made to *refer this agenda item to the Vehicle Longevity Committee for further discussion* seconded and carried unanimously.

H. Discuss and possible action on current interest rate of 18%:

MOTION

Made to *refer this agenda item to the Billing and Collections for further investigation* seconded and carried unanimously.

I. Discuss and possible action on Cox cable damage during Line 06 replacement in the amount of \$7,810.69:

Richard Mitten stated that bills get turned over to the collection agencies, that Blue Stake is notified first, the Subcontractor performs the Blue Stake for the phone companies, the Subcontractor marks wrong cable, and that cable is incorrectly marked and that photos are taken and retained in file.

MOTION

Made to *table this agenda item indefinitely* seconded and carried unanimously.

J. Discuss and possible action on future agenda items:

President Kay Lorenzen suggested that customer complaints be discussed with Richard rather than bringing it up at Board Meetings.

Member Renee Breeden stated by listening to some of the residents that have attended, some of them are not necessarily addressed in the open meetings. Renee also stated that if the residents would be interested sharing concerns that she'd be able to ask questions and find out what went on and how we handled the complaint.

1. Delivering water during off time
2. Damages to the backhoe.

11. ADJOURNMENT:

Without objection, meeting adjourned at 9:08 PM

Dated this ____ day of _____, 2018

Submitted by: _____
Office Manager

Minutes accepted on: _____, 2018 by Secretary_____.

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