

DRAFT

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

July 3, 2018

MEMBERS PRESENT: Kay Lorenzen, President
Renee Breeden, Secretary
Larry Hudson, Treasurer

EMPLOYEES PRESENT: Brenda Brown
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 July 3, 2018. The meeting was called to order by Kay Lorenzen, President at 7:00 P.M.

2. CONSIDERATION OF ACTION TO GO INTO EXECUTIVE SESSION OF THE BOARD PURSUANT TO A.R.S. SECTION 38-431.03.A.1 TO REVIEW EMPLOYEE EVALUATIONS AND COMPENSATION:

3. SUMMARY OF CURRENT EVENTS:

Secretary Renee Breeden read correspondence from Walt Michels. See attached.

Renee also stated her concerns with regards to material purchased with capital funds and being used for repairs that is not being capitalized. Renee is requesting to have this on the next agenda.

Renee also stated her concerns about emails with regards to payment to a vendor and is asking to have this on the next agenda.

4. APPROVAL OF MINUTES:

MOTION

Secretary Renee Breeden *Made a motion to approve the Regular Board of Directors Meeting April 3, 2018, Regular Board of Directors Meeting June 5, 2018, Special Board of Directors Meeting June 20, 2018 and Special Board of Directors Meeting June 26, 2018.* Treasurer Larry Hudson seconded and carried unanimously.

5. REPORTS:

A. Financial Report:

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

1. Approval of financial report:

MOTION

Treasurer Larry Hudson *Made a motion to approve May 31, 2018 Financial Reports for filing.* Secretary Renee Breeden seconded and carried unanimously.

B. Managers' Report:

JUNE IRRIGATION MANAGER'S REPORT 2018

Thanks to homeowner Misty Jernigan for bringing in bagels for the staff. It was a nice treat.

Five (5) repairs were made this month. One of the repairs is a crossover on Line 1. We had to stop the pump to fix it for about 3 hours. Thanks to the homeowners on lines 1 & 2 for being so understanding. On the next irrigation on line 1 east of the crossover break, we got a line crack.

Lines 7 & 8 at 49th Ave are getting done with a few hick-ups. The pipe is across the street at 7 & 8. We tie in on line 7 east side and starting to dig on west side on Monday, July 2, 2018. The contractor hit our line going on line 8. It was not bad and Juan stayed late and got it fixed so we could keep irrigating on 7 & 8. We will connect line 8 on the week of July 16, 2018.

The homeowner's shade for his motorhome flew off and landed in our 39th Ave yard. The air vent was hit on the H.O.A. sea container; the H.O.A. was called and the homeowner replaced it with a new one. Everything is o.k.

Richard Mitten - Irrigation Manager

C. Custodian of Records Report:

Custodian of Records Brenda Brown reported on completed/outstanding public information requests and fees collected. The District received six (6) Public Information Requests. Fees collected totaled \$.90.

D. Ad Hoc Committee:

- Employee Handbook – Chairperson Kay Lorenzen stated they had a meeting on July 2, 2018 got through the main handbook and the suggestions by the attorney. Kay stated there will be one (1) more meeting.
- Employee Evaluation – Chairperson Renee Breeden stated no meeting has been scheduled.

- Personnel Files - Chairperson Renee Breeden stated no meeting has been scheduled.
- Depreciation – Chairperson Victor Armendariz stated no meeting has been scheduled. Victor stated his concerns with regards to items being doubled depreciated.
- Election Procedure - Chairperson Renee Breeden stated a meeting will be scheduled next week. Renee also expressed the urgency that the acreage voting information needs to be sent out to all the homeowners explaining how it's going to work.

6. OLD BUSINESS:

A. Discuss and possible action on pending insurance claim with 39th Ave pump failure:

Discussion

No action at this time. This item will remain on the agenda.

B. Discuss and possible action on HOA agreement:

Discussion

MOTION

Secretary Renee Breeden *Made a motion to approve the agreement with the following change: add item F. to state certificate of insurance to be provided by the Coop to the district annually by July 15, 2018.* Treasurer Larry Hudson seconded and carried unanimously.

C. Discuss and possible action on City of Phoenix drain pipe on 47th Ave and 49th Ave – how much time for replacement and capitalization:

Discussion

MOTION

President Kay Lorenzen *Made a motion to table this agenda item until the next Regular Board of Directors Meeting.* Treasurer Larry Hudson seconded and carried unanimously.

D. Discuss and possible action on the scheduling irrigation “increments of time”

MOTION

President Kay Lorenzen *Made a motion to table this agenda item indefinitely.* Secretary Renee Breeden seconded and carried unanimously.

E. Discuss and possible action to establish an Intellectual Proprietary Agreement:

Discussion

MOTION

President Kay Lorenzen *Made a motion to table this agenda item indefinitely*
Treasurer Larry Hudson seconded, Secretary Renee Breeden abstained. Motion carried.

F. Discuss and possible action on claim for 43rd Avenue standpipe damage:**MOTION**

Secretary Renee Breeden *Made a motion to take this to small claims court.*
Treasurer Larry Hudson seconded and carried unanimously.

G. Discuss and possible action on claim for 41st Avenue standpipe damage:**MOTION**

President Kay Lorenzen *Made a motion to table this agenda item until the next Regular Board Meeting.* Treasurer Larry Hudson seconded and carried unanimously.

6. NEW BUSINESS:

A. Discuss and possible action to approve William Sullivan “General Counsel” attorney fees in the amount of \$774.86:

Discussion

MOTION

President Kay Lorenzen *Made a motion to approve William Sullivan “General Counsel” attorney fees in the amount of \$774.86.* Treasurer Larry Hudson seconded and carried unanimously.

B. Discuss and possible action to approve Radix Law “Special Counsel” attorney fees in the amount of \$1,543.85:

Discussion

MOTION

Treasurer Larry Hudson *Made a motion to approve Radix Law “Special Counsel” attorney fees in the amount of \$1,505.00 to be deducted from the deposit.* Secretary Renee Breeden seconded and carried unanimously.

C. Discuss and possible action on who has access to GPS:

Discussion

MOTION

President Kay Lorenzen *Made a motion that all Board Members have access to GPS.*
Treasurer Larry Hudson seconded and carried unanimously

D. Discuss and possible action to approve \$172.50 for loss of business for Lot #14:

Discussion

MOTION

Treasurer Larry Hudson *Made a motion to take no action.* Secretary Renee Breeden seconded and carried unanimously.

E. Discuss and possible action on emailing bills:

Discussion

MOTION

President Kay Lorenzen *Made a motion to table this agenda item indefinitely.* Treasurer Larry Hudson seconded and carried unanimously.

F. Discuss and possible action on Election/Voting items to appear till November:

Discussion

MOTION

President Kay Lorenzen *Made a motion to table this agenda item until the next Regular Board Meeting.* Treasurer Larry Hudson seconded and carried unanimously.

G. Discuss and possible action on raises for non-management people:

Discussion

MOTION

President Kay Lorenzen *Made a motion to approve \$1.30 for irrigation employees and \$.90 for maintenance employees for a total of \$2.20 per hour.* Secretary Renee Breeden seconded and carried unanimously.

H. Discuss and possible action to change payroll to every other week:

Discussion

MOTION

Secretary Renee Breeden *Made a motion to table this agenda item indefinitely.* Treasurer Larry Hudson seconded and carried unanimously.

- 1. Inventory
- 2. Vendor email

7. ADJOURNMENT:

Without objection, meeting adjourned at 8:55 PM

Dated this ____ day of _____, 2018

Submitted by: _____
Office Manager

Minutes accepted on: _____, 2018 by Secretary_____.

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