

DRAFT NOT-APPROVED

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

July 07, 2015

MEMBERS PRESENT: Kay Lorenzen, President
Brett Harrison, Secretary

MEMBERS ABSENT: 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, President, at 6:18 P.M.

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

MOTION Secretary Brett Harrison *made a motion to go into Executive Session.* President Kay Lorenzen seconded the motion. **Motion Passed.**

RECONVENE IN OPEN SESSION

3. CALL TO ORDER: The meeting was called to order by Kay Lorenzen, President, at 7:00 P.M.

4. CALL TO THE PUBLIC:

1. Homeowner Les Hatfield thanked the Board Members for volunteering their time and asked to reserve time to speak for New Business N
2. Homeowner Rob Myers thanked the Board Members for putting Agenda item N back on the agenda. Rob stated that a petition with eight (8) signatures was submitted to the Board Members to alter the existing grade of bridle path and to put it back into the original configuration, cross section, slope and elevation. The soil that was brought in obstructs the natural historic drainage in that area. It backs up the flood waters in the area and threatens the structures on our properties. Changing the driving surface from twelve (12) feet to ten (10) feet it saves the removal about twenty (20) % volume of dirt that would normally have to be removed and relocated. With Homeowner Les

Hatfield's willingness to store the dirt at his property is a significant savings to the Board and the District.

5. APPROVAL OF MINUTES:

MOTION

Secretary Brett Harrison *made a motion to approve the Regular Board of Directors Meeting June 2, 2015 and the Special Board of Directors Meeting June 29, 2015.* President Kay Lorenzen 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 May 31, 2015 Financial Report for filing.* President Kay Lorenzen seconded the motion. **Motion Passed.**

B. Summary of Current Events:

President Kay Lorenzen stated that she met with Kelly Schwab, Attorney, Keith Kroll, Contractor and Paul Peterson, Homeowner/Quality Control for the New District Office. Kay stated that some of the outstanding issues and in the process of negotiating are giving monies back due to lowering the original height of dirt recommended by the Committee, retention wall on west side of the property and that adding the additional dirt could cause structural damage, replacing the section of wall with 8x8x16 block which would supply the strength that it needs, puddle ramp, sidewalk and that the contractor needs to be signed on July 13, 2015 which is a soft date. Kay stated that there is a single point of contact which would be Paul Peterson. Kay also reported that the port-a-john needs to be removed prior to work commencing. Kay also stated that the Dust Control Permit was discussed and that we need to verify if it's been closed out and or can it be transferred. Kay stated that Richard Mitten is going to take care of it, and get back with Paul. Kay also stated that Eldon needs to locate the sewer. Other discussions took place regarding payments, start date approximately July 21, 2015 and a move in date in November.

C. Managers' Report:

Irrigation Manager Richard Mitten stated that seven (7) repairs were completed for the month of June; this leaves twenty (20) repairs remaining. Richard reported on the bridle path cleanup dates and also reminded homeowners that bulk trash pickup is coming soon. Richard also thanked the Office Upgrade Committee Members, Karen Mills, Chairperson, Peggy Schwend, Secretary, Jesse Conner, Paul Peterson and David Franklin for their time and effort. See attachment

D. Custodian of Records Report:

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected. Eight (8) ongoing public information requests for the electronic agenda and minutes which contained metadata were fulfilled. Fees collected totaled \$1.20.

7. NEW BUSINESS:

A. Discuss and possible action to change Workman's Comp Insurance Company:

Discussion ensued between President Kay Lorenzen, Office Manager Brenda Brown and Accountant Cathy Hacker regarding lowering the insurance rate, anniversary date and adding this back on the December or January agenda.

President Kay Lorenzen tabled this agenda item indefinitely

B. Discuss and possible action on employee compensation:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Irrigation Manager Richard Mitten regarding the approved budget, raises for the hourly employees and staying within the new budget.

President Kay Lorenzen tabled employee compensation for the hourly employee until more information is obtained

MOTION Secretary Brett Harrison *made a motion to approve a two (2) % raise for both managers.* President Kay Lorenzen seconded the motion. **Motion Passed.**

C. Discussion of personnel matters that were addressed in Executive Session:

No action taken

D. Discuss and possible action to approve seven (7) days' vacation for Office Manager:

MOTION Secretary Brett Harrison *made a motion to approve one (1) vacation day on Friday, July 10, 2015 and six (6) vacation days' on Friday, August 7, 2015 through Friday, August 14, 2015.* President Kay Lorenzen seconded the motion. **Motion Passed.**

E. Discuss and possible action to approve the statement for attorney fees in the amount of \$3,435:

President Kay Lorenzen stated that this attorney's statement is regarding the resolutions that Alan Wilson recommended for collections on delinquent accounts. The Board of Directors made a motion to accept Alan's recommendations in a prior meeting.

MOTION President Kay Lorenzen *made a motion to approve the statement for attorney fees in the amount of \$3,435.* Secretary Brett Harrison seconded the motion. **Motion Passed.**

F. Discuss and possible action to cancel the Affordable GPS System

MOTION Secretary Brett Harrison *made a motion to cancel the Affordable GPS System.* President Kay Lorenzen seconded the motion. **Motion Passed.**

G. Discuss and possible action to change banking institutes:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Office Manager Brenda Brown regarding interest rates from US Bank, First Bank, Well Fargo and Bank of America. Interest rates varied from .01% to .40%

MOTION Secretary Brett Harrison *made a motion to change banking institutes from Arizona Central Credit Union to First Bank.* President Kay Lorenzen seconded the motion. **Motion Passed.**

H. Discuss and possible action to prioritize future line replacements:

President Kay Lorenzen tabled this agenda item indefinitely

I. Discuss and possible action to pay Michels Reporting Systems \$67.50 for email:

MOTION Secretary Brett Harrison *made a motion to pay Michels Reporting System \$67.60 for records received.* President Kay Lorenzen seconded the motion. **Motion Passed.**

J. Discuss and possible action move forward with collections on delinquent accounts:

Discussion ensued with President Kay Lorenzen, Secretary Brett Harrison and Office Manager Brenda Brown regarding twelve (12) delinquent accounts that have been turned over to Alan Wilson's office for collections. After the help from the Office Manager Brenda Brown the Board of Directors excluded two (2) accounts.

MOTION President Kay Lorenzen *made a motion to move forward with ten (10) accounts for collections with the attorney Alan Wilson.* Secretary Brett Harrison seconded the motion. **Motion Passed.**

K. Discuss and possible action on the 43rd Ave pump vibration:

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

L. Discuss and possible action to purchase a soft start:

President Kay Lorenzen tabled this agenda item indefinitely

M. Call to Election per A.R.S. 16-226

1. Purpose of: The Election of one Board Member

2. Date of Election to be November 10, 2015

Candidates – To have your name on the early/absentee ballot

3. The last date to file nomination petitions for early/absentee ballot is August 12, 2015

Candidates – Name will appear on ballot on Election Day

4. The last date to file nomination petitions for Election Day ballot is October 30, 2015

5. The last date to register to vote in the Election is September 21, 2015

6. Sunburst Farms Irrigation District will conduct the Election at the District Office located at 15610 N. 35th Ave., Suite #7, Phoenix, AZ 85053

N. Discuss and possible action on bridle path work on Line 7 from 47th Ave to 49th Ave:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Homeowner Les Hatfield and Homeowner Rob Myers regarding the height of the bridle path, prior motions, original height of the bridle path and the extra dirt that was hauled in. President Kay Lorenzen stated that the District has spent hours and hours and money on this bridle path to get it specifically to your specifications. Heavy discussion regarding the heights of berms, prior work that was completed, and that this last attempt approximately one (1) inch of dirt was removed. President Kay Lorenzen stated that she spoke to the attorney regarding this issue and what they indicated since the Irrigation District has made a good faith effort to level it out that’s all we need to do. Secretary Brett Harrison stated his concerns and that the District has not fulfilled their obligation and the prior motion has not been met.

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

O. Discuss and possible action on future agenda items:

1. Ratify one (1) vacation day for Office Manager

2. Track Stick

3. Maintenance of the pumps

8. ADJOURNMENT:

Without objection, meeting adjourned at 8:34 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*