

# DRAFT

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

July 11, 2017

MEMBERS PRESENT: Kay Lorenzen, President  
Brett Harrison, Secretary

MEMBERS ABSENT: Eldon Graber, Treasurer

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 6:29 P.M.
2. The first order of business was 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.

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

3. Upon completion of the Executive Session of the Board the Special Session of the meeting was reconvened.

The meeting was called to order by Kay Lorenzen, President, at 7:25 P.M

4. The meeting was opened to public comment and input and is paraphrased as follows:
  1. Homeowner Walt Michaels requested that the Board of Directors justify to the homeowners why the budget includes a \$20,000 profit when the irrigation district is a government, non-profit organization and in his opinion a profit is not permitted to be budgeted. The only time that it is permissible to budget a profit is if there is an accumulated loss
  2. Curtis Smith stated his concerns regarding the rates being raised when there is a profit
  3. Homeowner Renee Breeden stated her concerns regarding the maintenance of the trucks and the agenda item to purchase a new/used truck. Renee stated that she has been reporting work needed for several months on a rut that's located in the bridle path behind Lois's property, which is located to the west of her property.

4. Purchasing Committee Member Richard Fite stated that he will hold his comments until the agenda item comes up for discussion

5. APPROVAL OF MINUTES:

**MOTION**

Secretary Brett Harrison *made a motion to approve the Regular Board of Directors Meeting June 6, 2017 and Special Board of Directors Meeting June 21, 2017.* President Kay Lorenzen seconded the motion. **Motion Passed.**

6. REPORTS:

**A. Financial Report:**

Accountant Cathy Hacker reviewed and explained the financial reports covering 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<sup>st</sup>, 2017 Financial Report for filing.* President Kay Lorenzen seconded the motion. **Motion Passed.**

**B. Summary of Current Events:**

President Kay Lorenzen reported that the Employee Handbook Committee had met and made some recommendations but, in the meantime the sick leave program went into effect July 1, 2017 and did not coincide with the changes in the Handbook. The Committee needs to meet again to make sure the Employee Handbook is in compliance with the new law.

**C. Managers' Report:**

Irrigation Manager Richard Mitten stated that the district started repair/replacement of a quarter (¼) mile of new 15" pipe and 10" valves on Line 5, from 49<sup>th</sup> Avenue east to 47<sup>th</sup> Avenue. This should be completed by the end of July, and will fix five (5) major breaks and leaks in that section. With the current high temperatures' in June, the 39<sup>th</sup> Avenue pump shut off nine (9) times while irrigation was running. Thanks to all the homeowners for being so understanding for their late times for receiving irrigation. Our gratitude also to customers on Line 5 for the odd times you were receiving water, while the District was replacing part of Line 5 from 49<sup>th</sup> Avenue east to 47<sup>th</sup> Avenue. Some homeowners are increasing up to 25% more water, with this summer's heat. If you think you might need a little more water when you are receiving your irrigation, call the irrigator to see if you can buy an additional five (5) or ten (10) minutes more. This may help your irrigation needs at this time. Telephone number for the irrigator is 602-380-3015. See attachment

**D. Custodian of Records Report:**

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected. The District received twelve (12) Public Information Requests. Fees collected totaled \$1.80.

**E. Ad Hoc Committee:**

- Purchasing Equipment Committee Chairman Larry Hudson stated that the Committee has held one (1) meeting and there are no current recommendations.
- Employee Handbook Committee Chairperson Kay Lorenzen stated that the Committee may need to meet again due to the new earned paid sick time law.

7. OLD BUSINESS:

**A. Discuss and possible action on written agreement between the District and HOA:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Irrigation Manager Richard Mitten, HOA Member Andrea Bradbury and Homeowner Larry Hudson regarding the HOA storing the 20' storage container at the 39<sup>th</sup> Avenue location, contents of HOA container, storing a small shed at one of the District's properties and the District possibly purchasing the storage container

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

**B. Discuss and possible action to purchase the property behind the District Office parcel Lot #549:**

President Kay Lorenzen tabled this agenda item for one (1) month.

**C. Discuss and possible action purchase a gas power chop saw:**

Discussion ensued between President Kay Lorenzen, Committee Chairman Larry Hudson, Committee Members Richard Fite, Curtis Smith and Richard Mitten regarding the Stihl chop saw, Stihl brand highly recommended, price is competitive, easy to work on, parts are easy to get, the lowest price available for the Stihl TS 410 is \$815. Secretary Brett Harrison stated that he may have a Stihl water cooled 16" saw with a diamond blade, and he would be willing to donate it to the district. Brett also stated that the blade might need to be replaced.

President Kay Lorenzen tabled this agenda item.

**D. Discuss and possible action on the purchase of a new/used truck:**

Discussion ensued between President Kay Lorenzen, Treasurer Brett Harrison, Committee Member Richard Fite, Curtis Smith and Richard Mitten regarding the

purchase of the same type of truck that the District purchased from United Auto Mart, ¾ ton, current condition of the Dodge truck, using the Dodge for a backup, United Auto Mart stocks revolves, stiffer ride, condition of the bridge path, tailgate cost \$749, bed cost \$749, if tailgate and bed purchased together \$1,400, United Auto Mart 2013 Ford F250 truck \$20,000 with 68K miles with the correct bed vs. 2012 Ford F250 for \$19,600 with 49K miles.

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

8. NEW BUSINESS:

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

**MOTION**

Secretary Brett Harrison *made a motion to ratify one (1) vacation day on June 9<sup>th</sup>, 2017 for Office Manager.* President Kay Lorenzen seconded the motion. **Motion Passed.**

**B. Discuss and possible action on employee compensation:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Irrigation Manager Richard Mitten regarding the hourly employees' compensation and how much is allocated from the new budget. Additional information needs to be obtained before allocating raises to the hourly employees.

**MOTION**

Secretary Brett Harrison *made a motion to give the Office Manager and Irrigation Manager a one (1) % raise.* President Kay Lorenzen seconded the motion. **Motion Passed.**

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

**C. Discuss and possible action to capitalize Line 11 in the amount of \$5,531.02.**

**MOTION**

Secretary Brett Harrison *made a motion to capitalize Line 11 in the amount of \$5,531.02.* President Kay Lorenzen seconded the motion. **Motion Passed.**

**D. Discuss and possible action to approve two (2) vacation days for Office Manager:**

**MOTION**

Secretary Brett Harrison *made a motion to approve two (2) vacation days for Office Manager.* President Kay Lorenzen seconded the motion. **Motion Passed.**

**E. Discuss and possible action to approve the Capital Budget for FY 2017-2018:**

**MOTION**

Secretary Brett Harrison *made a motion to approve the Capital Budget for FY 2017-2018.* President Kay Lorenzen seconded the motion. **Motion Passed.**

**F. Discuss and possible action to have attorney review the Employee Handbook:**

**MOTION**

Secretary Brett Harrison *made a motion to have the attorney review the Employee Handbook:* President Kay Lorenzen seconded the motion. **Motion Passed.**

**G. Discuss and possible action on future agenda items:**

- 1. Warranty for the tractor

9. ADJOURNMENT:

Without objection, meeting adjourned at 8:22 PM

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017

Submitted by: \_\_\_\_\_  
Office Manager

Minutes accepted on: \_\_\_\_\_, 2017 by Secretary\_\_\_\_\_.

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