

DRAFT

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

June 5, 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 June 5, 2018. The meeting was called to order by Kay Lorenzen, President at 7:01 P.M.

2. SUMMARY OF CURRENT EVENTS:

None

3. APPROVAL OF MINUTES:

MOTION Treasurer Larry Hudson *Made a motion to approve the Regular Board of Directors Meeting May 1, 2018* Secretary Renee Breeden seconded and carried unanimously.

4. 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 April 30, 2018 Financial Reports for filing*, Secretary Renee Breeden seconded and carried unanimously.

MOTION

President Kay Lorenzen *Made a motion to move New Business F to discuss it now*
Treasurer Larry Hudson seconded and carried unanimously.

6. NEW BUSINESS:

F. Discuss and possible action to capitalize two (2) file cabinets in the amount of \$601.71

Discussion

No action taken

B. Managers' Report:**MAY IRRIGATION MANAGER'S REPORT 2018**

The Crew got 7 repairs done with some Bridle Path grading and dirt added to the Bridle paths.

If Homeowner's need dirt, the District has dirt available on 47th Avenue between Country Gables & Banff, on the east side of 47th Avenue.

President, Kay Lorenzen & Board member, Larry Hudson are really involved with the 39th Avenue Insurance Claim. They are getting the District closer to settling this claim. Larry is also helping with the previous claim at 43rd Avenue & Greenway standpipe. On Thursday evening, a homeowner's teenage child hit the standpipe box at 41st Avenue & Country Gables. Their Insurance Company has already been notified and is taking care of the accident claim.

The Storm Drainage Improvement on 49th Avenue began June 4th. The District is working very closely with the City of Phoenix, so the back half of Lines 7 & 8 will get water in a timely manner. This job is estimated to be finished by the end of July or beginning of August 2018.

The 39th Avenue pump is still pumping about 56 gallons per minute more than last year. The 43rd Avenue pump also has increased in pumping. This is a result of the Water Table being HIGHER in the Aquifer.

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 three (3) Public Information Requests. Fees collected totaled \$.45.

D. Ad Hoc Committee:

- Billing and Collections Committee - Chairperson Kay Lorenzen stated another meeting may need to be held.
- Employee Evaluation Committee, Chairperson Renee Breeden stated she's waiting for Member Peggy Schwend to return before she schedules a meeting.

MOTION

Secretary Renee Breeden *Made a motion to transpose the order of business and combine Old Business A and F and New Business T* Larry Hudson seconded and carried unanimously.

5. OLD BUSINESS:

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

Discussion

MOTION

Secretary Renee Breeden *Made a motion to table this agenda item until the next Regular Board Meeting* Treasurer Larry Hudson seconded and carried unanimously.

F. Discuss and possible action to install GPS on District vehicles:

Discussion

MOTION

Treasurer Larry Hudson *Made a motion to install GPS on all four (4) vehicles and to pay the hard wire fee of \$65 per vehicle and \$24.95 per month* Secretary Renee Breeden seconded, President Kay Lorenzen abstained, motion carried.

6. NEW BUSINESS:

T. Discuss and possible action on the scheduling irrigation "increments of time":

Discussion

MOTION

Secretary Renee Breeden *Made a motion to have Richard investigate the increments of time and table this agenda item until the next Regular Board Meeting* Treasurer Larry Hudson seconded and carried unanimously.

5. OLD BUSINESS:

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

Discussion

MOTION

Secretary Renee Breeden *Made a motion to table this agenda item until the next Regular Board Meeting* Treasurer Larry Hudson seconded and carried unanimously.

C. Discuss and possible action to establish personnel files per guidelines presented:

Discussion

No action taken

D. Discuss and possible action on HOA agreement:

Discussion

MOTION

President Kay Lorenzen *Made a motion to table this agenda item until the next Regular Board Meeting and for Larry Hudson and Tim Johnson work together to finalize a new proposal* Treasurer Larry Hudson seconded and carried unanimously.

E. 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 and get another update* Treasurer Larry Hudson seconded and carried unanimously.

F. Discuss and possible action to install GPS on District vehicles:

See above

6. NEW BUSINESS:

A. Discuss and possible action to approve William Sullivan “General Counsel” attorney fees in the amount of \$1,014.75:

Discussion

MOTION

Treasurer Larry Hudson *Made a motion to approve William Sullivan “General Counsel” attorney fees in the amount of \$1,014.75* Secretary Renee Breeden seconded and carried unanimously.

B. Discuss and possible action to approve Radix Law “Special Counsel” attorney fees in the amount of \$2,590:

Discussion

MOTION

Treasurer Larry Hudson *Made a motion to approve Radix Law “Special Counsel” attorney fees in the amount of \$2,590* Secretary Renee Breeden seconded and carried unanimously.

C. Discuss and possible action to establish personnel file committee, both for the employee and for the safe for managers:

Discussion

MOTION

President Kay Lorenzen *Made a motion to appoint Renee Breeden, Kelly Olsen, Lynette Gray, Brenda Brown and Richard Mitten* Treasurer Larry Hudson seconded and carried unanimously

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

Discussion

MOTION

President Kay Lorenzen *Made a motion to table this agenda item until the next Regular Board Meeting* Secretary Renee Breeden seconded and carried unanimously.

E. Discuss and possible action to put audio of meetings on District Website/YouTube:

Discussion

MOTION

Secretary Renee Breeden *Made a motion to put audio recordings of the meeting on the District Website and to have a link to YouTube* Treasurer Larry Hudson seconded and carried unanimously.

F. Discuss and possible action to capitalize two (2) file cabinets in the amount of \$601.71

See above

G. Discuss and possible action to approve one (1) vacation day for office manager:

Discussion

MOTION

Secretary Renee Breeden *Made a motion to approve one (1) vacation day for office manager* Treasurer Larry Hudson seconded and carried unanimously.

H. Discuss and possible action on comment/feedback form:

Discussion

No action taken.

I. Discuss and possible action to approve proposed budget and capital budget for FY 2018-2019:

Discussion

MOTION

Secretary Renee Breeden *Made a motion to table this agenda item for a Special Meeting with the Board of Directors to be held no later than June 30, 2018* Treasurer Larry Hudson seconded and carried unanimously.

J. Discuss and possible action to establish an audit committee:

Discussion

No action taken

K. Discuss and possible action to establish a depreciation committee:

Discussion

MOTION

President Kay Lorenzen *Made a motion to appoint Richard Mitten, Victor Armendariz, Walt Michels and Victor to Chair the meeting* Treasurer Larry Hudson seconded and carried unanimously.

L. Discuss and possible action on financials/broader discussion:

MOTION

Secretary Renee Breeden *Made a motion to table this agenda item for a Special Meeting with the Board of Directors to be held no later than June 30, 2018* President Kay Lorenzen seconded and carried unanimously.

M. Discuss and possible action to change the emergency account:

Discussion

MOTION

President Kay Lorenzen *Made a motion to use the account for emergencies as decided on by the Board for infrastructure type crises* Treasurer Larry Hudson seconded and carried unanimously.

N. Discuss and possible action on policy regarding the use of volunteers:

Discussion

No action

O. Discuss and possible action on claim for 43rd Avenue standpipe damage:

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.

P. Discuss and possible action on monument:

Discussion

MOTION

Treasurer Larry Hudson *Made a motion to approve the COOP monument* Secretary Renee Breeden seconded and carried unanimously.

Q. Discuss and possible action if City can do bridle path cleanup:

Discussion

No action taken

R. Discuss and possible action on claim for 41st Avenue standpipe damage:

Discussion

MOTION

President Kay Lorenzen *Made a motion to table this agenda item until the next Regular Board Meeting* Secretary Renee Breeden seconded and carried unanimously.

S. Discuss and possible action to obtain written warranties on all purchases and serviced based on amount spent:

Discussion

No action taken.

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

See above

U. Requesting to reconsider the action taken on acreage voting. Discuss and possible action on acreage voting vs. individual voting:

Discussion

MOTION

Secretary Renee Breeden *Made a motion to table this agenda item for a Special Meeting with the Board of Directors prior to July 5th, 2018* Treasurer Larry Hudson seconded and carried unanimously.

V. Discuss and possible action on future agenda items:

- 1. Access to GPS reports.

7. ADJOURNMENT:

Without objection, meeting adjourned at 9:24 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*