

DRAFT

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

June 6, 2017

MEMBERS PRESENT: Kay Lorenzen, President
Brett Harrison, Secretary
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 7:00 P.M.

2. CALL TO THE PUBLIC:

1. Homeowner Association Board Member Pam Stevenson stated that she and other HOA Board Members are here to represent the HOA. Pam is requesting the Board of Directors to reconsider their vote that was made last month regarding the written agreement with the District and the HOA. Pam stated her concerns regarding the following; for many years a metal shed was stored on District property, in 2015 a cargo container was moved to the 39th Ave yard with no issues, HOA needing access to do inventory, HOA meeting tomorrow night, storage fees, District publishing legal notices, locations to post notices, HOA online version for everyone to see, email list contains over 360 addresses, legal liability covers all District property, HOA also has legal liability insurance, HOA wanting to go green to help reduce the cost.
2. Homeowner Pam Stevenson stated her concerns regarding the number of notifications of meeting minutes and agendas coming from Kay Lorenzen vs. the District Office. Pam stated her concerns and asked why she's not receiving emails from the District Office and only from Kay. Pam also asked why the District is not listed and has not filed annual reports with the Corporation Commission.

3. APPROVAL OF MINUTES:

MOTION

Secretary Brett Harrison *made a motion to approve the Executive Session Board of Directors Meeting December 13, 2016, Executive Session Board of Directors Meeting February 7, 2017, Executive Session Board of Directors Meeting March 7,*

2017, Regular Board of Directors Meeting April 4, 2017, Regular Board of Directors Meeting May 2, 2017, Special Board of Directors Meeting May 11, 2017 and Executive Session Board of Directors Meeting May 11, 2017. Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

4. 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 April 30th, 2017 Financial Report for filing.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

B. Summary of Current Events:

President Kay Lorenzen stated that she and Brenda have discussed returned and undeliverable emails. Kay also explained that once she receives emails from the District Office, she then forwards to her contacts "Yahoo and a private group" and between the two (2) of us, we're covering as many people as we can. Discussion ensued between President Kay Lorenzen, Office Manager Brenda Brown and Homeowner Walt Michels regarding the Corporation Commission, District becoming a Municipal Corporation in the early 70's, District not required to file with Corporation Commission and required reports filed with Maricopa County.

C. Managers' Report:

Irrigation Manager Richard Mitten stated Irrigation Manager Richard Mitten stated that we got 4 repairs done this month with valves & risers. We are also starting to replace approximately 190, feet of new main line that feeds all of line 11. There were approximately 5 or 6 leaks in that section, so this should help the pressure of everybody on line 11. This job should be done the first part of June. There has been an excessive amount of illegal dumping in the bridle paths & in the Farms on the side streets, on this cycle of Bulk Trash pick-up. Let's keep our eyes open for potential dumpers. We would like to welcome our new "swing shift irrigator". His name is Phillip; he will be in training for most of the month of June. We are going to continue replacing our old lines as quickly as we can, during the summer into the fall. This should help homeowner's receive better irrigation. Summer heat is here, the properties are extremely dry, our grasses, plants & trees soak in much quicker than we realize, so a lot more of the homeowner's have increased their water order. Should you desire to do so, please call the District Office? See attachment

D. Custodian of Records Report:

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected. The District received seven (7) Public Information Requests. Fees collected totaled \$1.05.

E. Ad Hoc Committee:

Chairman Cathy Hacker stated the Budget Committee met on Wednesday, May 31, 2017 to discuss all budget line items. Additional meeting is scheduled on Thursday, June 8, 2017 at 4:00 PM to finalize the regular and capital budget.

5. OLD BUSINESS:

A. Call of Election per A.R.S. 16-226

- 1. Purpose of: The Election of 1 Board Member**
- 2. Date of Election to be November, 14 2017**

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

- 3. The last date to file nomination petitions for early/absentee ballot is August 16, 2017**

Candidates – Name will appear on ballot on Election Day

- 4. The last date to file nomination petitions for Election Day ballot is 10 days prior to election**
- 5. The last date to register to vote in the Election is September 25, 2017**
- 6. Sunburst Farms Irrigation District will conduct the Election at the District Office located at 16040 N. 43rd Ave., Glendale, AZ 85306**
- 7. Voter Qualification: Holder of evidence of title for at least 90 days prior to election. Must have resided continuously for six (6) months immediately preceding the Election in the County in which the District or a part thereof is located. Must be at least 18 years of age**

B. Discuss and possible action to purchase a gas power chop saw:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber, Irrigation Manager Richard Mitten and hourly employee Dave McLane Sr. regarding the purchase of a gas power chop saw, size of blades, accessing pipe, name brands, warranty information and possibly have a purchasing committee make recommendations to the Board.

President Kay Lorenzen tabled this agenda item and is referred to the Purchasing Committee

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

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber and Irrigation Manager Richard Mitten regarding the purchase

of a new and or used truck, condition of the current vehicles, 4-wheel vs. 2-wheel drive trucks and current cost of new trucks.

President Kay Lorenzen tabled this agenda item and is referred to the Purchasing Committee

MOTION

President Kay Lorenzen *made a motion to move New Business E. Establish Committee for purchasing equipment and vehicles next on the agenda.* Secretary Brett Harrison seconded the motion. **Motion Passed**, unanimously.

E. Establish Committee for purchasing equipment and vehicles:

President Kay Lorenzen established a Purchasing Equipment and Vehicle Committee and appointed Homeowners Larry Hudson, Richard Fite, Curtis Smith, Dominic Racite and Eldon Graber to the Committee

D. Discuss and possible action on what to do with the dodge truck:

President Kay Lorenzen tabled this agenda item until the Board has received recommendations from the Purchasing Committee

E. Establish Committee for purchasing equipment and vehicles:

President Kay Lorenzen appointed Committee

F. Discuss and possible action to capitalize the purchase of the John Deere Tractor in the amount of \$37,150:

MOTION

Secretary Brett Harrison *made a motion to capitalize the purchase of the John Deere Tractor in the amount of \$37,150.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

G. Discuss and possible action to capitalize sales tax for the John Deere Tractor in the amount of \$3,113.45:

MOTION

Secretary Brett Harrison *made a motion to capitalize sales tax for the John Deere Tractor in the amount of \$3,113.45.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

H. Discuss and possible action to capitalize rental fees for Line 5 in the amount of \$5,805.22:

MOTION

Secretary Brett Harrison *made a motion to capitalize rental fees for Line 5 in the amount of \$5,805.22.* President Kay Lorenzen seconded the motion. Treasurer Eldon Graber voted nay. **Motion Passed.**

I. Discuss and possible action to ratify the payment from ET Fabrication LLC to Marnie Kurbat:

MOTION

Secretary Brett Harrison *made a motion to ratify the payment from ET Fabrication LLC to Marnie Kurbat:* President Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

J. Discuss and possible action to capitalize \$763.11 for fence damage on replacement of Line 6:

MOTION

Secretary Brett Harrison *made a motion to capitalize \$763.11 for fence damage on replacement of Line 6.* President Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

K. Discuss and possible action to capitalize \$606 in dump fees for Lines 3, 5 and 6 during line replacement:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber, Irrigation Manager Richard Mitten, Homeowners Larry Hudson, Walt Michels and Employee David McLane regarding the cost of dump fees, timeline of going to the dump, shopping for an outside vendor to lower the cost, \$606 vs. \$521, capitalizing projects in a more timely manner, labor cost to load and for hauling, nine (9) dump loads vs. eleven (11) dump loads which weighed approximately 12 tons, capital projects assigned to a particular job and that the city dump should not be utilized.

MOTION

Secretary Brett Harrison *made a motion to capitalize \$521 in dump fees for Lines 3, 5 and 6 during line replacement.* President Kay Lorenzen seconded the motion. Treasurer Eldon Graber voted nay. **Motion Passed.**

L. Discuss and possible action to capitalize labor \$601.25 for hauling material to dump:

Irrigation Manager Richard Mitten stated the cost of labor should be \$364.50.

President Kay Lorenzen tabled this agenda item until more information is obtained

M. Discuss and possible action to capitalize taxes for labor for hauling material to dump:

President Kay Lorenzen tabled this agenda item until more information is obtained

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

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber, Employee David McLane, Homeowners Pam Stevenson and Andrea Bradbury, regarding the HOA storing the 20' storage container at the 39th Avenue location, lock was changed due to security breach, contents of HOA container, written vs. verbal agreement, liability differences between 39th Ave location vs. 43rd Ave location and possibly storing a small shed at the 43rd Avenue location

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

O. Discuss and possible action on what to do the week of Monday July 3rd, 2017 regarding the irrigation schedule and District shutting down for four (4) days:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber, Irrigation Manager Richard Mitten, Homeowners Larry Hudson and Pam Stevenson regarding the irrigation schedule, disadvantage of irrigating on Tuesday, irrigating the short side, homeowners not wanting water during the Holiday and the District shutting down during the 4th of July.

MOTION

Secretary Brett Harrison *made a motion to resume irrigation on Wednesday, July 5th, 2017*. President Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

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

Heavy discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber, Irrigation Manager Richard Mitten, Homeowners Miguel Martinez, Walt Michels, Larry Hudson and Pam Stevenson, regarding the back lot behind the District Office, possible drilling a new well, relining the 43rd Avenue well, diameter of well is getting smaller, funding, contacting water resources, current property owned by the District, original well sites reverting back to current owners, storage of all vehicles/equipment/containers, cost of the property, contacting a title company/surveyor/appraiser and if the District drilled a new well what is the distance from the current well. Homeowner Walt Michels stated that the District currently owns two (2) additional properties that could be sold to help purchase the land. Walt provided the Board Members a hard copy of real property owned by the District. Parcels include the following:

Parcel: 207-14-125	Location: SW Corner 39 th Ave & Paradise Lane Square Footage: 12,461 Parcel Size: 112.02 Ft by 112.02 Ft
Parcel: 207-29-164-A	Location: SW Corner 43 rd Ave & Paradise Lane Square Footage: 12,552 Parcel Size: 130 Ft by 97 Ft
Parcel: 207-30-004-B	Location: SE Corner 47 th Ave & Country Gables Square Footage: 7,689

Parcel: 207-31-004-E **Parcel Size:** 125 Ft by 100 Ft
Location: SE Corner 51st Ave & Paradise Lane
Square Footage: 9,749
Parcel Size: 125 Ft by 100 Ft

President Kay Lorenzen questioned if the District has needs to these locations and tabled this agenda item until more information is obtained

Q. Discuss and possible action on future agenda items:

None

6. ADJOURNMENT:

Without objection, meeting adjourned at 8:23 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*