

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

March 4, 2014

MEMBERS PRESENT: Kay Lorenzen, President
 Victor Armendariz, Secretary
 Brett Harrison, 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 7:10 P.M.

President Kay Lorenzen stated that the following guidelines shall be in place for this meeting. Homeowners will have three (3) minutes to address the Board in the Call to the Public. Input from the public on agenda items should be provided during Call to the Public. Homeowners must be recognized by the Presiding Officer to speak. Only one (1) person may speak at a time. Homeowners will address the Board, not each other, once recognized by the Presiding Officer. The Board may not discuss irrigation issues with each other outside of Open Meetings; noticed meetings are the only time business issues may be discussed. It is the Board's time to discuss issues. Time permitting, the Board may allow input from the public during the meeting. Homeowners may speak only one time per issue.

2. CALL TO THE PUBLIC:

1. Homeowner Don Repp requested Secretary Victor Armendariz's resignation
2. Homeowner Les Hartfield requested to have his bridle path lowered to the original height
3. Homeowner Yvonne Horner stated that a few years ago that her husband stopped the Irrigation Manager Richard Mitten from dumping dirt in the bridle path. Yvonne also stated that she's here to support homeowner Les Hatfield

3. APPROVAL OF MINUTES:

MOTION

Secretary Victor Armendariz made a *motion to approve the Regular Board of Directors Meeting of February 4, 2014 with a change to 6 E motion to read; Member Brett Harrison made a motion that during office hours that the camera in the main office is turned off with the exception of board meetings, and the password will be given to all*

board members. Member Brett Harrison seconded the motion. **Motion Passed,** unanimously.

4. REPORTS:

A. Financial Report:

Accountant Cathy Hacker stated that the objective of these reports is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the reports. The intended purpose of these reports is for management discussion and review. See Attachment

1. Tax Exempt Information:

Cathy Hacker stated that the Office Manager Brenda Brown will email the invoices for major purchased and that she “Cathy” will attempt to contact the vendors.

2. Approval of financial report:

MOTION

Member Brett Harrison *made a motion to approve the financial report for January 31, 2014.* Secretary Victor Armendariz seconded the motion. **Motion Passed,** unanimously.

B. Summary of Current Events:

President Kay Lorenzen stated that the district was just informed that any board member and or management may report on current events. Kay also stated that she does not have a report this month.

C. Board Reports:

Member Brett Harrison reported that additional testing has been done regarding the wireless sensors that he reported on during February’s meeting and as part of the process enabling that software he “Brett” is going through and starting a project to figure out how our old scheduling software that’s written in Doss and basically rewrite that so it’s database driven.

D. Irrigation Manager Report:

Irrigation Manager Richard Mitten stated that eight (8) repairs were completed for the month of February with one (1) being a standpipe gate on line 10. Richard is asking homeowners to reduce their irrigation time due to the extra water that’s being delivered from the 43rd Ave pump. Richard also stated that our new board member Brett Harrison is designing a sensor system for our standpipes. We have run a couple of tests on lines, it was very revealing with the information that it has shown the district already. This was demonstrated at the last board meeting and was received very well by all that were in

attendance. This system will give us a more detailed understanding of what's happening in our irrigation system. For example, it will show when the irrigator turns each lot on and off. It will record the water height at each standpipe and could warn us when a standpipe is about to overflow. More information will come in the future. See Attachment

E. Custodian of Records Report:

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected.

1. Ongoing request dated July 19, 2013 from homeowner Randy Videen, requesting the following information:

- a. Electronic agenda of February 04, 2014 in native format with metadata
 - District responded on February 10, 2014
 - Approved for copying of the public record in its original form
 - Fee – Pending

5. OLD BUSINESS:

A. Discuss and possible action on recommended Journal Entry suggested by Seely & Mullins in Fiscal Year 2011-2012 review. Recommended Journal Entry is regarding accumulated depreciation in the amount of \$184,482.48:

Discussion ensued with President Kay Lorenzen, Secretary Victor Armendariz, Member Brett Harrison and Cathy Hacker regarding the journal entry. Cathy stated that Colby & Powell admitted that they did not give the Office Manager Brenda Brown the journal entry. Therefore, Mary Haas with Seely & Mullins gave the district the journal entry to get the book in balance. However, Colby & Powell took it upon themselves to change the depreciation schedule to GAAP. In the past the district has maintained the tax method.

No action taken.

B. Discuss and possible action on maintenance procedures and records for irrigation lines:

President Kay Lorenzen tabled this agenda item indefinitely

C. Discuss and possible action on lowering the bridle path located on line 7 from 47th Avenue to 49th Avenue:

Lengthy discussion ensued between President Kay Lorenzen, Secretary Victor Armendariz, Member Brett Harrison, Irrigation Manager Richard Mitten and homeowner Les Hatfield regarding the height difference several properties. Homeowner Eldon Graber volunteered his time and laser leveled throughout different areas from 47th Avenue and Waltann.

MOTION

Secretary Victor Armendariz *made a motion that Eldon Graber will grade the bridle path on line 7 from 47th Ave to 49th Ave putting a fairly consistent down slope on it and not to exceed \$600.* Member Brett Harrison seconded the motion. **Motion Passed**, unanimously

D. Discuss and possible action on rate and method for cleaning bridle paths:

Discussion ensued between President Kay Lorenzen, Secretary Victor Armendariz, Member Brett Harrison and Irrigation Manager Richard Mitten regarding the three quotes received by:

1. The Tree Peddlers at \$135 per hour “includes dump fee”
2. Victor’s landscaping \$125 per hour plus dump fees
3. Nature’s Choice \$100 - \$150 per hour plus dump fees

MOTION

Secretary Victor Armendariz *made a motion that we get bids from all three (3) contractors and that we award it to the lowest responsible bidder.* Member Brett Harrison seconded the motion. **Motion Passed**, unanimously

E. Discuss and explore qualifications and pricing of district accountant:

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

6. NEW BUSINESS:

A. Discuss and possible action to approve liability insurance:**MOTION**

Secretary Victor Armendariz *made a motion to accept the bid from Lowe & Johnson.* Member Brett Harrison seconded the motion. **Motion Passed**, unanimously.

B. Discuss and possible action on contract with Sunburst Elementary School library:

Office Manager Brenda Brown stated that it’s required to submit a certificate of insurance when submitting the application and agreement for use of facilities.

MOTION

Secretary Victor Armendariz *made a motion to approve the contract with Sunburst Elementary School and not to exceed \$300.00.* Member Brett Harrison seconded the motion. **Motion Passed**, unanimously.

C. Discuss and possible action on allowing homeowners to order water in five (5) minutes increments:

Member Brett Harrison stated he would like to see the homeowners have the ability to order water in five (5) minutes increments. At the current time the water rate is divisible by twelve (12) so there shouldn’t be an issue. However, the district needs the input from homeowner Rick Gould regarding any billing issues that may occur. Brett also stated that

he plans to create scheduling software and that they'll be no issues selling water in five (5) minute increments.

MOTION Secretary Victor Armendariz *made a motion to allow homeowner to order water in five (5) minute increments with a minimum of twenty (20) minutes with a provision that the billing software will accept the change.* Member Brett Harrison seconded the motion. **Motion Passed**, unanimously.

D. Discussion and possible action on topics for assignment for attorney:

President Kay Lorenzen stated that the attorney fees are being reduced to \$225 per hour and the paralegal fee is \$105 per hour for the months of February and March. Starting in April the fees go up to \$275 per hour. President Kay Lorenzen recommended for the attorneys to look at the RFP process and the election process. Secretary Victor Armendariz stated his concerns regarding the construction laws and if the attorneys specialize in that field. Discussion ensued about asking the attorney isolated questions in regards to the election process.

MOTION Member Brett Harrison *made a motion to have the attorney research and to give us an RFP process.* Secretary Victor Armendariz seconded the motion. **Motion Passed**, unanimously.

E. Discuss and possible action on future agenda items:

1. Weirs
2. Review

7. ADJOURNMENT:

Without objection, meeting adjourned at 8:40 PM

Dated this 4th day of March, 2014

Submitted by: Brenda Lewis
Office Manager

Minutes accepted on: April 15th, 2014 by Secretary _____.

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