

# DRAFT

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

March 03, 2015

MEMBERS PRESENT: Kay Lorenzen, President  
Brett Harrison, Secretary  
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 7:02 P.M.

2. CALL TO THE PUBLIC:

1. Homeowner Robert Myers ask to speak during New Business C

3. APPROVAL OF MINUTES:

**MOTION**

Secretary Brett Harrison *made a motion to approve the Regular Board of Directors Meeting February 03, 2015.* Member Eldon Graber seconded the motion. **Motion Passed**, unanimously.

President Kay Lorenzen tabled the minutes from the Special Board of Directors Meeting February 16, 2015 and the Special Board of Directors Meeting February 19, 2015 until the next Regular Meeting.

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. Tax Exempt Information:  
No action taken

2. Approval of financial report:

**MOTION** Secretary Brett Harrison *made a motion to approve the January 31, 2015 Financial Report.* Member Eldon Graber seconded the motion. **Motion Passed**, unanimously.

**B. Summary of Current Events:**

None

**C. Managers' Report:**

Irrigation Manager Richard Mitten stated that six (6) repairs were completed for the month of February; this leaves sixteen (16) repairs remaining. Richard reported on the removal of material from the old office prior to demolition. Richard thanked Shirley for sharing her telephone pole for the temporary electrical service during the rebuild of the new office. Richard also thanked the Homeowners Association for their quick response regarding the moving of their shed to the 39<sup>th</sup> Avenue location. Richard also reminded homeowners that the next bulk trash pickup is June 8, 2015 and to please check their bridle paths. See attachment

**D. Custodian of Records Report:**

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected. Nine (9) ongoing public information requests for the electronic agenda and minutes which contained metadata were fulfilled for Randy Videen. Fees collected totaled \$1.35.

**E. Office Upgrade Committee Report:**

No report

5. OLD BUSINESS:

**A. Discuss and possible action on what to do with the VFD "Variable Frequency Drive":**

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

**B. Discuss and possible action to purchase a 40' storage container:**

President Kay Lorenzen tabled this agenda item indefinitely

6. NEW BUSINESS:

**A. Discuss and possible action to review bridle path cleanup process:**

President Kay Lorenzen stated it is the homeowner's responsibility to maintain the bridle path in a manner that does not prevent the irrigator from accessing the valves or irrigation, and that does not cause damage to the vehicles. The standard for all homeowners is that

vegetation in excess of 6 inches in height, 6 inches protruding from the fence line, and overhanging branches less than 13 ½ feet in height must be removed.

Immediately following Bulk Trash Pick Up (date), properties not in compliance with the stated standards will be identified for cleanup to be done by a commercial company and will be billed for the service provided. The homeowner will receive a notification stating what date the work will be done and the amount that will be billed. There will be no other notices. If the homeowner cleans up their bridle path prior to the commercial company doing the work, they must notify the Irrigation District at 602 938 8760 or at [sbfidphx@qwestoffice.net](mailto:sbfidphx@qwestoffice.net) to prevent the company from doing the work and incurring the charge.

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber and Irrigation Manager Richard Mitten regarding the bulk trash pickup dates, revising the quarterly notice, vegetation, hazards to the employees, quarterly notices to all homeowners, additional letters being sent out and the responsibility of all homeowners.

**MOTION** Secretary Brett Harrison *made a motion to establish as a process for the district the bridle path cleanup with the stated changes.* Member Eldon Graber seconded the motion. **Motion Passed**, unanimously.

**B. 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 for Office Manager Brenda Brown for Monday, February 16, 2015.* Member Eldon Graber seconded the motion. **Motion Passed**, unanimously.

**C. Discuss and possible action on letter from homeowners regarding line 7 bridle path:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber, Irrigation Manager Richard Mitten, Homeowners Robert Myers and Les Hatfield regarding the volume of irrigation water, bridle path being raised several years ago, retention of water, district removing three (3) to four (4) inches of dirt last year, storm water running from lot to lot, original elevation, and the lowering of the bridle path at least 8" in one area between 47<sup>th</sup> Avenue and 49<sup>th</sup> Avenue. President Kay Lorenzen asked if something was submitted stating the elevation of this bridle path before the dirt was added...Rob Myers stated that he can confirm a letter from the district. Rob also estimated that 100 cubic yards was delivered in the bridle path several years ago. Secretary Brett Harrison suggested that it's their bridle path and to go ahead and remove the dirt themselves. Homeowner Walt Michels stated that he was the accountant for the district when the dirt was hauled in and that he thought it came from the race track but that the Board Members at the time voted and the dirt was not allowed. Homeowner Les Hatfield stated that they haven't surveyed it since the bridle path was lowered. Les also stated that

all the dirt can be moved to his backyard. Discussion ensued regarding that Rob Myers's property is not leveled.

**MOTION**

President Kay Lorenzen *made a motion to grade the bridle path once again to allow the water to flow from east to west down the bridle path from Lot #169 to Lot #162 and that Eldon will work with Les Hatfield and Rob Myers and confirmation will be obtained from the corresponding residents on the south side of the bridle path.* Member Brett Harrison seconded the motion. **Motion Passed**, unanimously.

Secretary Brett Harrison left the meeting but will return in ten (10) minutes

**D. Discuss and possible action to approve that the capital reserve fund is calculated by adding together the capital expenditure fee billed, actual depreciation expense for the fiscal year, interest income earned by the capital reserve fund bank account and deducting fixed asset purchases for the year:**

Discussion ensued between President Kay Lorenzen, Member Eldon Graber, Office Manager Brenda Brown, Homeowners Karen Mills and Walt Michels regarding the accounting procedure from Seely & Mullins. Office Manager Brenda Brown stated that the review is based on this information.

**MOTION**

President Kay Lorenzen *made a motion to approve that the capital reserve fund is calculated by adding together the capital expenditure fee billed, actual depreciation expense for the fiscal year, interest income earned by the capital reserve fund bank account and deducting fixed asset purchases for the year.* Member Eldon Graber seconded the motion. Secretary Brett Harrison did not vote. **Motion Passed**.

Secretary Brett Harrison returned

**E. Discuss and possible action to approve the review for Fiscal Year 2013-2014:**

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

**F. Discuss and possible action to approve the insurance liability:**

Discussion ensued regarding the current liability coverage and needing construction liability coverage.

**MOTION**

President Kay Lorenzen *made a motion to approve the insurance liability and not to exceed \$17,000.* Secretary Brett Harrison seconded the motion. **Motion Passed**, unanimously.

**G. Discuss and possible action on how to oversee and conduct phases of the office upgrade:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber, Irrigation Manager Richard Mitten, Homeowners Karen Mills and Walt Michels regarding the RFP “Request for Proposal” process, following mandatory State Statutes and possibly subcontracting out the work to save thousands of dollars.

President Kay Lorenzen tabled this agenda item indefinitely

**H. Discuss and possible action to set policy for sick pay:**

President Kay Lorenzen stated that if a full time employee is allowed three (3) PTOs per year, they earn one (1) from January 1 to April 30. They earn the second (2) day from May 1 to August 31. They earn the third (3) from September 1 to December 31. The employee does not have to wait till the end of the period to use the PTO. It may be used once the period has begun.

No action taken

**I. Discuss and possible action to convert vacation days to service date from calendar year:**

Discussion between President Kay Lorenzen, Secretary Brett Harrison, Member Eldon Graber and Office Manager Brenda Brown regarding the 2015 calendar year vacation days, PTO “Personal time off” days, remaining vacation days and PTO days from 2014 service dates, qualifications of vacation days in 2016 and how converting vacation days to calendar year has made things more complicated.

**MOTION**

Secretary Brett Harrison *made a motion to convert vacations days from a calendar year back to service date.* Member Eldon Graber seconded the motion. President Kay Lorenzen vote nay. **Motion Passed.**

**J. Discuss and possible action to invite the attorney to the next office upgrade committee meeting:**

**MOTION**

President Kay Lorenzen *made a motion to invite the attorney to the next office upgrade committee meeting.* Secretary Brett Harrison seconded the motion. **Motion Passed,** unanimously.

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

1. Defining work hours for health benefits

7. ADJOURNMENT:

Without objection, meeting adjourned at 8:48 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*