

Regular Board of Directors Meeting  
16040 N. 43<sup>rd</sup> Avenue  
Glendale, Az. 85306

March 6, 2018

MEMBERS PRESENT: Kay Lorenzen, President  
Renee Breeden, Secretary  
Larry Hudson, Treasurer

EMPLOYEES PRESENT: 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 called to order by Kay Lorenzen, President at 7:00 P.M.
2. **Summary of Current Events:** No summary of current events given.
3. **Call to the Public:** The meeting was opened to public comment and input.

1. Resident Walt Michels voiced concerns about the Audit Report's accuracy and wanted to know if the Audit Review was submitted to the County Board of Supervisors.
2. Resident Victor Armendariz recapped the last meeting report on the special delivery of water to his property. He stated whatever was tested as far as the delivery of water should be available to everyone.

**4. Approval of Minutes:**

**Motion** made by Breeden and seconded by Lorenzen to approve the Special Board of Directors minutes for January 17, 2018, February 13, 2018, February 15, 2018, February 20, 2018 and the Executive Session Board of Directors Meeting for February 15, 2018 and February 20, 2018.

Larry also voiced his concerns about voting on the January 17, 2018 Special Board of Directors minutes as he was not a member of the Board at the time. Kay stated he could vote if he wanted on the minutes. Kay stated she needed to do corrections on the Executive Board Minutes. Original motion withdrawn.

**Motion**

made by Breeden and seconded by Lorenzen to approve the Special Board of Directors minutes for January 17, 2018, February 13, 2018, February 15, 2018 and February 20, 2018. Motion passed with one abstention.

**5. Reports:**

A. Financial Report :

Kay stated we do not have the January 31, 2018 financial report finished. Accountant Cathy Hacker presented her review of the financial reports elaborating on line items that were significantly over or under budget.

**Motion**

made by Hudson and seconded by Breeden to approve the December 31, 2017 financial report for filing. Motioned passed.

B. Manager's Report:

SUNBURST FARMS IRRIGATION MANAGER'S REPORT FOR FEBURARY 2018

The irrigation crew got 5 repairs done in February and 20 standpipes weed-eated and cleaned. Of the 5 repairs, one was a Main Line over a bridle path on Line 11 @ 41<sup>st</sup> avenue, one was 2 new crossovers and 10" valves that were added, and one was the standpipe that got hit by a car at 43<sup>rd</sup> Avenue & Greenway. Thanks to Board Member Larry Hudson, for getting a crane service out to remove the standpipe and re-install it. Andy and Steve came in on Saturday to get the line ready for irrigation on Monday, March 5, 2018. We all worked on Monday in order to start irrigation on March 6, 2018 one day late. Good job, "Thank guys." Gene Perry came in last Wednesday and sat with me and I have 35 procedures that I am tracking and have to write down. He watched me when I did the scheduling on Wednesday. Thank you Gene and sorry I forgot you.

Pump Report

When the pump starts up it does about 200 gallons more then it settles down. The 43<sup>rd</sup> Ave pump percentage wise has been consistent for the last 3 years and it's same for the 39<sup>th</sup> Ave pump.

C. Custodian of Records: No Report

D. Add Hoc Committees

1. Vehicle Longevity

Chairperson Larry Hudson submitted the following report of the committees' progress.

- a. Bridle path maintenance
- b. Regular Tractor Grading Program
- c. No vegetation growing
- d. Asphalt Milling in bridle path
- e. Recordable dash camera's placed on front and back
- f. Irrigation Line Volunteers
- g. Update truck walk around to include checking mileage and oil every refuel.
- h. Will add to the agenda discussions on GPS for trucks

**6. Old Business**

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

Kay stated that Brett and Rick Gould were willing to help out with irrigation scheduling. However, would have a problem with working with some of the people.

**Motion:** by Larry and seconded by Breeden to solicit for quotes on a new irrigation scheduling system. Motion passed.

- B. Discuss and possible action to approve a mass notification system.  
**Motion:** made by Kay and seconded by Larry to table item until further notice. Motion passed.

- C. Discuss and possible action on definition of "agriculture".  
Discussion then took place on the following items:
- County Attorney's definition of "agriculture".
  - County Attorney's opinion that SBIF does not fall under the Arizona Revised Statutes.
  - SBIF to await written decision from County Attorney.
  - Once written decision received then proceed from there.

- D. Discuss and possible action to contact attorney regarding County Action.

**Motion** made by Renee and seconded by Larry to allow Kay to contact the attorney one the letter is received to see how to precede. Motion passed.

- E. Discuss and possible action on damages and repair cost/authorization on backhoe.

Renee stated this issue was taken care of in the February special meeting. A motion was made at the February Special Meeting to pay the repair costs. Renee stated she called the tractor a backhoe which was her mistake.

**Motion** made by Kay and seconded by Larry to table this item. Motion passed.

## 7. New Business

- A. Discuss and possible action on pending insurance claim with 39<sup>th</sup> Ave pump failure.

Larry reported he spoke with the insurance company. The insurance company assigned a claims adjustor to look into the claim and would get back to him. Larry was informed this was a commercial policy and it could take up to a year. However, they have not gotten back to him.

- B. Discuss and possible action to ratify two (2) vacation days for office manager.

**Motion** made by Renee and seconded by Kay to ratify February 22 and February 23, 2018 as vacation days. Motion passed.

- C. Discuss and possible action to approve insurance liability coverage.

**Motion** made by Kay and seconded by Larry to table item until Special Meeting. Motion passed.

- D. Discuss and possible action on complaint from Lot 17 with regards to equitable water.

Resident Kelly Cushman stated for 3 years her property was not receiving a full pump of 1 hour. She stated this issue was discussed in August and she was assured she would be paid. Renee asked Kelly to supply her with the recording of the discussion so the issue could be resolved.

**Motion** made by Kay and seconded by Renee to table this item until next meeting in order to resolve the issue. Motion passed.

- E. Discuss and possible action to override current budget for attorney fees.

Resident Walt Michels stated that some of the monies that are under the direct labor for maintenance repair should have been capitalized, which should be reflected in the next financial report. Resident Peggy Schwend agreed if monies were to be moved over it should come from line item 417.1.

**Motion** made by Kay and seconded by Larry to move \$5,000 from Direct Labor 417.1 and place the monies in the Legal Expense 44.1. Motion passed.

- F. Discuss and possible action to change the monthly statement billing to use bulk rate mailing and to initiate emailing of statements through Quick Books to homeowners who request to receive their statements via email with the process to start with the April 2016 mailing.

Renee stated the following concerns:

- The price charge as quoted per mailing is for standard bulk mail.
- Mailing of the bills would be considered first class rate.
- The SBIF is being charged 65.00 dollars per month to handle the mailing.
- Cannot find a bulk mail account for the mailer which would include first class mailing.
- Request the BRM account number before taking action on this item. Kay stated she would get the account number.

**Motion** made by Renee and seconded by Kay to table until further information is obtained. Motion passed.

- G. Discuss and possible action on future agenda items.
- Appointment of Audit Committee
  - Vehicle Longevity
  - Length of Irrigation Cycle