

DRAFT

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

March 7, 2017

MEMBERS PRESENT: Kay Lorenzen, President
Brett Harrison, Secretary
Eldon Graber, Treasurer left after Executive Session

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 6:34 P.M.
2. CONSIDERATION OF ACTION TO GO INTO EXECUTIVE SESSION OF THE BOARD PURSUANT TO A.R.S. SECTION 38-431.03.A.1 TO DISCUSS BOARDS' ISSUES

RECONVENE IN OPEN SESSION

3. CALL TO ORDER: The meeting was called to order by Kay Lorenzen, President at 7:09 P.M.
4. CALL TO THE PUBLIC:
 1. Homeowner Larry Hudson stated his concerns regarding the current irrigation schedule and that the last time he received water was the middle of December. Larry felt it's been too long without irrigation and that rain water is not equivalent to irrigation. Larry also stated that homeowners can cancel their water but homeowners who have winter grass need the irrigation.
 2. Homeowner Michael Foulks stated that he's happy that irrigation has been delayed. Michael also stated his concerns with the City of Phoenix Code Inspector regarding violations.

5. APPROVAL OF MINUTES:

Secretary Brett Harrison stated that the Regular Board of Directors Meeting on February 7, 2017 under current events "Richard also reported that the crew will be tying in at this particular point but, when we cross 47th Avenue the cost is going to be expensive" needs to be amended to '45th Avenue.

MOTION

Secretary Brett Harrison *made a motion to approve the Special Board of Directors Meeting January 27, 2017 and Regular Board of Directors Meeting February 7, 2017 as amended.* President Kay Lorenzen seconded the motion. **Motion Passed.**

6. REPORTS:

A. Financial Report:

Accountant absent: Cathy Hacker

1. Approval of financial report:

MOTION

Secretary Brett Harrison *made a motion to approve the January 31st, 2017 Financial Report for filing.* President Kay Lorenzen seconded the motion. **Motion Passed.**

B. Summary of Current Events:

None

C. Managers' Report:

Irrigation Manager Richard Mitten reported that there were some questions asked on the Sunburst Farms Homeowners' Association, Facebook page, about the Sunburst Farms Irrigation District.

Q. I would also like to know the circumstances around why board members are being driven around by employees.

A. Per the employee handbook, the people allowed in District vehicles are employees, board; members, and people whom the District may be considering for work, i.e., contractors, landscapers, etc. Board members have often ridden in or driven District vehicles, i.e. a ride along to view an irrigation problem, talking with homeowners about complaints, driving to pick up a vehicle at a dealership.

Q. I wonder why so many district vehicles need to be expensive trucks. During irrigation, they are supposed to check downstream and upstream for leaks, unauthorized use, etc. That can easily be done with a much cheaper golf cart/mule-type vehicle. Plus, it won't destroy and rut the bridle paths so badly. I see those expensive trucks get so beat up by folks who obviously have no pride in their work. I could understand a couple of good utility trucks but not everyone.

A. The District presently has a 2008 F-150 for the Irrigation Manager; a 2014 Dodge pickup for the irrigators; a 2008 Chevrolet for maintenance, and a 2012 Ford dump truck. We need full size trucks because these vehicles travel over rough bridle paths regularly, and smaller vehicles, even a light utility vehicle, will not hold up. The District has used smaller trucks in the past and they didn't work out. These vehicles are also used to carry heavy loads, such as bags of concrete, old concrete pipe, PVC pipe, and tools, parts needed for repairing pipe, hauling a flatbed trailer to move the track hoe to repair or replacement job sites, and more. A golf cart or mule type vehicles would be totally inadequate, in the heat, cool, and equipment carrying. Irrigators carry poles to open and close valves, in the

bed of the truck as well. The employees take pride in their work and vehicles. They are required to do daily walk arounds to make sure no damage has happened during their shift; but these are work trucks and the nature of their use causes wear and tear. The trucks are not top of the line models, but are fleet type vehicles with basic flooring, upholstery and features. A recent complaint about employees driving too fast generated many comments from homeowners on the Sunburst Farms Homeowners' Association Facebook page. After investigating, the employees had done nothing inappropriate, and the homeowners had misinterpreted almost everything that was reported. If you observe an employee speeding or driving unsafely, contact the District immediately. They are the only ones who can resolve these issues. Employees are coached about their driving regularly and are aware that accidents or complaints can result in termination. We take this seriously. Please do not mistake a noisy vehicle with one that is driving unsafely or fast. Driving into and out of the bridle paths cause the trucks to rattle and the poles in the irrigation truck can bang and make a lot of noise. Some bridle path entrances have dips that cause the driver to accelerate more to get onto the roadway, which may spray gravel and sound like they are speeding or gunning the motor. If you have questions about the operations of the District, please attend our regular meetings. You will have an opportunity to express your concerns during the "Call to the Public". Also, please read the minutes of these meetings which are distributed to the email lists, and are available on the District website at www.sbfid.com. Bulk trash pickup is scheduled the week of Monday, March 6th, 2017. Please remember to keep everything clean. See attachment

D. Custodian of Records Report:

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected. The District received six (6) Public Information Requests. Fees collected totaled \$.90.

7. OLD BUSINESS:

A. Discuss and possible action on what to do with the Kubota tractor:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Irrigation Manager Richard Mitten, and Homeowners' Larry Hudson and Michael Foulks regarding the current condition of the tractor, teardown cost approximately \$1,500, repair cost approximately \$4,165, and seal bid options, taking the tractor to Sierra or Western Sales Management Auctions and or selling to a wholesaler.

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

B. *Discuss and possible action on purchasing tractor:*

Heavy discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Irrigation Manager Richard Mitten and Homeowner Michael Foulks regarding purchasing a new/used tractor, getting the correct size, 4WD, standard equipment, 72" bucket, top and tilt kit with lines and valves, 72" rear box scraper, 14' backhoe dig depth, Kubota

L47TLB-B will not be considered due to the size, Kubota M62TLB, purchasing extended warranty, bargain the total price, testing the tractor to meet Districts' needs, purchasing a used tractor off craigslist and or eBay. Michael asked Richard if he checked on the Mahinda Tractor which provides a seven (7) year warranty. Richard stated there were none local. Michael stated that they're located in Payson. Richard stated his concerns regarding hauling the tractor back and forth to Payson to be serviced. Richard supplied four (4) bids to the Board of Directors for their review.

A to Z Equipment Rentals and Sales – 2015 Used John Deere 4052R, compact utility tractor with all standard equipment plus; E-Hydro transmission, industrial tread tires, used John Deere H180 loader with 72" bucket, top and tilt kit with lines and valves, and a 72" rear box scraper. Cost \$37,960. Rental credit if purchase is agreed upon prior to 02/12/2017 in the amount of -\$810. Total cost in the amount of \$37,150. This tractor's warranty expires on October 12 2017.

Empire – 2013 Used Massey Ferguson, Model MF936X, attachments Model MF4610 WGT, MF4610 4WD ROPS, 12X12 HYD. Shuttle, lug nut kit, SMV kit, 4WD FRT Axle, 2 rear remotes and rear 16.9 X 34 RI / FRT 12.4-24. Total cost in the amount of \$41,400.

Bobcat of Phoenix – 2017 New Kubota M62TLB-B, 4 CYL Turbocharged Diesel, Tier 1V Final Certified, 63 Gross HP, 6 PTO HP, HST plus trans, 3 ranges, front 10-16.5 R4 tires, rear 17.5L-24 R4 ties, includes factory assembled backhoe aux HYD kit, transport length 252.9", width 75.0", 3Pt linkage kit, tool box kit, 3ea rear HYD remotes, top and tilt cylinder. Cost \$46,950. Available options are as follows:

Loader Attachment, 84" HD round back BKT, bolt on cutting edge. Cost \$1,250
 New GR 48" forks, 3750 lb. cap. Cost \$875
 New Landpride HR3584 Hydraulic Scraper. Cost \$4,522.50

Bobcat of Phoenix – New 2017 Kubota L47TLB-B was not discussed due to wrong size

MOTION

President Kay Lorenzen *made a motion to purchase the A to Z 2015 used John Deere tractor not to exceed \$37,150 and to attempt to negotiate a lower price and/or an extended warranty.* Secretary Brett Harrison seconded the motion. **Motion Passed.**

C. Discuss and possible action to approve review for FY ending 06/30/2016:

MOTION

Secretary Brett Harrison *made a motion to approve review for FY ending June 30, 2016.* President Kay Lorenzen seconded the motion. **Motion Passed.**

D. Discussion on approving Employee Handbook:

President Kay Lorenzen stated that a Special Board Meeting will be held on Tuesday, March 14, 2017 to discuss and decide on approving the Employee Handbook.

President Kay Lorenzen tabled this agenda item until the Special Meeting

7. NEW BUSINESS:

A. Discuss and possible action on items discussed in Executive Session:

No Action Taken

B. Discuss and possible action to ratify two (2) vacation days for Office Manager:

MOTION President Kay Lorenzen *made a motion to ratify (2) vacation days on Monday, February 6, 2017 and Tuesday, February 7, 2017 for Office Manager.* Secretary Brett Harrison seconded the motion. **Motion Passed.**

C. Discuss and possible action to approve three (3) vacation days for Office Manager:

MOTION Secretary Brett Harrison *made a motion to approve three (3) vacation days for Office Manager.* Secretary Brett Harrison seconded the motion. **Motion Passed.**

D. Discuss and possible action to approve liability insurance:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Office Manager Brenda Brown regarding the liability insurance, quote did not include coverage for one (1) vehicle, estimated charge for coverage, coverage remains the same and that the quote provided by Michael Oliver included Workman's Comp coverage.

MOTION President Kay Lorenzen *made a motion to approve the liability insurance which has the same coverage as last year except for the dump truck, the additional coverage not to exceed \$400.* Secretary Brett Harrison seconded the motion. **Motion Passed.**

E. Discuss and possible action to install security cameras:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Office Manager Brenda Brown regarding the security cameras, DVR hard drive crashed, power supply unit was located in the storage container, new DVR must be analog, fuzzy picture due to cable being the wrong size and that the original installation fee could be higher due to existing problems.

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

F. Discuss and possible action to pay invoice #42414 in the amount of \$325 for debris removal from 39th Ave:

President Kay Lorenzen stated that some work was completed by a Board Member who does not have a Contractors' License. The assumption was that the trucking service would

provide the District with an invoice. Kay also stated that all Contractors must be Licensed and Bonded, and if this invoice gets paid, it will be last time. Secretary Brett Harrison stated that since the District is purchasing our own tractor we'll be able to do the work ourselves. Brett also stated that if the load is too large then we will call for a bigger dump truck and we'll load it up with our track hoe so don't call him again. Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Irrigation Manager Richard Mitten, Office Manager Brenda Brown and employee David McLane regarding the removal of concrete, PO's being utilized properly, cost of going to the dump and that \$325 is cheap.

MOTION Secretary Brett Harrison *made a motion to pay invoice #42414 in the amount of \$325.* President Kay Lorenzen seconded the motion. **Motion Passed.**

G. Discuss and possible action on future agenda items:

8. ADJOURNMENT:

Without objection, meeting adjourned at 8:20 PM

Dated this _____ day of _____, 2017

Submitted by: _____
Office Manager

Minutes accepted on: _____, 2017 by Secretary_____.

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