

# DRAFT

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

May 1, 2018

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

EMPLOYEES PRESENT: Brenda Brown  
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 held on May 1, 2018. The meeting was called to order by Kay Lorenzen, President at 7:00 P.M.

2. SUMMARY OF CURRENT EVENTS:

Secretary Renee Breeden is requesting that all Board Members be Cc'd on emails to the board.

3. APPROVAL OF MINUTES:

Secretary Renee Breeden stated she has an amendment to the Special Board of Directors Meeting April 17, 2018 and consideration to go into Executive Session should be stricken from the minutes.

**MOTION**

Treasurer Larry Hudson *Made a motion to approve the amended Special Board of Directors Meeting April 17, 2018* Secretary Renee Breeden seconded and carried unanimously.

4. REPORTS:

**A. Financial Report:**

Accountant Cathy Hacker presented a review of the financial reports elaborating on line items that were significantly over or under budget.

1. Approval of financial report:

**MOTION**

Treasurer Larry Hudson *Made a motion to approve March 31, 2018 Financial Reports for filing*, Secretary Renee Breeden seconded and carried unanimously.

**B. Managers' Report:**

## APRIL IRRIGATION MANAGER'S REPORT 2018

I reported a repair on Line 11 from 41st Ave to 43rd Ave last month. We found out about a new leak close to where we ended the repair going east. We thought the connector broke the concrete pipe; it was a new break further east. The irrigator found the leak in the morning & went to another line. All those homeowner's were called & got their irrigation 6 hours early. Thanks to those homeowners for helping out. For those 6 hours we patched the new ring crack & valve, but after a few hours the valve blew off and we had to stop Irrigation & try to fix again & started back up the next day for the last homeowners on Line's 11 & 14. Thank you for being so understanding.

The 49th Ave North of Greenway drainage pipe, that the City is installing will be putting our Lines 7 & 8 across the street at no charge, has been moved back to mid-May. We are working closely with the City of Phoenix on this job.

The pump at 39th Ave is delivering about 8% more water than it did this time last year. 43rd Ave pump is down 1% from the 39th Ave pump. That is 12 gallons per minute per line. I usually tell homeowners to up their time during the summer months, but I am not sure if they should due to the increase now. Let's see how hot it gets.

Thank you to Bill Scott for taking me to Sands Chevrolet to pick up our Irrigation truck that was in for service this month.

Richard Mitten - Irrigation Manager

**C. Custodian of Records Report:**

Custodian of Records Brenda Brown reported on completed/outstanding public information requests and fees collected. The District received nine (8) Public Information Requests. Fees collected totaled \$1.20. Brenda also stated that she responded to Pam Stevenson's request within the ten (10) day timeframe.

**D. Ad Hoc Committee:**

- Billing and Collections Committee - Chairperson Kay Lorenzen stated this will be discussed later on the agenda.
- Employee Evaluation Committee, Chairperson Renee Breeden – Meeting scheduled on Wednesday, May 16, 2018.

- Vehicle Longevity Committee Chairperson Larry Hudson stated this will be discussed later on the agenda.

5. OLD BUSINESS:

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

Discussion

**MOTION**

Secretary Renee Breeden *Made a motion to table this agenda item until the next Regular Board Meeting* Treasurer Larry Hudson seconded and carried unanimously.

**MOTION**

Secretary Renee Breeden *Made a motion to transpose the order of business to New Business A up to Old Business B be handled together* President Kay Lorenzen seconded and carried unanimously.

**B. Discuss and possible action on definition of “agricultural”:**

Discussion

**MOTION**

Secretary Renee Breeden *Made a motion that the definition of agricultural will be following: The application of irrigation to land for the production of crops, livestock (defined as cattle, equine, sheep, goats and swine, except feral pigs), poultry (defined as any domesticated bird, whether live or dead, and includes chickens, turkeys, ducks, geese, guineas, ratites and squabs), livestock or poultry products or any similar forage crop (including Bermuda, alfalfa or other grazing grass), tree nut or fruit crop, vegetable crop or field, including gardens and raised gardens* Treasurer Larry Hudson seconded and carried unanimously.

6. NEW BUSINESS:

**A. Discuss and possible action to change to acreage voting:**

Discussion

**MOTION**

Secretary Renee Breeden *Made a motion that we change from individual voting and go to acreage voting* Treasurer Larry Hudson seconded and carried unanimously.

5. OLD BUSINESS:

**C. Discuss and possible action on pending insurance claim with 39<sup>th</sup> Ave pump failure:**

President Kay Lorenzen reported that she spoke to Michael Oliver and he’s still working on the claim.

**MOTION**

President Kay Lorenzen *Made a motion to table this agenda item until the next Regular Board Meeting* Treasurer Larry Hudson seconded and carried unanimously.

- D. Discuss and possible action to change the monthly statement mailing 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:**

Discussion

**MOTION**

Secretary Renee Breeden *Made a motion to initiate the emailing of statements through QuickBooks to homeowners who request to receive their statements via email* President Kay Lorenzen seconded and carried unanimously.

The District needs to contact homeowners and let them know this will be available in the next two (2) months.

- E. Discuss and possible action on Maricopa County letter:**

Discussion

**MOTION**

President Kay Lorenzen *Made a motion to table the Maricopa County letter indefinitely* Treasurer Larry Hudson seconded and carried unanimously.

- F. Discuss and possible action to establish personnel files per guidelines presented:**

Discussion

**MOTION**

Secretary Renee Breeden *Made a motion to table until the next Regular Board of Directors Meeting* Treasurer Larry Hudson seconded and carried unanimously.

- G. Discuss and possible action to change bank:**

Discussion

No Action

- H. Discuss and possible action on vehicle longevity:**

Discussion

No Action

- I. Discuss and possible action on billing and collections:**

No Action

**J. Discuss and possible action on HOA agreement:**

Discussion

**MOTION**

Treasurer Larry Hudson *Made a motion to table this until the next Regular Board Meeting* Secretary Renee Breeden seconded and carried unanimously.

6. NEW BUSINESS:

**A. Discuss and possible action to change to acreage voting:**

See above

**B. Discuss and possible action on vacation days on payroll, week of 2-26-18, and 4-10-18:**

**MOTION**

President Kay Lorenzen *Made a motion to ratify five (5) vacation days the week of 2-26-18 and one (1) vacation day on 4-10-18 for Office Manager* Secretary Renee Breeden seconded and carried unanimously.

**C. Discuss and possible action on City of Phoenix drain pipe of 47<sup>th</sup> Ave and 49<sup>th</sup> Ave – how much time for replacement and capitalization:**

Discussion

**MOTION**

President Kay Lorenzen *Made a motion to table until the next Regular Board of Director Meeting* Secretary Renee Breeden seconded and carried unanimously.

**D. Discuss and possible action on volunteer help:**

Discussion

**MOTION**

Secretary Renee Breeden *Made a motion to table indefinitely* Treasurer Larry Hudson seconded, President Kay Lorenzen opposed, motion passed.

**E. Discuss and possible action on time limit on complaints:**

Discussion

**MOTION**

Secretary Renee Breeden *Made a motion that the time limits for complaints on irrigation delivery be no later than the second (2) irrigation cycle* Treasurer Larry Hudson seconded and carried unanimously.

**F. Discuss and possible action to approve William Sullivan Attorney fees from October 2017 – February 2018 in the amount of \$3,232.63:**

Discussion

**MOTION**

Secretary Renee Breeden *Made a motion to approve the attorney fees from October 2017 – February 2018 in the amount of \$3,232.63* Treasurer Larry Hudson seconded and carried unanimously.

**G. Discuss and possible action to determine number of maintenance employees for budgeting purposes and District needs:**

Discussion

**MOTION**

Secretary Renee Breeden *Made a motion for budgeting purposes that we keep two (2) fulltime maintenance/repair employees* Treasurer Larry Hudson seconded and carried unanimously.

**H. Discuss and possible action to install GPS on District vehicles:**

**MOTION**

Secretary Renee Breeden *Made a motion to table until the next Regular Board Meeting* Treasurer Larry Hudson seconded and carried unanimously.

**I. Discuss and possible action on procurement procedures and managers spending limit:**

Discussion

No Action

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

1. Establish personnel file committee
2. Intellectual Proprietary Agreement
3. Audio of meetings on District website
4. Capitalize two (2) file cabinets

7. ADJOURNMENT:

Without objection, meeting adjourned at 9:32 PM

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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*