

DRAFT NOT APPROVED

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

May 03, 2016

MEMBERS PRESENT: Kay Lorenzen, President
Brett Harrison, Secretary
Eldon Graber, Treasurer

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 7:03 P.M.

2. CALL TO THE PUBLIC:

None

3. APPROVAL OF MINUTES:

MOTION Secretary Brett Harrison *made a motion to approve the Regular Board of Directors Meeting April 05, 2016.* Treasurer Eldon Graber seconded the motion. **Motion Passed,** unanimously.

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.

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber and Accountant Cathy Hacker regarding Line 1241, 1244 and 1281 on the Balance Sheet, sub accounts from fixed assets, GPS tracking, VFD listed under sub account #1244, removal of the dump truck from the books, accommodating Mary Haans regarding the review and having a separate document for the Board to view that establishes the costs of the motors and pumps for both locations.

1. Approval of financial report:

MOTION Secretary Brett Harrison *made a motion to approve the March 31st, 2016 Financial Report for filing.* President Kay Lorenzen seconded the motion. **Motion Passed,** unanimously.

B. Summary of Current Events:

None

C. Managers' Report:

Irrigation Manager Richard Mitten thanked Board Members Eldon Graber and Brett Harrison for their time spent on line 06. The district is shorthanded and looking to hire a couple of people in the maintenance department. Richard is asking the homeowners if they know of anyone looking for a job to please refer them to the office. Three (3) repairs and three (3) maintenance jobs were completed.

D. Custodian of Records Report:

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected. The District received two (2) Public Information Requests. Fees collected totaled \$.30.

5. NEW BUISNESS:

A. Discuss and possible action on scheduling a Budget Meeting:

MOTION President Kay Lorenzen *made a motion to schedule the Budget Meeting on Tuesday, May 10, 2016 at 6:30 PM.* Secretary Brett Harrison seconded the motion. **Motion Passed,** unanimously.

B. Discuss and possible action to amend balance sheet account #1244:

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

C. Discuss and possible action regarding letter received from Lot #42513:

Homeowner Allan Smolko stated his concerns regarding the excess water that he received on February 22, 2016 and in his opinion that the district was negligent by not informing him that the volume of irrigation water was high. Allan also reported that he suffered approximately \$100 is loss, and is asking the Board for compensation. Heavy discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber and Homeowner Allan Smolko regarding the low pressure over the last few years, balancing of the lines has been off, redirecting water, several items that were ruined, compensation, preparation of yard, emails that are sent from the office and that the same information gets posted on the boards. Homeowner Larry Hudson stated that it's the

responsibility of homeowners to manage and maintain their water regardless of how long the water runs. Larry also stated that we should all have escape routes on our property; even if it's to drain in the street and or bridle path. Proper berms will prevent flooding. Mr. Smolko stated that water will not flow into the street or in the bridle path. Secretary Brett Harrison stated that it's very important for the homeowners to be there to watch their water so they can make those calls to the irrigator if necessary. President Kay Lorenzen asked Mr. Smolko if he would like to be on the notify list, and he declined. Mr. Smolko requested a letter from the Board however; President Kay Lorenzen stated that information will be in the minutes.

The Board of Directors declined to make any adjustments to the account.

D. Discuss and possible action to capitalize material/labor for the installation of the weirs in the amount of \$1,072.38:

MOTION Secretary Brett Harrison *made a motion to capitalize material/labor for the installation of the weirs in the amount of \$1,072.38.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

E. Discuss and possible action to capitalize replacement of Line 16 material/labor in the amount of \$187.50:

MOTION Secretary Brett Harrison *made a motion to capitalize the replacement of Line 16 material/labor in the amount of \$187.50.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

F. Discuss and possible action to capitalize replacement of Line 06 material/labor in the amount of \$20,926.28:

MOTION Secretary Brett Harrison *made a motion to capitalize replacement of Line 06 material/labor in the amount of \$20,926.28.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

G. Discuss and possible action on bridle path cleanup fee:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber and Irrigation Manager Richard Mitten regarding the bridle path cleanup that had taken place in October and November 2015, homeowners not calling the office to confirm that the work had been completed, poor invoice timing, software issue, adjusting the letter to get the homeowners attention, homeowners seeking credit due to the lack of pictures, contract specifying guidelines, outside vendor doing a poor job and that this particular vendor will no longer be working for the district.

MOTION President Kay Lorenzen *made a motion to not bill these lots for bridle path cleanup fee that were in question #23705, #65316, #26307, #15107, #17908, #19608, #29509, #31909*

because we can't substantiate. Secretary Brett Harrison seconded the motion. **Motion Passed**, unanimously.

H. Discuss and possible action to approve new Costco Visa Card:

MOTION Secretary Brett Harrison *made a motion to approve the new Costco Visa Card.* President Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

I. Discuss and possible action to cancel the American Express Card:

MOTION Secretary Brett Harrison *made a motion to cancel the American Express Card.* President Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

J. Discuss and possible action to approve one (1) vacation day for Office Manager:

MOTION Secretary Brett Harrison *made a motion to approve one (1) vacation day on Friday, May 27th, 2016 for Office Manager.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

K. Discuss and possible action on future agenda items

1. Employee Handbook regarding PTO vs Vacation days

6. OLD BUSINESS:

A. Discuss and possible action on several issues regarding 39th Ave pump yard:
a. Chain link/block/screen/fencing height

MOTION Secretary Brett Harrison *made a motion to approve \$8,100 for the block wall around 39th Ave yard.* President Kay Lorenzen seconded the motion. Treasurer Eldon Graber abstained. **Motion Passed.**

b. Slide gate

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber and Contractor Jesse Conner regarding the different types of gates, electric motors vs. solar, cutting cost, district purchasing the electric motors, hiring a licensed electrician, metal gates vs. wood gates, footer, cement work, 20 feet of material and digging the trenches for the electrical.

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

B. Discuss and possible action on one issue regarding the 43rd Ave pump yard
a. Slide gate

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

C. Discuss and possible action to repair pump/well:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber, and Irrigation Manager Richard Mitten regarding the summary well evaluation from Southwest Ground-water Consultants and that the district needs to move forward fixing the issue. See attached report.

MOTION Secretary Brett Harrison *made a motion to accept Drill Tech’s proposal for repairing the 43rd Avenue well by replacing the casing inside, the new tube and shaft, brushing, new discharge head, new slab in the amount of \$78,091.89.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

7. ADJOURNMENT:

Without objection, meeting adjourned at 8:24 PM

Dated this _____ day of _____, 2016

Submitted by: _____
Office Manager

Minutes accepted on: _____, 2016 by Secretary_____.

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