

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

November 01, 2016

MEMBERS PRESENT: Kay Lorenzen, President  
Brett Harrison, Secretary

MEMBERS ABSENT: 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 7:00 P.M.

2. CALL TO THE PUBLIC:

Homeowner Jesse Conner stated his concerns regarding the 39<sup>th</sup> Avenue gate being left open, and suggested that the code to the lock be changed. Jesse also reminded the Board that he's complained about the leak in his yard several months ago, and that one of the employees had fixed the repair last week but the hole has not been backfilled.

3. APPROVAL OF MINUTES:

**MOTION** Secretary Brett Harrison *made a motion to approve the Regular Board of Directors Meeting October 4<sup>th</sup>, 2016.* President Kay Lorenzen seconded the motion. **Motion Passed.**

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. Approval of financial report:

**MOTION** Secretary Brett Harrison *made a motion to approve the September 30<sup>th</sup>, 2016 Financial Report for filing.* President Kay Lorenzen seconded the motion. **Motion Passed.**

**B. Summary of Current Events:**

Secretary Brett Harrison reported that the replacement on Line 06 west of 47<sup>th</sup> Avenue is going well. Brett stated that if we continue to do the replacements in house we are saving a substantial amount of money.

President Kay Lorenzen stated that she's feeling better and that the Employee Handbook Committee will schedule a follow up meeting next week. Kay also stated that's reviewing this Handbook is very time consuming and thanked all Committee Members who volunteered.

**C. Managers' Report:**

Irrigation Manager Richard Mitten thanked Board Members Eldon Graber for assisting in the cleanup at the 39<sup>th</sup> Avenue yard and Brett Harrison for working long hours on Line 06. Richard reported that six (6) repairs were completed for the month and that Line 06 replacement is the district's number one priority.

**D. Custodian of Records Report:**

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected. The District received seven (7) Public Information Requests. Fees collected totaled \$1.05.

5. OLD BUSINESS:

**A. Discuss and possible action on attorney being more proactive on delinquent accounts:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Accountant Cathy Hacker and Office Manager Brenda Brown regarding the delinquent accounts and the process of filing judgments. President Kay Lorenzen referred to a letter dated October 13, 2016 from Wilson & Associates stating the following:

First, we record the judgment which will create a lien on the property. Although the District already has a lien on each homeowner's property for all unpaid amounts, when the homeowner actually sees the recorded judgment, often it will have a greater impact upon them. We then would send a copy of the recorded judgment to the homeowner advising them that we intend to pursue various judgment creditor remedies against them without further notice if it is not paid immediately.

Second, assuming they do not pay the judgment, or propose a payment arrangement acceptable to the Board, I recommend that we schedule a debtor's exam at which time the homeowner is required to appear at the courthouse and we have the opportunity to inquire about any assets available to satisfy the judgment. Essentially a debtor's exam is like a deposition but the inquiry is limited to the discovery of assets of the judgment debtor which may be available to satisfy the judgment.

**MOTION** Secretary Brett Harrison *made a motion that Wilson & Associates Law Firm progress to the debtors' exam in the ninety (90) day bracket.* President Kay Lorenzen seconded the motion. **Motion Passed.**

**B. Discuss and possible action on telephone damage to Line 07:**

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Irrigation Manager Richard Mitten regarding the damage to Line 07, and that no new written information is available.

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

6. NEW BUISNESS:

**A. Discuss and possible action to approve nine (9) days of vacation for Irrigation Manager:**

**MOTION** Secretary Brett Harrison *made a motion to approve nine (9) days of vacation for Irrigation Manager Richard Mitten beginning Monday, November 21, 2016 through Wednesday, November 23<sup>rd</sup>, 2016, Monday, November 28<sup>th</sup>, 2016 and Monday, December 5<sup>th</sup>, 2016 through Friday, December 9<sup>th</sup>, 2016.* President Kay Lorenzen seconded the motion. **Motion Passed.**

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

7. ADJOURNMENT:

Without objection, meeting adjourned at 7:32 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*