

DRAFT

SUNBURST FARMS IRRIGATION DISTRICT
Regular Board of Directors Meeting
15610 N. 35th Avenue, Suite #7
Phoenix, AZ 85053

November 04, 2014

MEMBERS PRESENT: Victor Armendariz, Secretary
Brett Harrison, Member

MEMBERS ABSENT: Kay Lorenzen, President

EMPLOYEES PRESENT: Brenda Brown
Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The meeting was called to order by Victor Armendariz, Secretary, at 7:03 P.M.

2. CALL TO THE PUBLIC:

1. Homeowner Don Repp requested Secretary Victor Armendariz’s resignation, and for the district to be reimbursed the money that was spent on the surveillance system

3. APPROVAL OF MINUTES:

Secretary Victor Armendariz tabled the Executive Session Minutes until the next Regular Board Meeting.

MOTION

Member Brett Harrison *made a motion to approve the Regular Board of Directors Meeting October 7th, 2014.* Secretary Victor Armendariz seconded the motion. **Motion Passed.**

4. REPORTS:

A. Financial Report:

Accountant Cathy Hacker stated that the objective of these reports is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the reports. The intended purpose of these reports is for management discussion and review. See Attachment

1. Tax Exempt Information:

Accountant Cathy Hacker reported that she will send a letter to the Department of Revenue regarding the issue.

Secretary Victor Armendariz tabled this agenda item until the next Regular Board Meeting

2. Approval of financial report:

MOTION

Member Brett Harrison *made a motion to approve the September 30, 2014 Financial Report.* Secretary Victor Armendariz seconded the motion. **Motion Passed.**

B. Summary of Current Events:

None

C. Managers' Report:

Irrigation Manager Richard Mitten stated that fifteen (15) repairs were completed for the month of October; this leaves nineteen (19) repairs remaining. Richard reported that the district discovered twelve (12) new leaks in October. Richard also reported on the bridle path cleanup and rain delays. Richard stated that the district is now on a three (3) week irrigation schedule; Lines 5-10 will resume irrigation on Monday, November 10, 2014, and Lines 1-4 & 11-18 will resume irrigation on Monday, November 17, 2014, "Weather Permitting". Richard thanked the following homeowners for volunteering for the office upgrade committee: Victor Armendariz, Peggy Schwend, David Franklin, Paul Peterson, Jesse Conner, Drew Zanga, David Pettijohn, Brian Rowe and Merv Graber. See attachment

D. Custodian of Records Report:

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected.

1. Ongoing request dated July 19, 2013 from Randy Videen, requesting the following information:

a. Electronic Agenda of the Regular Board of Directors Meeting of October 6th, 2014 in native format with metadata

- District responded on October 6, 2014
- Approved for copying of the public record in its original form
- Fee –?

2. Ongoing request dated July 19, 2013 from Randy Videen, requesting the following information:

a. Electronic Minutes of the Regular Board of Directors Meeting of September 2nd, 2014 in native format with metadata

- District responded on October 6th, 2014
- Approved for copying of the public record in its original form
- Fee –?

3. Ongoing request dated July 19, 2013 from Randy Videen, requesting the following information:

a. Electronic Minutes of the Committee Meeting of September 12, 2014 in native format with metadata

- District responded on October 6th, 2014
- Approved for copying of the public record in its original form
- Fee –?

4. Ongoing request dated July 19, 2013 from Randy Videen, requesting the following information:

a. Electronic Minutes of the Regular Board of Directors Meeting of October 7th, 2014 in native format with metadata

- District responded on October 9th, 2014
- Approved for copying of the public record in its original form
- Fee –?

5. OLD BUSINESS:

A. Discuss and possible action on providing records request for cell phone records:

Secretary Victor Armendariz provided the Custodian of Records two (2) months of cell phone records which will be provided to homeowner Ken Rice.

Secretary Victor Armendariz tabled this agenda item indefinitely.

B. Discuss and possible action on cleaning/removing damaged liner located on 39th Avenue:

Discussion ensued between Member Brett Harrison, Secretary Victor Armendariz and Irrigation Manager Richard Mitten regarding the condition of the damaged membrane, and the installation of stainless steel grates in certain standpipes to catch future debris.

Secretary Victor Armendariz tabled this agenda item until the next Regular Board Meeting

6. NEW BUSINESS:

A. Discuss and possible action to approve General September Statement for attorney fees \$1,000:

MOTION

Member Brett Harrison *made a motion to approve the General September Statement for attorney Bill Sullivan in the amount of \$1,000.* Secretary Victor Armendariz seconded the motion. **Motion Passed.**

B. Discuss and possible action on what to do with the old 39th Ave electric motor:

Discussion ensued between Secretary Victor Armendariz, Member Brett Harrison and Irrigation Manager Richard Mitten regarding the purchase of an additional water cooled electric backup motor and to use the 39th Avenue electric motor as a core. Secretary Victor Armendariz instructed Office Manager Brenda Brown to correct the minutes and future agenda item and to refer the 39th Avenue electric motor instead of the 43rd Avenue motor.

Secretary Victor Armendariz tabled this agenda item until the next Regular Board Meeting

C. Discuss and possible action on 90 day review and possible raise:

MOTION

Member Brett Harrison *made a motion to approve fifty cents an hour raise for the new maintenance employee which brings him to \$9.75 per hour.* Secretary Victor Armendariz seconded the motion. **Motion Passed.**

D. Discuss and possible action to approve eight (8) vacation days for Irrigation Manager:

Discussion ensued between Irrigation Manager Richard Mitten, Member Brett Harrison and Secretary Victor Armendariz regarding vacation days, anniversary date of December 13, 2014, and that all eight days are being used for this current year.

MOTION

Member Brett Harrison *made a motion to approve eight (8) days of vacation for Irrigation Manager.* Secretary Victor Armendariz seconded the motion. **Motion Passed.**

E. Discuss and possible action on current state of bridle path cleanup:

Secretary Victor Armendariz tabled this agenda item indefinitely

F. Discuss and possible action on future agenda items:

1. Purchase new water cooled electric motor
2. Purchase stainless steel grates
3. Purchase new version of Quick Books

7. ADJOURNMENT:

Without objection, meeting adjourned at 7:47 PM

Dated this _____ day of _____, 2014

Submitted by: _____
Office Manager

Minutes accepted on: _____, 2014 by Secretary_____.

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