

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

November 7, 2017

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 regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on November 7, 2017. 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 EMPLOYEE ISSUES:

**MOTION** *Made to go into Executive Session* seconded and carried unanimously.

RECONVENE IN OPEN SESSION at 7:12 P.M.

3. APPROVAL OF MINUTES:

**MOTION** *Made to approve the Regular Board of Directors Meeting October 3, 2017,* 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** *Made to approve September 31, 2017 Financial Report for filing,* seconded and carried unanimously.

**B. Summary of Current Events:**

None

**C. Managers' Report:****SUNBURST FARMS – MANAGER'S REPORT OCTOBER 2017**

We had a busy October with seven repairs and finishing Line 14, which included two major breaks. Larry Hudson, our acting auctioneer, sold our Dodge irrigation truck for \$6,760. Nice job, Larry – who soon will be our permanent auctioneering man! Keys were locked in the truck accidentally, homeowner Randy Light attempted to extricate the keys, but could not accomplish the task; another homeowner, J.J. Singleton, had the necessary tools to finish. Glad he's in the business; and we thank all of them. A big THANK YOU, to homeowner Bill Turner, for bagels and doughnuts, for all the crew; and to Victor Armendariz for 30 and 36 inch pipe to make our V-Weir experiment to test our volume of water. We have had many homeowners volunteering and a new committee for truck longevity oversight. Larry Hudson, Chairman, Brett Harrison, Richard Fite, Rod Messena, Scott Olsen, and me. After our first meeting, Brett, Richard, Larry and I, drove every bridle path to inspect the lines and to get a feel for what the irrigators' experience. It is decided after thirteen suggestions, that the district was already implementing nine of these suggestions. With all the committees and new homeowners attending meetings, I would like to offer to reintroduce "Irrigation101" meetings, which can also be a question and answer period for people to ask questions, which might not be appropriate at a board meeting. All homeowners interested, please call the office to set up a time. 602-938-8760 is the number for your convenience.

NOW FOR THE BIG PROBLEM – The 39<sup>th</sup> Avenue pump that failed while trying to inspect it by Drill Tech, the pump and shaft slipped and fell to the bottom, 1293 feet. That's where the top of the shaft is, and of course, it's another 580feet beyond that. It's going to take a massive job, even though it's under warranty, it will take the company a few weeks to 'fish it out' and evaluate the damage. Lines 11 through 18 will not get irrigation in that time frame. The district is aggressively pursuing correction of the problem.

Our cycle will now be in our three week time frame, and in December we will go to four weeks. See Attachment.

Happy Thanksgiving to everyone,

Richard Mitten, Irrigation Manager

**D. Custodian of Records Report:**

Custodian of Records Brenda Brown reported on completed/outstanding public information requests and fees collected. The District received ten (10) Public Information Requests. Fees collected totaled \$1.50.

**E. Ad Hoc Committee:**

- Employee Handbook Committee Chairperson Kay Lorenzen stated the handbook is still in the hands of the attorney and estimated hours will take approximately 3-4 for its review.
- Collection Policy Committee Chairperson Kay Lorenzen stated that the meetings are going good and should be coming to an end very soon.
- Employee Evaluation Committee Chairperson Kay Lorenzen stated that the meetings are going good, the committee continues establishing priorities and weighted values.
- Vehicle Longevity Committee Chairperson Larry Hudson commented on the following:
  - a. Recommendations to the Board of Directors.
  - b. Bridle path maintenance.
  - c. Obstructions in the bridle paths.
    - Trees
    - Bushes
    - Cactus
  - d. Installing crushed asphalt in the bridle paths.
  - e. District tractor.
  - f. Installing dash cam.
  - g. Line volunteers.
  - h. Update walk around form.
  - i. Checking oil when getting gas.

## 5. NEW BUSINESS:

**A. Discuss and possible action concerning the reinstatement of Juan Gonzalez:****MOTION**

*Made to approve one (1) week of paid vacation for Juan Gonzalez, seconded and carried unanimously.*

**B. Discuss and possible action on current issues with the 39<sup>th</sup> Ave pump:**

Discussion ensued regarding the following:

- a. Drill Tech absent.
- b. 39<sup>th</sup> Ave pump/inner casing/shaft dropped to bottom.
- c. Homeowners concerned regarding timeline.
- d. Cost of city water.
- e. Liability insurance.
- f. Responsibility.

- g. Negligence.
- h. Request for action.
- i. Protecting the homeowners' interest.
- j. Requesting the Board to speak on behalf of the homeowners.
- k. Complaints verbal/email.
- l. Filing a claim with Drill Techs' insurance company.
  - Complete job first
- m. Covered under warranty.
- n. Eldon offered to communicate with Drill Tech.
- o. Requesting the Board to document everything.
- p. Impossible to irrigate Lines 11-18 from 43<sup>rd</sup> Avenue pump.
- q. 22 foot drop from 39<sup>th</sup> Avenue to 43<sup>rd</sup> Avenue.
- r. Being proactive.

**C. Discuss and possible action to approve HOA written agreement:**

Tabled until the next Regular Board of Directors Meeting

**D. Discuss and possible action to approve proposal on HOA container:**

Tabled until the next Regular Board of Directors Meeting

**E. Discuss and possible action to approve a mass notification system:**

Discussion ensued regarding the following:

- a. DialMyCalls.
- b. Call-Em-All.
- c. CallMultiplier.
- d. Monthly fees.
- e. Monitoring the system.
- f. Responsibility.
- g. Survey.
- h. Notifying homeowners.
  - Timeframe
  - Phone calls
  - Email
  - Posting locations
  - Courtesy

Tabled until the next Regular Board of Directors Meeting

**F. Discuss and possible action to ratify days off in exchange for working weekend for Office Manager:**

**MOTION**

*Made to ratify one (1) vacation day for Office Manager on October 12, 2017, seconded and carried unanimously.*

**G. Discuss and possible action to credit Lot #657 for repair work:**

Discussion ensued as follows:

- a. Date of first break.
- b. Dates of repairs.
- c. Difference of timeline.
- d. Cost of repairs.
- e. Grading completed.
- f. Homeowner failed to be notified that it was on the agenda.
- g. Homeowner can provide proof of when grading was completed.
- h. Homeowner requesting credit in the amount of \$137.50.

Tabled until the next Regular Board of Directors Meeting

**H. Discuss and possible action on future line replacements:**

President Kay Lorenzen stated that the Board of Directors needs to go into Executive Session to discuss future line replacement. Homeowner Lynette Gray questioned why is it necessary to discuss future line replacements in Executive Session. President Kay Lorenzen stated that the Board needs to discuss finances for future line replacements on an Executive level. Secretary Brett Harrison stated that he didn't have an issue discussing it in open session.

Discussion ensued regarding the following:

- a. Violation of State Statute.
- b. Discussion taking place in open session.
- c. Requirements to go into Executive Session.
- d. Depreciation/Capital Expenditure fund depleting.
  - Account #114 on balance sheet
  - Current balance - \$9,300
- e. Capitalizing line replacements.
- f. Line 14 still needs to be capitalized.
- g. Funds currently not available to capitalize.
- h. Timeline of replacements.
- i. Emergency fund.
  - Pump/motor failure only
  - Account #118 on balance sheet
  - Current balance – \$123,000
- j. Failure of the 39<sup>th</sup> Ave pump.
- k. Fund accounting.
- l. Estimating projecting.

- m. Delivering equitable water to all homeowners.
- n. Shutting down both pumps.

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

- 1. Investigation on the 39<sup>th</sup> Avenue pump being dropped.
- 2. Report on Drill Tech.
- 3. Report on 39<sup>th</sup> Avenue pump.
- 4. Request for action.

6. The meeting was opened to public comment and input and is paraphrased as follows:

- 1. Scott Olsen expressed his concerns regarding the following:
  - a. 39<sup>th</sup> Avenue pump failure.
  - b. Timeline.
  - c. Email received on using City water.
  - d. Not putting his requests on the agenda.
- 2. Homeowner Chad Chase expressed his concerns regarding the following:
  - a. Drill Techs' negligence.
  - b. Paying monthly fees when water is not available.
  - c. Drill Tech covering the cost of monthly fee.
  - d. Delivering equitable water.
- 3. Homeowner Kelly Cushman expressed her concerns regarding the following:
  - a. Drill Techs' negligence.
  - b. Accountability.
  - c. Drill Tech cover the cost of monthly fees.
  - d. Not being able to irrigate pasture.
  - e. Seeded pasture.
- 4. Homeowner Anthony Arrandale expressed his concerns regarding the following:
  - a. Drill Techs' negligence.
  - b. Liability.
  - c. Request for action addressed to the Board of Directors.
  - d. Insurance.
  - e. Address contingency plan.
  - f. 43<sup>rd</sup> Avenue pump fails.
    - Every homeowner benefits from the 39<sup>th</sup> Avenue pump
  - g. 39<sup>th</sup> Avenue pump fails.
    - Lines 11-18 suffers with no water
  - h. Tapping into the City's fire hydrants.
  - i. Trucking water in.
  - j. adequately watering trees with City water.
  - k. Expense of watering trees with City water.

- 1. Require Drill Tech to pay City water fees.
- 5. Homeowner Jesse Conner expressed his concerns regarding the following:
  - a. 39<sup>th</sup> Avenue pump.
  - b. License/Insurance/Bonded/Required per State Statutes.
  - c. Liability.
  - d. Drill Techs/negligence.
  - e. Loosing vegetation.
  - f. Speaking on neighbor’s behalf.
    - Lot #657
    - Homeowner will be here at the next meeting
    - President Kay Lorenzen requesting issues be directed to Irrigation Manager Richard Mitten
    - Incorrect information provided by Irrigation Manager Richard Mitten
- 6. Homeowner Sabre Bowden requesting to speak to the Board regarding his account.
- 7. Homeowner Renee Breeden suggested the following:
  - a. Investigation on the 39<sup>th</sup> Avenue pump being dropped.
  - b. Requesting Drill Techs representative information.
  - b. Have a report for the next meeting.
  - c. Address the liability.

7. ADJOURNMENT:

Without objection, meeting adjourned at 8:53 PM

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017

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*