

SUNBURST FARMS IRRIGATION DISTRICT  
Special Board of Directors Meeting  
Sunburst Farms Irrigation District  
16040 N. 43<sup>rd</sup> Avenue  
Glendale, AZ 85306

October 3, 2013

MEMBERS PRESENT: Courtland Rouse, President  
Kay Lorenzen, Secretary  
Victor Armendariz, Member

EMPLOYEES PRESENT: Brenda Brown  
Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The meeting was called to order by Courtland Rouse, President, at 9:05 A.M.

2. CORRESPONDENCE:

1. Email dated August 21, 2013 from homeowner Randy Videen
2. Email dated August 22, 2013 from homeowner Walt Michels
3. Email dated August 22, 2013 from homeowner Kelly Cushman
4. Email dated August 29, 2013 from homeowner Randy Videen
5. Email dated September 9, 2013 from homeowner Mary Myers
6. Email dated September 9, 2013 from homeowner Mary Myers
7. Email dated September 17, 2013 from homeowner Randy Videen
8. Email dated September 18, 2013 8:03 AM from homeowner Randy Videen
9. Email dated September 18, 2013 4:07 PM from homeowner Randy Videen
10. Letter dated September 19, 2013 from homeowner Walt Michels
11. Email dated September 25, 2013 from homeowner Randy Videen
12. Letter dated October 2, 2013 from homeowners David and Morgena Sanford

13. Letter dated September 9, 2013 from Insituform

3. CALL TO THE PUBLIC:

1. Homeowner Don Repp stated his concerns regarding how emails are being sent out by homeowner Randy Videen and the computer being removed from the district office after hours.

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

**B. Board Reports:**

Member Victor Armendariz read correspondence from homeowners Randy Videen and Walt Michels. "See attachments under correspondence"

Secretary Kay Lorenzen reported on past correspondence from Les Hatfield and Rob Myers regarding flooding at 47<sup>th</sup> Avenue and Waltann. Kay stated that she has made contact with the City of Phoenix regarding the flooding due to rainfall and invites all homeowners to participate. Kay also reported that the district has been in contact with the Church located at 41<sup>st</sup> Avenue and Greenway and the City of Phoenix regarding the curb placement. Kay also reported on allegations made by homeowner Randy Videen regarding election procedures which involved the deadline for turning in the nominating petitions. Kay stated that the previous office manager, Lynda Dastrup with the help of homeowner David Rich provided and created the various election dates. Kay stated that when the District received the correspondence from homeowner Randy Videen regarding the incorrect dates, the District contacted Maricopa County Board of Supervisors immediately, and has remained in contact with them along with the Ombudsman's office, previous and current Board Members and the Legal Liasion to determine if there was a problem with the date. There are conflicts in the A.R.S.'s and new procedures have been written and will be presented at this meeting and hopefully approved by the Board. As a result of all this, there was no way to provide corrected information in the newsletter. Kay also reported on public records and incurred attorney fees.

Member Victor Armendariz commented on the remarks made by homeowner Don Repp accusing him "Victor" of being in attendance when the computer was removed from the district office. Victor also stated that if Mr. Repp did not want his email address to be public then he "Don Repp" should remove his email from the district's list.

President Courtland Rouse asked homeowner Randy Videen about his public records request dated September 17, 2013 and if he received his documents. Homeowner Randy Videen stated that he has not received any communication regarding his request. Courtland verified that the August 13, 2013 minutes have been published on the website. Homeowner Randy Videen stated his opinion regarding mail ballot information not being addressed in the August 13, 2013 minutes. Courtland asked the Irrigation Manager Richard Mitten to clarify the Cox truck that was reported in the bridle path by homeowner Randy Videen. Irrigation Manager Richard Mitten reported that the Cox truck was on line 1 between 47<sup>th</sup> Avenue and 51<sup>st</sup> Avenue and did not cause any damage. Richard also stated that there is no cross overs located in the first few properties west of 47<sup>th</sup> Avenue.

**C. Custodian of Records Report:**

No report given

**D. Irrigation Manager Report:**

Irrigation Manager Richard Mitten stated that fourteen (14) repairs and three (3) maintenance jobs were completed for the month of September, 2013. Richard reported on the condition of the cured in place pipe "CIPP" that Insituform installed in 2008. The thermoplastic coating has/is being discovered throughout the farms. Richard also stated that Insituform has been contacted and the district is waiting to hear back from them regarding this issue. Richard also requested that homeowners inspect their bridle paths for debris. The district hired a new employee Dayvee as the night shift irrigator and welcomed him to the team. See Attachment

5. OLD BUSINESS:

**A. Discuss and possible action on 43<sup>rd</sup> Ave well site/current equipment problems:**

Secretary Kay Lorenzen stated her concerns regarding the revised letter and suggests that someone from The Pump Company acknowledge and sign the letter as well. Member Victor Armendariz stated his concerns regarding the warranty and the timeline of when the work had been completed.

**MOTION**

President Courtland Rouse *made a motion to have the board members sign the revised letter with the inclusion of the minutes, amend the letter and have The Pump Company sign as well and send this information to Craig agreeing to replace the impellers.* Secretary Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

6. NEW BUSINESS:

**A. Discuss and possible action on approving Request for Proposal "RFP"**

Discussion ensued between President Courtland Rouse, Secretary Kay Lorenzen and Irrigation Manager Richard Mitten regarding available dates for the bids to be opened,

work to begin and the publication of the ad. Homeowner Randy Videen stated his concerns regarding past problems “compaction” that occurred and suggests that someone needs to be present to make sure that these errors don’t get repeated. Member Victor Armendariz stated that the homeowners who live on Line 8 were very unhappy regarding the splash pads that had sunk and that no one came back to fix the problem. Victor also stated that the district should hold 10% of the cost for one (1) year so the district has some leverage in case something goes wrong.

**MOTION**

President Courtland Rouse made a motion to table this agenda item until the next Board of Directors Meeting. Member Victor Armendariz seconded the motion. **Motion Passed**, unanimously.

**B. Discuss and possible action on approving election procedures:**

Secretary Kay Lorenzen read the early/absentee and the judges day guideline procedures in its entirety. “See attachments” Heavy discussion ensued between President Courtland Rouse, Secretary Kay Lorenzen, Member Victor Armendariz and Legal Liaison Peggy Schwend regarding election statutes for Title 48 and Title 16. Legal Liaison Peggy Schwend stated that the early/absentee voting procedures and judges guidelines have been presented and suggests that the entire election process be evaluated after this year’s election. Peggy also stated that these procedures and all future procedures and questions go to legal counsel for an opinion. Peggy stated that the reason why she made these two (2) separate documents is so that the Board has the option to change or accept either procedure. Peggy also reported that the district always allowed qualified electors to vote early but, ARS 48-3011 with the ten (10) day issue we had to change the timing of the early/absentee procedure to make it compatible and still give the electors the ability to vote early.

**MOTION**

President Courtland Rouse *made a motion to accept the Sunburst Farms Irrigation District early/absentee ballot procedures.* Member Victor Armendariz seconded the motion. **Motion Passed**, unanimously.

**MOTION**

President Courtland Rouse *made a motion that the Judges Election Day Guidelines be accepted with the exception of Line 11 and be omitted from the guidelines of this year’s election.* Member Victor Armendariz seconded the motion. Secretary Kay Lorenzen opposed. **Motion Passed.**

**C. Discuss and possible action on appointment of election judges:**

**MOTION**

Secretary Kay Lorenzen *made a motion to appoint homeowners Lynette Gray, Renee Breeden and Margaret Patterson as election judges, and Larry Hudson as an alternate.* President Courtland Rouse seconded the motion. **Motion Passed**, unanimously.

**D. Discuss and possible action on changes for public records request form:**

**MOTION** President Courtland Rouse *made a motion to accept the changes to the public records request form.* Secretary Kay Lorenzen seconded the motion. **Motion Passed, unanimously.**

**E. Discuss and possible action on approving accounting firm for Fiscal Year 2012-2013 review:**

**MOTION** Secretary Kay Lorenzen *made a motion to table this agenda item until the next Regular Board of Directors Meeting.* President Courtland Rouse seconded the motion. **Motion Passed, unanimously.**

**F. Discuss and possible action on approving two (2) vacation days for Office Manager:**

**MOTION** President Cortland Rouse *made a motion to approve two (2) vacation days for Office Manager Brenda Brown.* Secretary Kay Lorenzen seconded the motion. **Motion Passed, unanimously.**

**G. Discuss and possible action on to ratify/capitalize the generator in the amount of \$1,026.30:**

Member Victor Armendariz stated that he gave the Irrigation Manager Richard Mitten permission to purchase the generator.

**MOTION** President Courtland Rouse *made a motion to ratify/capitalize the generator in the amount of \$1,026.30.* Secretary Kay Lorenzen seconded the motion. **Motion Passed, unanimously.**

**H. Discuss and possible action on to ratify/capitalize the engine driven pump in the amount of \$555.42:**

**MOTION** Secretary Kay Lorenzen *made a motion to ratify/capitalize the engine driven pump in the amount of \$555.42.* Member Victor Armendariz seconded the motion. **Motion Passed, unanimously.**

**I. Discuss and possible action to approve a three (3) week irrigation cycle:**

**MOTION** President Courtland Rouse *made a motion to table this agenda item until the next Regular Board of Directors Meeting.* Member Victor Armendariz seconded the motion. **Motion Passed, unanimously.**

**7. ADJOURNMENT:**

Without objection, meeting adjourned at 12:01 PM

Dated this 3<sup>rd</sup> day of October, 2013

Submitted by: Geonda Biron  
Office Manager

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