

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

October 3, 2017

MEMBERS PRESENT: Kay Lorenzen, President
Brett Harrison, Secretary

MEMBER ABSENT: 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 October 3, 2017 and was called to order by Kay Lorenzen, President at 7:00 P.M.

2. APPROVAL OF MINUTES:

MOTION Secretary Brett Harrison *made a motion to approve the Regular Board of Directors Meeting minutes September 5, 2017 and Special Board of Directors Meeting minutes September 11, 2017.* President Kay Lorenzen seconded the motion. **Motion Passed.**

3. REPORTS:

A. Financial Report:

Accountant Cathy Hacker presented her review of the financial reports elaborating on line items that were significantly over or under budget.

1. Approval of financial report:

MOTION Secretary Brett Harrison *made a motion to approve the August 31st, 2017 Financial Report for filing.* President Kay Lorenzen seconded the motion. **Motion Passed.**

Discussion ensued regarding the following:

- a. Outside vendor.
- b. Outside labor for line replacements.
- c. Outside labor for two (2) days in repairs.

B. Summary of Current Events:

None

C. Managers' Report:

SBFID September 2017

The Crew is almost done with replacing the existing 15" main line pipe for irrigation on line 14, from 41st to 43rd avenue. Thanks to the Homeowner's on Greenway and Waltann for being so patient. This replacement fixed two bad leaks in the old line. The crew also got three other maintenance jobs done in September. At the last Board of Directors meeting two new Committees were formed and Myself and Brenda the members are Kay Lorenzen, Larry Hudson, Peggy Schwend, Karen Mills & Rick Gould for the collection policy committee. The employee evaluations committee is Larry Hudson, Peggy Schwend, and Karen England. The Irrigation District would like to thank these individuals for donating their time and input. Standing Water Problems if you have standing water (not soaking in within 72 hours) because of continuous use by horses, etc., it is recommended that you talk to the Irrigation Office for direction to some available services. The District is governed by State Statutes and by the Maricopa County Board of Supervisors. An elected three-member Board of Directors oversees all functions of the District. Board members are elected to a three-year term, staggered to allow one new member to be elected each November. See Attachment.

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 for nine requests totaled \$1.35.

E. Ad Hoc Committee:

- Purchasing Equipment Committee Chairman Larry Hudson stated that the Committee has fulfilled their assignment. President Kay Lorenzen disbanded the committee.
- Employee Handbook Committee Chairperson Kay Lorenzen stated the handbook is resting with the attorney and estimated hours will take approximately 3-4 for its review.
- Collection Policy Committee Chairperson Kay Lorenzen stated that the first meeting went good and they're looking into reducing the aging.
- Employee Evaluation Committee Chairperson Kay Lorenzen stated that the first meeting went good, the committee establishing priorities.

4. OLD BUSINESS:

A. Discuss and possible action on written agreement between the District and HOA:

Homeowner Association Board Member Pam Stevenson reported the following:

- a. HOA does not want to share the connex box with the district.
- b. HOA requesting the connex box to remain at the 39th Ave yard at no charge.
- c. Sell the connex box to the district in the amount of \$2,700.

Discussion ensued regarding the following:

- a. Gentleman's agreement.
- b. District legal notices/reports being edited on HOA website.
- c. HOA newsletter was one (1) place the district advertised for legal public notices.
- d. Limited space available at the 39th Ave yard.
- e. No rent fees.
- f. Posting district information on HOA website as a PDF.
- g. Written agreement signed by both parties.
- g. Revise written agreement.
- h. District purchasing the connex box.

MOTION

Secretary Brett Harrison *made a motion to let the HOA keep the connex box at the 39th Ave yard at no cost, in exchange the HOA will distribute district legal notices and or reports.* President Kay Lorenzen seconded the motion. **Motion Passed.**

B. Discuss and possible action on what to do with the dodge truck:

Discussion ensued the following:

- a. Trade-in value.
- b. Location of the auction at the district office.
- c. Consideration of live bid vs. seal bid.
- d. Auction to be held on Saturday, October 14, 2017.
- e. Sale and disposition of property.
- f. Advertising.
- g. Minimum bid.

MOTION

Secretary Brett Harrison *made a motion to have a live bid auction on the 2014 Dodge truck on Saturday, October 14, 2017.* President Kay Lorenzen seconded the motion. **Motion Passed.**

C. Discuss and possible action to purchase extended warranty for the tractor:

Discussion ensued the following:

- a. Warranty for a bobcat excavator.
- b. Extended two (2) year warranty in the amount of \$445.
- c. Full warranty protection.
- d. Secretary Brett Harrison stated that he'll pay for the warranty.

MOTION

Secretary Brett Harrison *made a motion to purchase the extended warranty in the amount of \$445*. President Kay Lorenzen seconded the motion. **Motion Passed.**

5. NEW BUSINESS:

A. Discuss and possible action on appointment of Election Judges:

Office Manager Brenda Brown reported the following:

- a. Volunteers for Election Judges.
- b. Qualified Elector Lynette Gray.
- c. Qualified Elector Dorrie Sullivan.
- d. Qualified Elector Renee Breeden.
- e. Qualified Elector Rose Beanblossom.

MOTION

Secretary Brett Harrison *made a motion to appoint Lynette Gray, Dorrie Sullivan, Renee Breeden and Rose Beanblossom as Election Judges*. President Kay Lorenzen seconded the motion. **Motion Passed.**

B. Discuss and possible action to approve one (1) vacation day for Irrigation Manager:**MOTION**

Secretary Brett Harrison *made a motion to approve one (1) vacation day for Irrigation Manager*. President Kay Lorenzen seconded the motion. **Motion Passed.**

C. Discuss and possible action to establish a committee on trucks longevity:

Discussion ensued the following:

- a. District vehicles longevity.
- b. Installation of GPS.
- c. Bridle path maintenance.
- d. Asking for volunteers.
- e. Larry Hudson.
- f. Brett Harrison.
- g. Rod Messena.
- h. Scott Olsen.
- i. Richard Mitten.

MOTION

Secretary Brett Harrison *made a motion to establish a committee on trucks longevity and appointed Larry Hudson, Brett Harrison, Rod Messena, Scott Olsen and Richard Mitten*. President Kay Lorenzen seconded the motion. **Motion Passed.**

D. Discuss and possible action to capitalize Line 5 Phase 3-7 in the amount of \$44,271.40:

MOTION

Secretary Brett Harrison *made a motion to capitalize Line 5 Phase 3-7 in the amount of \$45,030.49.* President Kay Lorenzen seconded the motion. **Motion Passed.**

Discussion ensued regarding the total cost of the replacement and the amount of \$45,030.49 includes payroll taxes.

E. Discuss and possible action to capitalize the 2016 Chevy truck in the amount of \$20,305.12:

MOTION

Secretary Brett Harrison *made a motion to capitalize the 2016 Chevy truck in the amount of \$20,305.12.* President Kay Lorenzen seconded the motion. **Motion Passed.**

F. Discuss and possible action to capitalize the 39th Ave new pump in the amount of \$43,751:

MOTION

Secretary Brett Harrison *made a motion to capitalize the 39th Ave new pump in the amount of \$43,751.* President Kay Lorenzen seconded the motion. **Motion Passed.**

Discussion ensued the following:

- a. 39th Ave pump reporting low gpm.
- b. Lines 5, 6 and 11-18 are affected.
- c. Homeowners complaining of low water.
- d. Requesting additional water.

G. Discuss and possible action on future agenda items:

None

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

1. Homeowner Kelly Cushman expressed her concerns regarding the following:
 - a. Letter from President Kay Lorenzen.
 - b. Aging report reflects nearly \$120,000.
 - c. Where the information was obtained.
2. Homeowner Jesse Conner expressed his concerns regarding the following:
 - a. Speaking on neighbor's behalf.
 - b. District charged for repairs.
 - c. Debris left behind after a repair was completed.
 - d. District not coming back to grade property.
 - e. Reimbursement for grading.
3. Scott Olsen expressed his concerns regarding the following:

- a. Requested to have items on next month agenda.
 - b. Metering valves.
 - c. Low water.
 - d. Liner discovered in lines/valves.
 - e. Richard and crew need the opportunity to fix issue before it's on the agenda.
 - f. Current issues going on for several months.
4. Homeowner Karen Mills express her concerns regarding the following:
- a. Low water.
 - b. District responding quickly.
 - c. Thanked the district employees.

7. ADJOURNMENT:

Without objection, meeting adjourned at 8:07 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*