

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

October 04, 2016

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 meeting was called to order by Kay Lorenzen, President at 7:03 P.M.

2. CALL TO THE PUBLIC:

Homeowner Renee Breeden held her questions for New Business I

3. APPROVAL OF MINUTES:

MOTION Secretary Brett Harrison *made a motion to approve the Regular Board of Directors Meeting September 6th, 2016, Executive Session Board of Directors Meeting June 21st, 2016, Executive Session Board of Directors Meeting September 1st, 2016, Session Board of Directors Meeting September 20th, 2016 and Executive Session Board of Directors Meeting September 20th, 2016.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

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 August 31st, 2016 Financial Report for filing.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

B. Summary of Current Events:

None

C. Managers' Report:

Irrigation Manager Richard Mitten reported that eleven (11) repairs were done this month. Four (4) of them were done by outside services. About twenty-two (22) are left to look at. Money is coming from the damage that happened in July from a car hitting the District pony wall, at 43rd Avenue and Paradise Lane. A growing problem is happening on Line 05, from 45th Avenue to 47th Avenue. The District had done work on 2 acres² and we have had an outside service look and they tried to fix it with no avail. One fifth of the quarter mile had been replaced and now three (3) crossovers and two (2) acres of mainline are in need of replacement. Line 05 was not on our list of top 6, quarter mile replacements. If weather dictates, we may go to a three (3) week schedule in October. See attached report

D. Custodian of Records Report:

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected. The District received six (6) Public Information Requests. Fees collected totaled \$.90.

5. OLD BUSINESS:

A. Discuss and possible action to do background check prior to hiring:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber and Office Manager Brenda Brown regarding the cost of background checks, no monthly fees, cost per verification, and screening companies demanding the use of their consent forms. Packages ordered/needed vary in cost from \$14.99 with Good Hire to \$94.95 with Kennect Screen on Demand.

MOTION

Secretary Brett Harrison *made a motion to approve one of the Kennect express options not to exceed \$60.* Treasurer Eldon Graber seconded the motion. **Motion Passed,** unanimously.

6. NEW BUSINESS:

A. Discuss and possible action to approve \$3,464.50 for digging on Line 01 and Line 03:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber and GSD Contractor regarding the cost of the work that was completed, past motion that the District would hire a licensed and bonded contractor, working under someone else's license, additional costs of doing business, liability, jobs turning out to be larger than what anticipated, no state statutes that prevents us from hiring a person to do the work, insurance cost, workman's comp and that GSD will withdraw their current invoice.

MOTION Secretary Brett Harrison *made a motion to amend the value to \$2,665.* President Kay Lorenzen seconded the motion. Treasurer Eldon Graber abstained. **Motion Passed.**

MOTION Secretary Brett Harrison *made a motion to approve \$2,665 as amended for the digging on Line 01 and Line 03.* President Kay Lorenzen seconded the motion. Treasurer Eldon Graber abstained. **Motion Passed**

B. Discuss and possible action to approve three (3) days of vacation for Office Manager:

MOTION Secretary Brett Harrison *made a motion to approve three (3) days of vacation for Friday, October 7, 2016, Thursday, October 13, 2016 and Friday, October 14, 2016 for Office Manager.* Treasurer Eldon Graber seconded the motion. **Motion Passed, unanimously.**

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

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber and Office Manager Brenda Brown regarding the delinquent accounts, judgments/lawsuits currently being filed and correspondence received from Alan Wilson, Attorney At Law.

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

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

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber and Irrigation Manager Richard Mitten regarding the damage to Line 07, collection agencies, correspondence from Law Office of Randall S. Fudge, reduction in price, blue stake, no franchise agreement between the phone companies and the District.

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

E. Discuss and possible action to approve the revised application form:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Treasurer Eldon Graber regarding the application form, additional info added such as, authorizes Sunburst Farms Irrigation District "SBFID" to investigate and perform background check, check references, employment, current employment and position applying for is an *at-will* position. See attached form.

MOTION Secretary Brett Harrison *made a motion to approve the revised application form.* Treasurer Eldon Graber seconded the motion. **Motion Passed, unanimously.**

F. Discuss and possible action on installing surveillance system:

Discussion ensued between President Kay Lorenzen and Secretary Brett Harrison regarding the installation of the surveillance system. Brett stated that he'll work on getting the system installed.

President Kay Lorenzen tabled this agenda item indefinitely

G. Discuss and possible action to have the Board of Directors hire and fire employees:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber and Irrigation Manager Richard Mitten regarding the hiring and firing employees, past employees being let go due to driving violations, DUI, criminal speeding, *at-will* work state and that the Irrigation Manager should have the authority to fire an employee for drinking on the job and or doing drugs.

President Kay Lorenzen tabled this agenda item indefinitely

H. Discuss and possible action to appoint a Committee to review and upgrade the Policy/Procedure Manual:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Treasurer Eldon Graber regarding the employee handbook and that changes and updates are needed. President Kay Lorenzen stated that she's asked three (3) homeowners, Renee Breeden, Peggy Schwend and Larry Hudson to volunteer as Committee Members.

MOTION

Secretary Brett Harrison *made a motion to appoint Renee Breeden, Peggy Schwend and Larry Hudson as the Employee Handbook Committee.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

I. Discuss and possible action on 40 hour work week:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber regarding 40 hour work weeks, current policy, verifying time cards, night time irrigator at 32 hours, unbalanced time, plan, organize and control employees hours, starting repair jobs, digging, open holes/ditches over the weekend, hourly employees working on Fridays, justifying hiring an additional employee when the current employees are not working the full 40 hours, possibility of working four (4) 10 hour shifts and possibly hiring a part time employee with no benefits to work the night shift.

President Kay Lorenzen tabled this agenda item indefinitely

J. Discuss and possible action to approve two (2) days of vacation for Irrigation Manager:

Discussion ensued between President Kay Lorenzen and Irrigation Manager Richard Mitten regarding his request for two (2) vacation days, one of the requested days has been approved for the Office Manager therefore; only one (1) vacation day can be approved.

MOTION Secretary Brett Harrison *made a motion to approve one (1) day of vacation for Friday, October 21st, 2016.* Treasurer Eldon Graber seconded the motion. **Motion Passed,** unanimously.

K. Discuss and possible action on future agenda items:

7. ADJOURNMENT:

Without objection, meeting adjourned at 8:44 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*