

DRAFT

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

October 07, 2014

MEMBERS PRESENT: Kay Lorenzen, President
Victor Armendariz, Secretary
Brett Harrison, 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 Kay Lorenzen, President, at 7:00 P.M.

President Kay Lorenzen stated that the following guidelines shall be in place for this meeting. Homeowners will have three (3) minutes to address the Board in the Call to the Public. Input from the public on agenda items should be provided during Call to the Public. Homeowners must be recognized by the Presiding Officer to speak. Only one (1) person may speak at a time. Homeowners will address the Board, not each other, once recognized by the Presiding Officer. The Board may not discuss irrigation issues with each other outside of Open Meetings; noticed meetings are the only time business issues may be discussed. It is the Board's time to discuss issues. Time permitting, the Board may allow input from the public during the meeting. Homeowners may speak only one time per issue.

2. CALL TO THE PUBLIC:

1. Homeowner Don Repp requested Secretary Victor Armendariz's resignation
2. Homeowner Les Hatfield stated his concerns regarding the work that was completed in the bridle path on line 7, high spots west of Robert Myers's property and the height of his berms
3. Homeowner Larry Hudson stated his concerns regarding the agenda item relocation of the district office and asked the Board Members to keep all options open. Larry also stated his concerns regarding rain delays and not following current district policy
4. Homeowner Robert Myers stated his concerns regarding the workmanship of the bridle path on line 7 and that the issue is not resolved

3. APPROVAL OF MINUTES:

MOTION Member Brett Harrison *made a motion to approve the minutes from the Regular Board of Directors Meeting September 2, 2014 and the Special Session Minutes of September 12, 2014.* President Kay Lorenzen seconded the motion. Secretary Victor Armendariz abstained. **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 has not received correspondence from The Pump Company regarding the IRS information

President Kay Lorenzen 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 August 31, 2014 Financial Report.* Secretary Victor Armendariz seconded the motion. **Motion Passed,** unanimously.

MOTION President Kay Lorenzen *made a motion to move agenda items 5 A and 5 F to be discussed next.* Member Brett Harrison seconded the motion. **Motion Passed,** unanimously.

5. OLD BUSINESS:

A. Discuss and possible action on listing the \$2.50 capital expenditure fee as a separate line item on monthly billing:

Discussion ensued between President Kay Lorenzen, Secretary Victor Armendariz, Member Brett Harrison, Accountant Cathy Hacker and Office Manager Brenda Brown regarding the tracking of the \$2.50 capital expenditure fee, transferring of funds to the proper account. Brenda stated that she spoke to Mary Hanss with Seely & Mullins and that Mary does not have a problem with the current procedure.

President Kay Lorenzen tabled this agenda item indefinitely

F. Discuss and possible action on cleaning/removing damaged liner located on 39th Ave:

Heavy discussion between President Kay Lorenzen, Secretary Victor Armendariz, Member Brett Harrison, Irrigation Manager Richard Mitten and Jason Walborn with ProPipe regarding cleaning, processing, removing and incurred fees associated with the damaged liner located on 39th Avenue.

MOTION

Secretary Victor Armendariz *made a motion to approve item #1 and #4 initial CCTV Inspection from 39th Avenue pump to south of Greenway to Line 13 in the amount of \$1,280.* Member Brett Harrison seconded the motion. **Motion Passed,** unanimously.

B. Summary of Current Events:

President Kay Lorenzen stated that the RFP step by step process will consist of approximately 1-2 pages and that the attorney will perform the work free of charge.

Secretary Victor Armendariz stated his concerns regarding the old 43rd Avenue electric motor and requested to have it be put on the next agenda.

C. Managers' Report:

Irrigation Manager Richard Mitten stated that thirteen (13) repairs were completed for the month of September; this leaves thirteen (13) repairs remaining. Richard also reported on the major cleanup of the district office due to flooding and that the office has been relocated to 15610 N. 35th Avenue Suite 7. Richard reported on an old Sunburst Farms Newsletter from September 1989 and that the five (5) major problems back then were:

1. Irrigation berms
2. Bridle paths
3. Irrigation schedules
4. Opening irrigation valves
5. Clearing irrigation valves

Richard also reminded homeowners to please check their bridle paths, valves and to cleanup where needed so they would not receive a bridle path clean up letter. 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 Minutes of the Regular Board of Directors Meeting of August 5, 2014 in native format with metadata
 - District responded on September 16, 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 Agenda of the Regular Board of Directors Meeting of August 5, 2014 in native format with metadata
 - District responded on September 16, 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 Agenda of the Regular Board of Directors Meeting of September 2, 2014 in native format with metadata
 - District responded on September 16, 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 Agenda of the Special Board of Directors Meeting of September 12, 2014 in native format with metadata
 - District responded on September 16, 2014
 - Approved for copying of the public record in its original form
 - Fee –?
 5. 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 7, 2014 in native format with metadata
 - District responded on October 6, 2014
 - Approved for copying of the public record in its original form
 - Fee –?
 6. 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 2, 2014 in native format with metadata
 - District responded on October 6, 2014
 - Approved for copying of the public record in its original form
 - Fee –?
 7. Ongoing request dated July 19, 2013 from Randy Videen, requesting the following information:

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

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

MOTION

President Kay Lorenzen *made a motion to move agenda item 6 A to be discussed next.* Member Brett Harrison seconded the motion. **Motion Passed,** unanimously.

6. NEW BUSINESS:

A. Discuss and possible action to appoint committee for the relocation of the district office:

Discussion ensued between President Kay Lorenzen, Secretary Victor Armendariz, and Member Brett Harrison regarding several possibilities of the replacement of the district office, relocation, leasing commercial property, prefab unit, building new office and or the possibility of remodeling the old office. President Kay Lorenzen stated her concerns regarding mold, inadequate and unsafe electrical, termite infestation and damage, flooding threat, flooring damaged by repeated flooding and the quality of the air. Kay also stated that the committee should consist of knowledgeable people and licensed contractors.

MOTION

President Kay Lorenzen *made a motion to appoint the following homeowners as Committee Members: Peggy Schwend, Mervin Graber, Dave Franklin, Drew Zanga, Dave Pettijohn, Jesse Conner, Brian Rowe, Paul Peterson and Victor Armendariz.* Member Brett Harrison seconded the motion. **Motion Passed,** unanimously.

5. OLD BUSINESS:

B. Discuss and possible action to promote driver safety and vehicle life:

MOTION

Member Brett Harrison *made a motion to update the GPS system in the irrigation vehicle to ping every five (5) seconds for a cost of \$250 for equipment and \$49.95 per month fee and to have Victor from affordable GPS install the bridle paths speed limit on speed gauge.* Secretary Victor Armendariz seconded the motion. **Motion Passed,** unanimously.

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

Discussion ensued between President Kay Lorenzen and Secretary Victor Armendariz regarding the public information request and the availability of the cell phone records. Victor stated that he has the cell phone records and that he needs to make sure they have been properly redacted.

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

D. Discuss and possible action to camera line 6 from 43rd Ave to 51st Ave:

President Kay Lorenzen tabled this agenda item indefinitely

E. Discuss and possible action on replacing short dead end line 13 between Acoma and Banff:

Heavy discussion between President Kay Lorenzen, Secretary Victor Armendariz, Member Brett Harrison and Irrigation Manager Richard Mitten regarding the cost of the replacement, cost of material, RFP process and the capitalization of the work.

MOTION

Member Brett Harrison *made a motion to replace short dead end line 13 and to approve Premiere Irrigation in the amount of \$25,784.21. In addition, \$12,104.87 for material will be capitalized for a total of \$37,889.08.* Secretary Victor Armendariz seconded the motion. **Motion Passed**, unanimously.

6. NEW BUSINESS:

B. Discuss and possible action to appoint election judges:

Office Manager Brenda Brown stated that homeowners Lynette Gray and Renee Breeden have volunteered for the November 11, 2014 election. Homeowner Larry Hudson was asked to volunteer.

MOTION

President Kay Lorenzen *made a motion to appoint homeowners Lynette Gray, Renee Breeden and Larry Hudson as judges for the November 11, 2014 election.* Member Brett Harrison seconded the motion. **Motion Passed**, unanimously.

C. Discuss and possible action to on CIPP letter to attorney:

President Kay Lorenzen stated that according to the attorney, the district does not have a valid case against the company regarding the damaged liner due to the timeline of the warranty.

President Kay Lorenzen tabled this agenda item indefinitely

D. Discuss and possible action to give the Irrigation Manager the authority to approve overtime:

Discussion ensued between President Kay Lorenzen and Secretary Victor Armendariz regarding Richard having the authority to approve over time and to stay within the current Fiscal Year Budget.

President Kay Lorenzen tabled this agenda item indefinitely

E. Discuss and possible action on budgeting question regarding closing down the farms:

Heavy discussion between President Kay Lorenzen, Secretary Victor Armendariz, Member Brett Harrison, Irrigation Manager Richard Mitten and Office Manager Brenda Brown regarding the irrigator closing the valves at the end of each line, when to close the valves and the procedure of closing the valves while one pump is running. When the irrigator is closing all the valves and standpipes the time spent should be charged to irrigation.

President Kay Lorenzen tabled this agenda item indefinitely

F. Discuss and possible action to approve ½ day vacation day for Irrigation Manager:

Irrigation Manager Richard Mitten withdrew his request to ½ day of vacation.

President Kay Lorenzen tabled this agenda item indefinitely

G. Discuss and possible action on current policy in regards to rain delay schedules:

President Kay Lorenzen stated that district policy states water continues from where we left off at the time it was shut down before continuing on to the next side.

President Kay Lorenzen tabled this agenda item indefinitely

H. Discuss and possible action to approve the over budget item regarding ProPipe in the amount of \$1,650:

MOTION President Kay Lorenzen *made a motion to approve the overage to ProPipe in the amount of \$1,650.* Secretary Victor Armendariz seconded the motion. **Motion Passed, unanimously.**

I. Discuss and possible action to approve new line item #445 Rent “Approved 9/12/14”

MOTION President Kay Lorenzen *made a motion to approve new line item #445 “Rent” not to exceed \$820 per month.* Member Brett Harrison seconded the motion. **Motion Passed, unanimously.**

J. Discuss and possible action on future agenda items:

1. 43rd Avenue old electric motor
2. Approve RFP process

7. ADJOURNMENT:

Without objection, meeting adjourned at 9:09 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*