

DRAFT

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

September 4, 2018

MEMBERS PRESENT: Kay Lorenzen, President
 Renee Breeden, Secretary
 Larry Hudson, 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 August 7, 2018. The meeting was called to order by Kay Lorenzen, President at 7:00 P.M.

MOTION President Kay Lorenzen *Made a motion to change the order of business to Old Business C.* Treasurer Larry Hudson seconded and carried unanimously.

2. SUMMARY OF CURRENT EVENTS:

Secretary Renee Breeden stated her concerns regarding some employee issues.

3. APPROVAL OF MINUTES:

MOTION Treasurer Larry Hudson *Made a motion to approve the Regular Board of Directors Meeting August 7, 2018 and Special Board of Directors Meeting August 13, 2018.* President Kay Lorenzen seconded and carried unanimously.

MOTION President Kay Lorenzen *Made a motion to approve the Special Board of Directors Meeting August 29, 2018.* Treasurer Larry Hudson seconded. Secretary Renee Breeden voted nay. Motion passed.

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

Treasurer Larry Hudson *Made a motion to approve July 31st, 2018 Financial Reports for filing.* President Kay Lorenzen seconded and carried unanimously.

MOTION

Secretary Renee Breeden *Made a motion to change the order of business to Old Business D.* President Kay Lorenzen seconded and carried unanimously.

5. OLD BUSINESS:

D. Discuss and possible action on claim for 41st Avenue standpipe damage:

Discussion

MOTION

President Kay Lorenzen *Made a motion to table this agenda item indefinitely.* Treasurer Larry Hudson seconded the motion. Secretary Renee Breeden abstained. Motion passed.

B. Managers' Report:

No report

C. Custodian of Records Report:

Custodian of Records Brenda Brown reported on completed/outstanding public information requests and fees collected. The District received five (5) Public Information Requests. Fees collected totaled \$.75.

D. Ad Hoc Committee:

- Billing & Collections – Chairperson Kay Lorenzen stated the committee has three (3) recommendations to present to the Board of Directors.
- Employee Handbook – Chairperson Kay Lorenzen stated the employee handbook has been reviewed by the attorney and has been approved by the Board of Directors. This can be removed from the agenda. Committee dissolved.
- Employee Evaluation – Chairperson Renee Breeden stated no meeting has been scheduled.
- Personnel Files - Chairperson Renee Breeden stated no meeting has been scheduled.
- Depreciation – Chairperson Victor Armendariz stated no meeting has been scheduled.
- Election Procedure - Chairperson Renee Breeden stated the committee is working on early voting and judges rules.

5. OLD BUSINESS:

- A. Discuss and possible action on pending insurance claim with 39th Ave pump failure:**

Discussion

MOTION

Treasurer Larry Hudson *Made a motion to consult with an attorney.* Secretary Renee Breeden seconded and carried unanimously.

- B. Discuss and possible action on City of Phoenix drain pipe on 47th Ave and 49th Ave – how much time for replacement and capitalization:**

- C. Discuss and possible action on claim for 43rd Avenue standpipe damage:**

MOTION

President Kay Lorenzen *Made a motion to table this agenda item until the next Regular Board of Directors Meeting.* Treasurer Larry Hudson seconded and carried unanimously.

- D. Discuss and possible action on claim for 41st Avenue standpipe damage:**

See above

- E. Discuss and possible action on Election/Voting items to appear till November:**

MOTION

President Kay Lorenzen *Made a motion to table this agenda item until the next Regular Board of Directors Meeting.* Treasurer Larry Hudson seconded and carried unanimously.

- F. Discuss and possible action on inventory of pipe and protection of pipe from sun:**

MOTION

President Kay Lorenzen *Made a motion to table this agenda item until the next Regular Board of Directors Meeting.* Treasurer Larry Hudson seconded and carried unanimously.

6. NEW BUSINESS:

- A. Discuss and possible action to approve two (2) vacation days for Office Manager:**

MOTION

Treasurer Larry Hudson *Made a motion to approve two (2) vacation days on Friday, September 7, 2018 and Monday, September 10, 2018 for Office Manager.* Secretary Renee Breeden seconded and carried unanimously.

B. Discuss and possible action on future agenda items:

1. Formulation of form/report to enable billing to insurance company

7. ADJOURNMENT:

Without objection, meeting adjourned at 8:45 PM

Dated this _____ day of _____, 2018

Submitted by: _____
Office Manager

Minutes accepted on: _____, 2018 by Secretary _____.

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