

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

September 02, 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 Robert Myers stated that he’s here to discuss Old Business C

3. APPROVAL OF MINUTES:

**MOTION** Member Brett Harrison *made a motion to approve the minutes with changes from the Regular Board of Directors Meeting August 5, 2014.* Secretary Victor Armendariz seconded the motion. **Motion Passed**, unanimously.

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 spoke to The Pump Company regarding the tax exempt information and that they sent in an amended sales tax returns due to the overpayment. Cathy stated that until The Pump Company gets the information back there is nothing to report on.

2. Approval of financial report:

**MOTION**

Secretary Victor Armendariz *made a motion to approve the July 31, 2014 Financial Report.* *Member* Brett Harrison seconded the motion. **Motion Passed**, unanimously.

**B. Summary of Current Events:**

Member Brett Harrison reported that he's been working on the irrigation printout forms and the signup sheets for the new irrigation scheduling program.

**C. Managers' Report:**

Irrigation Manager Richard Mitten stated that eight (8) repairs were completed for the month of August; this leaves twenty three (23) repairs remaining. Richard also reported on rain delay schedules and that delays may range from one (1) day to one (1) week and that the bridle paths are locked during said times. Richard also stated that the office sent out twenty nine (29) letters regarding bridle path cleanup. Richard thanked homeowner Eldon Graber for the 2<sup>nd</sup> time for laser leveling line 7, from 47<sup>th</sup> Ave to 49<sup>th</sup> Ave. See attachment

**D. Custodian of Records Report:**

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected.

No report given

5. OLD BUSINESS:

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

Chairman Larry Hudson stated that the Committee met on Thursday, August 28, 2014 and that they have five (5) recommendations:

1. Update the GPS monitoring system to shorter increments for the irrigation truck
2. Install the speed limit for the bridle paths on the GPS monitoring system "speed gage"
3. Update employee manuals and evaluation forms
4. Purchase large backup lights and or spot light

5. Purchase mud flaps

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

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

Heavy discussion took place between President Kay Lorenzen, Secretary Victor Armendariz and Member Brett Harrison regarding public records information request, creating records, existing records and supplying records. Victor stated that he has one (1) month of cell phone records and that everything has been redacted. Victor also stated that he would like to get a legal opinion on the matter. President Kay Lorenzen stated that since Victor has made it known that the records have been requested and is available; it's the best interest of the district to provide the records.

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

**C. Discuss and possible action to revise the following motion: Secretary Victor Armendariz made a motion to grade Line 7 starting at property line west of Lot #169 and to cut roughly two (2) inches below grade and at that point tie in to existing grade on the west property line of Lot #163 and it will be a progressive four (4) inches per lot. Member Brett Harrison seconded the motion. Motion Passed, unanimously.**

Heavy discussion took place between President Kay Lorenzen, Secretary Victor Armendariz, Member Brett Harrison and homeowner Robert Myers regarding the height of the bridle path on line 7, work that has been completed and additional dirt that needs to be removed.

President Kay Lorenzen tabled this agenda item indefinitely

6. NEW BUSINESS:

**A. Discuss and possible action to approve the RFP process:**

Discussion ensued between President Kay Lorenzen, Secretary Victor Armendariz, and Member Brett Harrison regarding the general terms and conditions, standard contract for all construction projects, full scope of work needs, daily follow ups, addendums' and a step by step process. President Kay Lorenzen stated that the attorney has offered to provide the district a short step by step on how to proceed with the process.

President Kay Lorenzen tabled this agenda item

**B. Discuss and possible action to ratify one (1) vacation day for office manager:**

**MOTION** President Kay Lorenzen *made a motion to ratify one (1) vacation day for office manager Brenda Brown.* Member Brett Harrison seconded the motion. **Motion Passed, unanimously.**

**C. Discuss and possible action to camera line 6 from 43<sup>rd</sup> Avenue to 51<sup>st</sup> Ave:**

Discussion ensued between President Kay Lorenzen, Secretary Victor Armendariz, Member Brett Harrison and Irrigation Manager Richard Mitten regarding the footage that was viewed, debris that was discovered and the cost to camera the remainder of line 6.

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

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

Discussion ensued between President Kay Lorenzen, Secretary Victor Armendariz, Member Brett Harrison and Irrigation Manager Richard Mitten regarding the condition of line 13, past repairs and the possible cost of replacement. Victor stated his concerns regarding the possibility of going over budget.

**MOTION**

Member Brett Harrison *made a motion to purchase only the material for line 13 in the amount of \$12,104.87.* Secretary Victor Armendariz seconded the motion. **Motion Passed**, unanimously.

**E. Discuss and possible action on cleaning/removing damaged liner located on 39<sup>th</sup> Ave:**

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

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

President Kay Lorenzen stated that the State Statute that homeowner Walt Michels provided the Board does not apply to billing. Office Manager Brenda Brown reported that she's been in contact with Cathy Hacker and Seely & Mullins regarding the \$2.50 capital expenditure fee being combined with the membership. Brenda stated that Mary Hanss with Seely & Mullins needs additional time to verify on the possibility of an accounting issue and what effects it may have on the review.

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

**G. Discuss and possible action of establishing a policy of authorizing payment of legal bills through resolution at any notice open session of the Board of Directors:**

**MOTION**

Secretary Victor Armendariz *made a motion to authorize the payment of monthly legal bills through a resolution at any notice open session of the Board of Directors.* Member Brett Harrison seconded the motion. **Motion Passed**, unanimously.

**H. Discuss and possible action on future agenda items:**

1. District Policy regarding rain delay schedules

7. ADJOURNMENT:

Without objection, meeting adjourned at 9:01 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*