

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

September 5, 2017

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 regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on September 5, 2017 and was called to order by Kay Lorenzen, President at 7:02 P.M.

2. APPROVAL OF MINUTES:

MOTION Secretary Brett Harrison *made a motion to approve the Regular Board of Directors Meeting minutes August 1, 2017 and Special Board of Directors Meeting minutes August 16, 2017.* Treasurer Eldon Graber seconded the motion. **Motion Passed, unanimously.**

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 July 31st, 2017 Financial Report for filing.* Treasurer Eldon Graber seconded the motion. **Motion Passed, unanimously.**

B. Summary of Current Events:

None

C. Managers' Report:

Irrigation Manager's Report

August 2017

We were able to complete five repairs during August. Of those five, two were accomplished by the line replacement of Line 5.

We would like to thank the following homeowners for their contributions and donations to the District: Lee Dunning provided an angle iron for the shade cover at the 43rd Avenue yard. Gayle Solano brought a huge bag of snacks and cookies for the office to enjoy. Keith Finmark placed the surveillance cameras at the 43rd Avenue yard and building. Bill Turner brought bagels and cream cheese for the office to enjoy. And thanks to all the homeowners that were affected by the failure of the 39th Avenue pump for being so patient.

A note to all homeowners: The Irrigation District does not have a Facebook page and does not belong to any other Facebook pages in the neighborhood. If a homeowner has an irrigation concern, they need to call the District Office at 602 938 8760 or email [sbfid@qwestoffice.net](mailto:sbfd@qwestoffice.net). Placing complaints on Facebook will not get resolution and often draws more complaints from other homeowners and even people from across 51st Avenue in a different irrigation district.

At the August meeting, I agreed to provide irrigation tips and information that would be helpful as part of my Irrigation Manager's report. These tips are reminders to longtime homeowners, and especially to newcomers. Here is this month's information:

*The District is limited by State Statute to provide and charge homeowners for the delivery of irrigation water. No other services are permitted or provided. The District provides irrigation water by opening the homeowners' valves fully at the approximate start time and closing them at the approximate end of the time ordered. Homeowners may not open or close valves without the express permission of the irrigator unless residential flooding is imminent and inevitable and they have made alternative arrangements with neighbors. The volume of irrigation water is variable: the condition of the well and age of the pump, changes in season, drought conditions, and other ground water users can significantly affect the volume delivered from the wells. The District is only required to deliver a proportional share of the volume of water available. The time of delivery can be affected by: injury, sickness, or error of the irrigator; by the irrigation vehicle being stuck or having broken down; by vandalism or by breakage of the irrigation pipes; and by homeowners opening or closing valves without permission. Through over forty years of the determinations by duly elected Boards of Directors, this has been the only method of operation that is possible and acceptable to residents within the limits of the State Statutes. **By ordering water you assure the District that you understand and accept your responsibilities. Please read Form 8210b for more irrigation information.** See Attachment*

Secretary Brett Harrison reported on the 39th Ave pump as follows:

- a. 39th Ave pump failed on Wednesday, August 9, 2017.
- b. Installation of new pump the week of Tuesday, September 5, 2017.
- c. New pump registered 400 gpm less than designed “1978 gpm vs. 2400 gpm”.
- d. VFD “Variable Frequency Drive” fluctuating causing issues.
- e. Removal of the VFD when a new soft start becomes available.
- f. Acknowledgement of pending issues with the 39th Ave pump.
- g. Worn bowls slowly decrease overtime and cause the pump to go bad.
- f. Drill Tech sounded the well and according to the curve and the depth of the water, the pump should be running at 2400 gpm.
- g. Possibility that once the VFD is removed the gpm may rise to 2400 gpm.
- h. Drill Tech will address issues if the pump fails to pump at the designed 2400 gpm.

Irrigation Manager Richard Mitten reported that Drill Tech was expecting the pump to start out at 2500 gpm. Homeowner Larry Hudson stated his concerns regarding the VFD being removed when APS “Arizona Public Service” gave the district a rebate of \$20,000. Brett reported that Drill Tech didn’t think the district would have a problem because we technically paid for it.

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 met and has recommended a 2016 Chevy Silverado 1500 and he’ll discuss it under Old Business B.
- Employee Handbook Committee Chairperson Kay Lorenzen stated this will be discussed under New Business B.

4. OLD BUSINESS:

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

President Kay Lorenzen stated that the district received the following proposal from the HOA.

August, 2017

After much discussion of various options, the SFHOA Board feels we still need a localized, “one stop” storage space, consolidating our entire inventory in one place. We agreed that it should not be located on anyone’s personal property so we propose the following to the Sunburst Irrigation Board:

- 1) The easiest idea *for us all* would be to leave the Connex box on the 39th Avenue property as it now is and has been for several years. The Irrigation Manager could move it to any location on that property convenient for him with notice to the HOA.

We would hope that the Irrigation Board as a gesture of “community goodwill and cooperation” would allow the Connex box to continue its current placement at no charge to the HOA, **as it historically has been for several years.**

Sincerely,
Sunburst Farms HOA

President Kay Lorenzen reported on the agreement between the District and HOA as follows:

- a. Gentleman’s agreement.
- b. Exchange of HOA building on district property shall include reports, election documents being delivered to 100% of the homeowners.
- c. Legal document from the District regarding Call to Election being edited.
- d. Additional district information on HOA website being edited.
- e. Complaints from HOA since the newsletter went viral vs. paper copy.
- f. Shed vs. 20” connex container located at 39th Ave yard.
- g. Liability of contents.
- h. Board of Directors voted to charge the HOA a monthly rate.
- i. Clarification is needed with the HOA Board Members.
- j. Space needed at the 39th Ave yard.

Discussion ensued regarding the space that is needed at the 39th Avenue pump site; 39th Ave yard has been cleaned up and reorganized, content, sharing the connex container with the HOA in exchange for rent, rental fee of \$150 per month, installing a door and wall/divider. President Kay Lorenzen directed Richard Mitten to reach out to the HOA and see if they’re willing to accept our offer. If the HOA declines the offer then the original contract will be upheld.

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

B. Discuss and possible action on the purchase of a new/used truck:

Purchasing Equipment Committee Chairman Larry Hudson stated that the Committee met and has recommended a 2016 Chevy Silverado 1500 for approximately \$20,700 and currently available. Larry also stated the truck has a little over 2000 miles on it, has a new tool box and is being sold as new.

Discussion ensued regarding the miles, extending the warranty, condition of the bridle path and keeping them maintained.

Treasurer Eldon Graber expressed his concerns regarding the purchase of a new truck as follows:

- a. Not in favor of purchasing new truck.
- b. Saving money and purchase a used truck.
- c. Rotating the Irrigation Manager's Ford truck to irrigation department.
- d. New trucks purchased in the past not being taking care of.
- e. New truck purchased in the past low miles yet body is beat to death.
- f. 2014 Dodge is a lemon.
- g. Rancher vehicles lasting longer, in rougher terrain vs. 7 mph bridle paths.
- h. Requesting an answer as to why the district vehicles are being destroyed.

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

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

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

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

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

5. NEW BUSINESS:

A. Discuss and possible action on payment to Drill Tech regarding the 39th Ave pump failure:

MOTION

Secretary Brett Harrison *made a motion to ratify the payment of \$6,500 to Drill Tech.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

B. Discuss and possible action to approve Employee Handbook recommended by the committee:

MOTION

Secretary Brett Harrison *made a motion to approve the Employee Handbook that's been recommended by the committee.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

C. Discuss and possible action to establish a committee to review evaluation forms:

President Kay Lorenzen stated that she would like to establish a committee to review evaluation forms and that she will chair the meeting. Kay also stated that she asked the following homeowners to volunteer: Peggy Schwend, Larry Hudson, Karen Mills and Karen Gould.

MOTION

Secretary Brett Harrison *made a motion to establish a committee to review evaluation forms and appointed Peggy Schwend, Larry Hudson, Karen Mills and Karen Gould.*

President Kay Lorenzen seconded the motion. Treasurer Eldon Graber abstained.
Motion Passed.

D. Discuss and possible action to establish a committee to review the collection policy:

President Kay Lorenzen stated that she would like to establish a committee to review the collection policy and again she will chair the meeting. Kay also stated that she asked the following homeowners to volunteer: Peggy Schwend, Larry Hudson, Karen Mills and Rick Gould.

MOTION

Secretary Brett Harrison *made a motion to establish a committee to review the collection policy and appointed homeowners Peggy Schwend, Larry Hudson, Karen Mills and Rick Gould.* President Kay Lorenzen seconded the motion. Treasurer Eldon Graber voted nay. **Motion Passed.**

E. Discuss and possible action to ratify two (2) vacation days for Office Manager:

MOTION

Secretary Brett Harrison *made a motion to ratify two (2) vacation days for Office Manager for Thursday, August 31, 2017 and Friday, September 1, 2017.* Treasurer Eldon Graber seconded the motion. **Motion Passed,** unanimously.

F. Discuss and possible action to approve five (5) vacation days for Office Manager:

MOTION

Secretary Brett Harrison *made a motion to approve five (5) vacation days for Office Manager.* Treasurer Eldon Graber seconded the motion. **Motion Passed,** unanimously.

G. Discuss and possible action to install overhead lights for fleet trucks:

MOTION

Secretary Brett Harrison *made a motion to install overhead lights for the fleet trucks.* President Kay Lorenzen seconded the motion. **Motion Passed,** unanimously.

H. Discuss and possible action on future agenda items:

1. Appoint Election Judges
2. Committee on truck lasting longer

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

1. Homeowner Larry Hudson expressed his concerns regarding the following:
 - a. Low water.
 - b. Registration ends September 25, 2017.
 - c. Bridle path maintenance, trucks lasting longer.

- 2. Homeowner Victor Armendariz asked the Board of Directors about the depreciation on pumps and motors and if we're double depreciating things when there is a loss.
- 3. Homeowner Kelly Cushman stated her concerns regarding the back to back irrigations and asked Brett Harrison why the Irrigation Manager Richard Mitten isn't present during irrigation instead of him.

7. ADJOURNMENT:

Without objection, meeting adjourned at 8:41 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*