

DRAFT NOT-APPROVED

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

September 06, 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 7:00 P.M.

2. CALL TO THE PUBLIC:

None

3. APPROVAL OF MINUTES:

MOTION Secretary Brett Harrison *made a motion to approve the Regular Board of Directors Meeting August 2nd, 2016 and Special Board of Directors Meeting September 1st, 2016.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

President Kay Lorenzen tabled approval of the Executive Session Board of Directors Meeting June 21, 2016 and Executive Session Board of Directors Meeting September 1, 2016

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

B. Summary of Current Events:

Secretary Brett Harrison reported on homeowner Walter Michels concern regarding the kilowatts reading from APS for the 39th Avenue pump location. Brett stated that he compared it against the pump report over the last year and they're basically in alignment. Brett also reported that he tried to break it down by month but the reading from APS takes place in the middle of the month and that our pump report is for the entire month, but it was pretty close. Brett stated that he found one (1) month where our irrigation report lined up exactly with APS's billing which took place in December and that the billed kilowatts was 27,120 vs 27,040, a difference of 80. Their multiplier for the reading is 80 and APS may have read the last digit on the meter as 4.

C. Managers' Report:

Irrigation Manager Richard Mitten reported that the crew got nine (9) repairs completed for August; this leaves twenty five (25) repairs for September. Richard thanked new homeowner Jeff Carlson for lending the district a pipe bender for the telephone line. Richard also thanked all the homeowners for cleaning their bridle paths in coordination with bulk trash pickup. See attached report

D. Custodian of Records Report:

Custodian of Records Brenda Brown reported on completed/outstanding and fees collected. The District received three (3) Public Information Requests. Fees collected totaled \$3.55.

5. OLD BUSINESS:

A. Discuss and possible action to replace block wall at the 43rd Ave site:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Treasurer Eldon Graber and Irrigation Manager Richard Mitten regarding the replacement of the wall at the 43rd Avenue site, prices vary from \$3,900 to \$4,500, concerns on stability for new gate, and the possibility of insurance reimbursement from an auto accident which caused damage to the pony wall. Three bids were received from the following;

1. Clair Mast Masonry
2. Rod Grubb
3. D & G Handyman Services

MOTION

Secretary Brett Harrison *made a motion to approve Clair Mast Masonry to replace block wall at the 43rd Avenue location in the amount of \$3,900.* President Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

C. Discuss and possible action to accept insurance check regarding damages to the Dodge in the amount of \$4,163.50:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Treasurer Eldon Graber regarding the damages to the Dodge, \$500 deductible and that a single isolated claim may cause pricing to increase a bit.

MOTION Secretary Brett Harrison *made a motion to accept the insurance check regarding damages to the Dodge in the amount of \$3,663.50.* Treasurer Eldon Graber seconded the motion. **Motion Passed**, unanimously.

6. NEW BUSINESS:

A. Discuss and possible action to ratify one (1) day of vacation for Office Manager:

MOTION President Kay Lorenzen *made a motion to ratify one (1) day of vacation for Friday, September 2, 2016 for Office Manager.* Secretary Brett Harrison seconded the motion. **Motion Passed**, unanimously.

B. Discuss and possible action on consulting with the attorney to be done by any one director. The qualifier should be that the amount at risk that is in question should not exceed the amount the attorney would charge.

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison and Treasurer Eldon Graber regarding Board Members consulting with the attorney for emergency issues, escalating fees, information being repeated and that an emergency meeting can be held therefore the Board will have to vote to consult the attorney.

President Kay Lorenzen tabled this agenda item indefinitely

C. Discuss and possible action to do background checks prior to hiring:

Office Manager Brenda Brown reported that she's looked online at various ways to do background checks, some companies charge \$20 and some sites were not accessible without supplying private information. Brenda asked the Board if they would table this agenda item until more information is obtained.

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

D. Discuss and possible action on appointment of Election Judges:

MOTION Secretary Brett Harrison *made a motion to appoint Homeowners/Qualified Electors Renee Breeden, Lynette Gray and Dorrie Sullivan as Election Judges for the November 2016 Election.* President Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

E. Discuss and possible action on future agenda items

1. Century Link Line 6 and 7

7. ADJOURNMENT:

Without objection, meeting adjourned at 7:33 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*