

SUNBURST FARMS IRRIGATION DISTRICT

EXECUTIVE BOARD

Karen Mills, President
Barbara Campbell, Secretary
Markito Banuelos, Member

Regular Board of Directors Meeting

December 01, 2009 – 7:30 P.M.

Irrigation District Office
16040 N. 43rd Avenue

AGENDA

REGULAR BOARD MEETING

1. CALL TO ORDER: (Karen Mills, President)
2. APPROVAL OF MINUTES: Special Board of Directors Meeting on October 14, 2009,
Regular Board of Directors Meeting on November 03, 2009,
Special Board of Directors Meeting "Canvass of Election" on
November 9, 2009.
3. CORRESPONDENCE: (To be read by Secretary)
4. CALL TO PUBLIC: *(This is the time for public to comment. Members of the Board
may not discuss items that are not on the agenda. Therefore,
action taken as a result of public comment will be limited to
directing staff to study the matter or scheduling the matter
for further consideration and decision at a later date.)*
5. REPORTS:
 - A. Financial Report (Neil Sullivan)
 - B. Board Reports (Comments from Board of Directors)
 - C. Managers Report (Brenda Brown & Richard Mitten)
 - D. Legal Liaison's Report (Peggy Schwend)
6. OLD BUSINESS:
 - A. Discuss and possible action charging Lot 479 Line 07 for line replacement from Oleander damage
 - B. Discuss and possible action on the purchase of a recording device for electric motors
 - C. Discuss and possible action on updating employee manual
7. NEW BUSINESS:
 - A. Discuss and possible action on updating the 1999 copy fee charge
 - B. Discuss and possible action on Christmas gifts to employees
 - C. Discuss and possible action on questions regarding weir placements
 - D. Discuss and possible action on reviewing/updating irrigation procedures as needed
8. ADJOURNMENT:

SUNBURST FARMS IRRIGATION DISTRICT
Regular Board of Directors Meeting
Irrigation District Office
16040 North 43rd Avenue

December 01, 2009

MEMBERS PRESENT: Karen Mills, President
Barbara Campbell, Secretary
Markito Banuelos, 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 President Karen Mills at 7:30 P.M.

2. APPROVAL OF MINUTES:

Markito Banuelos made a motion to approve the Special Board of Directors Meeting on October 14, 2009. **Barbara Campbell** seconded the motion. **Motion Passed**, unanimously.

3. CORRESPONDENCE:

1. Letter dated November 16, 2009 from Arizona Ombudsman-Citizens' Aide in regards to a complaint filed by Homeowner Randy Videen. Allegations have been made in regards to the District's perceived failure to furnish public documents, information presented to the budget committee at the meeting held on May 16, 2009. President Karen Mills stated that this has been turned over to legal council.

2. Homeowner Ray Perkins Lot 643 Line 15 submitted a letter dated December 2009 stating his concerns on the weir placements in the farms. Mr. Perkins suggested contacting SRP to review the current delivery system and possibly provide recommendations for an equitable water delivery system at no cost. See Attachment

4. CALL TO PUBLIC:

No call to public due to the fact no one signed up.

5. REPORTS:

A. Financial Report:

Neil Sullivan stated the accounts receivables have escalated. Pres. Mills asked for a monthly trending report for the accounts receivable. Neil Sullivan stated the District has approximately \$143,000 in the bank accounts. President Karen Mills stated that the District's attorney fees line item #441 is getting up mainly due to the fact that Randy Videen has made requests and filed complaints with the Arizona Ombudsman's Office. Legal advice is necessary to handle these. Office Manager Brenda Brown stated according to the current budget we have allocated \$9,000 for legal expenses and as of today the current cost on legal fees is in the amount of \$8,185.

Irrigation Manager Richard Mitten stated irrigation labor line item #361 is over budget in the amount of \$700. He said, "...keep in mind I went over \$2,500 on labor due to the fact I had to work those five Sundays when the 43rd Avenue pump was down. On direct labor I'm under budget \$4,404 and \$4,940 on outside services. The labor in repairs is going to go up because we are working in repairs." Markito Banuelos made a motion **to approve the financial report ending October 31, 2009**. Barbara Campbell seconded the motion. **Motion Passed**, unanimously. See Attached Report.

In closing Neil Sullivan stated that any material items received after the financial report has been completed and have not been posted can always be accrued like we do for the power and the water fees.

B. Board Reports:

Markito Banuelos thanked Hohokam for the elected position to the Board and Council. We will set a lot of goals for possible grants for this next year. He said, "I would like to start out the New Year with out any hostilities and want to strive better for the District."

C. Managers Reports:

Discussion ensued having Brenda Brown supply the Board of Directors a spread sheet or a graph in regards to the 30, 60 and 90 day accounts that are past due. Brenda Brown stated the accounts that are 90 days past due includes the foreclosures and the sixteen pending accounts that have been turned over to the attorney's office for collection. There has been no success on collecting funds from bank owned properties although the fees are collected if the house sells. Also, the sixteen accounts that have been turned over to the attorney's office are escalating. I have made courtesy calls to homeowners prior to turning them over to the attorney's office in regards to setting up some type of a payment plan or to get payment in full. I'm doing everything possible to avoid the \$500 attorney fee which would have been incurred to the homeowner. *See Attached Reports.*

D. Legal Liaison's Report:

Peggy Schwend stated nothing to report at this time.

6. OLD BUSINESS:

A. Discuss and possible action charging Lot 479 Line 07 for line replacement from Oleander damage:

Tabled until further information is obtained

B. Discuss and possible action on the purchase of a recording device for electric motor:

The Board of Directors directed Irrigation Manager Richard Mitten to follow up with Chad Wegley from Provost & Prichard. Tabled until further information is obtained.

C. Discuss and review updating employee manual:

Tabled until further information is obtained.

7. NEW BUSINESS:

A. Discuss and possible action on updating the 1999 copy fee charge:

President Karen Mills stated last month the District received correspondence from Homeowner Bob Bustoz in regards to the price of copies. The current fee is \$1.50 per page which was established in September 1999. Phone calls have been exchanged with Liz Hill from the Ombudsman's Office and agreement was made that for the month of November there would be no charge for copies. Barbara Campbell made a motion

effective December 01, 2009 a fee of \$.50 per page will be charged for copies. Markito Banuelos seconded the motion. **Motion Passed**, unanimously.

B. Discuss and possible action on Christmas gifts to employees:

Discussion ensued on Christmas gifts for employees and staying within the current budget. Barbara Campbell made a motion for the employees Christmas gifts to be \$300.00 for management and \$200.00 for the hourly employees. Markito Banuelos seconded the motion. Peggy Schwend stated that it sounded like the \$300.00 and \$200.00 would be split. The motion was withdrawn, the second was withdrawn and a new motion was made by Barbara for management gifts to be \$300.00 each and the hourly employees \$200.00 each with a total of \$1,600.00. Markito Banuelos seconded the motion. Motion Passed, unanimously.

C. Discuss and possible action on questions regarding weir placements:

Homeowner Ray Perkins Lot 643 Line 15 supplied the Board of Directors a drawing of the figure of a "weir" at the Regular Board of Directors Meeting held last month. See attachment. President Karen Mills stated this topic has been up for discussion and asked the Irrigation Manager Richard Mitten to give the report that was requested last month in regards to the placements of the weirs. Irrigation Manager Richard Mitten supplied the report to the Board of Directors. See Attached Report. He also stated that SRP came out a couple of years ago and at that time they verbally concluded that the District was splitting the water equally; however, there are no supporting documents to that conclusion. SRP has been contacted again and further review of the system and procedures will be done to verify the delivery, meters and the calibration of the flow. Homeowner Ray Perkins stated, "Years ago, the District had no weirs, but which ever homeowner squawked the most was the one who received more water, then the District put in the weirs." Discussion ensued on different types of weirs. Mr. Perkins stated, "If there is a hole cut in a pipe this is not a weir system." No historical information or supporting documents are available as to when the weirs were put in place, taken out or when the District decided to use the method of the red line. Mrs. Mills stated that we want every home owner to be confident they are receiving the amount of water they order and asked Mr. Mitten to make sure SRP provides a written report after they inspect the system and review our procedures.

D. Discuss and possible action on reviewing/updating irrigation procedures as needed.

The Board of Directors directed Irrigation Manager Richard Mitten to continue updating the irrigation process and to adjust the written procedures accordingly. Tabled until further information is obtained.

Without objection meeting adjourned at 8:31 P.M.

Dated this 1st day of December, 2009

Submitted by: B. Brown

Minutes accepted on: January 5, 2010 by Secretary amb.

12/01/2009