

SUNBURST FARMS IRRIGATION DISTRICT
Regular Board of Directors Meeting
Sunburst Elementary School
14218 N. 47th Avenue
Glendale, AZ 85306

August 7, 2012

MEMBERS PRESENT: Victor Armendariz, President
Carrie Kuitunen, Secretary

MEMBERS ABSENT: Courtland Rouse, 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 Victor Armendariz, President, at 6:33 P.M.

2. APPROVAL OF MINUTES:

No motion made

3. CORRESPONDENCE:

1. Email dated July 10, 2012 from homeowner Randy Videen
2. Letter dated July 10, 2012 from homeowner Randy Videen
3. Notice to Board of Supervisors dated July 6, 2012 from Secretary Carrie Kuitunen
4. Report dated July 11, 2012 from City of Phoenix Fire Department
5. Letter dated July 13, 2012 from Moonlight Glen, LLC

4. REPORTS:

A. Financial Report:

Accountant Robert 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

B. Board Reports:

President Victor Armendariz reported that the District received a letter from the Attorney General's Office regarding an Open Meeting Law Complaint against Sunburst Farms

Irrigation District. Victor also stated that the District is looking into becoming a member of an electric district which involves transmission and distribution through APS's lines. Victor also reported on District repairs on Lines 6, 7, 9 and 10.

C. Custodian of Records Report:

No report

D. Irrigation Manager Report:

Irrigation Manager Richard Mitten stated that six (6) repairs were completed for the month of July, 2012. Richard also reported on the District policy regarding irrigation schedules and wanted to remind homeowners of the deadline for cancellations and changes. See Attachment

E. Legal Liaison's Report:

No report given.

F. Pump/Repair Report:

Homeowner Bob Bustoz reported on the trend of both pumps. See Attachment

5. OLD BUSINESS:

A. Discuss and possible action on revised procurement policy:

MOTION Secretary Carrie Kuitunen *made a motion to accept the revised procurement policy dated August 7, 2012.* President Victor Armendariz seconded the motion. **Motion Passed.**

B. Discuss and possible action on documents related to Videen/Jones lawsuit:

MOTION President Victor Armendariz *made a motion to table this agenda item until an undetermined meeting in the future.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed, unanimously.**

C. Discuss and possible action on the accounting of depreciation and capital expenditure:

MOTION President Victor Armendariz *made a motion to table this agenda item indefinitely.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed.**

D. Discuss and possible action on current policy when irrigation is running ahead of schedule:

MOTION President Victor Armendariz *made a motion to table this agenda item until the next Regular Board of Directors Meeting.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed.**

E. Discuss and possible action of extension of counter to separate work area from public access area in District Office:

MOTION President Victor Armendariz *made a motion to purchase a temporary barrier to identify the work area vs. the public access area and not to exceed \$300.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed.**

F. Discuss and possible action of budget committee responsibilities:

MOTION President Victor Armendariz *made a motion to authorize the budget committee to meet quarterly to review the budget and report back to the Board.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed.**

G. Discuss and possible action on irrigation managers record keeping procedure for irrigation equipment and vehicles:

MOTION President Victor Armendariz *made a motion to table this agenda item indefinitely.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed.**

6. NEW BUSINESS:

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

MOTION President Victor Armendariz *made a motion to table this agenda item until the full Board can meet at a Special Session prior to the 17th.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed.**

B. Discuss and possible action on correcting minutes from Special Session held on January 26, 2012:

MOTION President Victor Armendariz *made a motion to modify the minutes from January 26, 2012 Special Session in place of under Call to order where it says President Victor Armendariz stated that he and Secretary Carrie Kuitunen have purchased a safe and that the election documents and personnel records will be kept there. Modified to state; President Victor Armendariz stated we as a District have purchased a safe and that the election documents and personnel records will be kept there.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed.**

C. Discuss and possible action on GPS reports re: irrigation and maintenance vehicles, and creating a committee to produce monthly reports:

MOTION President Victor Armendariz *made a motion to form a committee and that anyone can join and appoints Larry Hudson as Chairman.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed.**

D. Discuss and possible action on hiring and/or getting additional quotes for fiscal year 2011-2012 review:

MOTION

President Victor Armendariz *made a motion to assist Brenda in finding an accountant that will perform this review within the budget, and if we can't find someone we will take the lowest qualified accounting firm.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed.**

E. Call of Election per ARS 16-226:

- 1. Purpose of: The Election of one Board Member**
- 2. Date of Election to be November 13, 2012**
- 3. The last date to file nomination petitions is September 15, 2012**
- 4. The last date to register to vote in the election is September 25, 2012**
- 5. Sunburst Farms Irrigation District will conduct a mail ballot only election. Ballots will be sent out to all qualified electors between October 18-29th, 2012**

7. CALL TO PUBLIC:

None

8. ADJOURNMENT:

Without objection, meeting adjourned at 8:45 PM.

Dated this ____ day of _____, 2012

Submitted by: Brenda Brown, Office Manager

Minutes accepted on: _____, 2012 by Secretary _____.

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