

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

July 03, 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 6:30 P.M.

2. APPROVAL OF MINUTES:

MOTION Secretary Carrie Kuitunen made a *motion to approve the minutes for the Regular Board of Directors Meeting June 05, 2012 minutes with a change under E Legal Liaison's report; "The public records shall be supplied to the plaintiffs within a 10 day period. David also asked the District if we wanted him to look into an all-mail ballot election for 2012.* President Victor Armendariz seconded the motion. **Motion Passed**, unanimously. President Victor Armendariz made a *motion to approve the minutes for the Special Board of Directors Meeting June 16, 2012.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed**, unanimously.

3. CORRESPONDENCE:

1. City of Phoenix Fire Department Occupancy Activity Report dated June 12, 2012
2. Letter dated June 19, 2012 from homeowner Randy Videen
3. Letter dated June 15, 2012 from Arizona Public Service
4. Proposal dated July 2, 2012 from Hacker Accounting

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

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Regular Session Minutes

B. Board Reports:

None

C. Custodian of Records Report:

No report

D. Irrigation Manager Report:

Irrigation Manager Richard Mitten stated that ten (10) repairs were completed for the month of June, 2012. Richard also reported on the mechanical problems on the District's vehicles. See Attachment

E. Legal Liaison's Report:

Legal Liaison David Rich reported that the settlement agreement has been signed and delivered for \$25,671 and has been paid to the plaintiff's attorney. However, there are still unresolved issues preventing the lawsuit from being finalized. Finalization will require acknowledgement by the plaintiffs that they have been provided the document that were the subject of the lawsuit as well as satisfactory explanation for those documents that the District is unable to deliver. The delay requires the continuing involvement with the District's attorney which may increase the legal cost. David reported on correspondence with the Board of Supervisors and the Deputy County Attorney regarding the mail ballot election. David also stated that the District may hold a mail-in ballot after obtaining approval from the Board of Supervisors, this is generally a formality. If the Board wishes to go ahead the Agenda for the Board of Supervisors will be open until July 25, 2012. The Deputy County Attorney confirmed that if the District chooses to ask for and is granted approval; the District must go ahead with a mail ballot and cannot use a polling place. However, each time the District holds a mail ballot it must ask the Board of Supervisors for approval. If approval is not sought then the election must take place at a polling place.

F. Pump/Repair Report:

No report

5. OLD BUSINESS:

A. Discuss and possible action on revised procurement policy:**MOTION**

President Victor Armendariz *made a motion to table this agenda item until the next Regular Board of Directors Meeting so more homeowners can give their input.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed**, unanimously.

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 the next Session Board of Directors Meeting.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed**, unanimously.

- C. **Discuss and possible action to capitalize/expense the 43rd Ave electric motor in the amount of \$11,911.89 Date of loss 09/06/2011:**

MOTION President Victor Armendariz *made a motion to capitalize the 43rd Ave electric motor in the amount of \$11,911.89 for Fiscal year 2011-2012, date of loss 09/06/2011.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed**, unanimously.

- D. **Discuss and possible action on the accounting of depreciation and capital expenditure:**

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**, unanimously.

- E. **Discuss and possible action on outsourcing District accounting functions to an accounting firm:**

MOTION President Victor Armendariz *made a motion to approve Hacker Accounting to pay all the bills and reconcile all the balance sheet accounts in the amount of \$350 a month and to include the cost for payroll of \$75 per month and \$3 per check fee.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed**, unanimously.

6. VOTE TO GO INTO EXECUTIVE SESSION:

No Action Taken

7. NEW BUSINESS:

- A. **Discuss and possible action to approve one (1) vacation day for Office Manager:**

MOTION President Victor Armendariz *made a motion to approve one (1) vacation day for Office Manager on Friday, July 6, 2012.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed**, unanimously.

- B. **Discuss and possible action to change chart of account #215 Over 90 day fee to different account #:**

MOTION President Victor Armendariz *made a motion to change chart of account #215 Over 90 day fee to account #219 Misc/Other Income.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed**, unanimously.

- C. **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**, unanimously.

- D. Discuss and possible action to approve irrigation manager to allocate raises to hourly employees not to exceed \$2.50 for irrigators and \$5.00 for repairmen and not to exceed total budget:**

MOTION President Victor Armendariz *made a motion to approve hourly employees raises for Tim \$1.50 per hour for a total of \$15.50 per hour, Andy \$.50 per hour for a total of \$13.50, Kelton \$1.25 per hour for a total of \$11.00 and Juan \$1.50 per hour for a total of \$12.00 an hour.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed**, unanimously.

- 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 table this agenda item until the next Regular Board of Directors Meeting.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed**, unanimously.

- F. Discuss and possible action of budget committee responsibilities:**

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**, unanimously.

- 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 until the next Regular Board of Directors Meeting.* Secretary Carrie Kuitunen seconded the motion. **Motion Passed**, unanimously.

- H. Discuss and possible action to request approval from the Board of Supervisors to have an all-mail in Ballot:**

MOTION Secretary Carrie Kuitunen *made a motion to request approval for an all-mail in Ballot and to make a request to the Board of Supervisors for their approval.* President Victor Armendariz seconded the motion. **Motion Passed**, unanimously.

8. CALL TO PUBLIC:

Homeowners expressed their concerns and asked questions of the board of directors.

9. ADJOURNMENT:

Without objection, meeting adjourned at 8:46 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*