

Kay Lorenzen,	President
Renee Breeden,	Secretary
Larry Hudson,	Treasurer

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

16040 N. 43rd Avenue
Glendale, AZ 85306

NOTICE IS HEREBY GIVEN, pursuant to A. R. S. Section 38-431.02A, that the Board of Directors of the Sunburst Farms Irrigation District will hold a regular meeting, which is open to the general public, on **January 8, 2019 at 7:00 p.m.** at the District Office located at 16040 N. 43rd Ave, Glendale, Arizona, 85306 to consider the following:

AGENDA

Members of the Board of Directors will attend either in person or by telephone, video or internet conferencing.

1. CALL TO ORDER: (Renee Breeden, Secretary)
2. CALL TO THE PUBLIC
3. SWEARING IN OF ONE NEW BOARD MEMBER 2019/2020
4. ELECTION OF OFFICERS FOR 2019
5. SUMMARY OF CURRENT EVENTS: A brief summary of current events may be provided by the President, members of the Board and/or District Management. The Board will not propose, discuss, deliberate or take legal action at the meeting on any matter addressed in the summaries, unless the specific item is otherwise properly noticed.
6. APPROVAL OF MINUTES: Regular Board of Directors Meeting December 4, 2018, Special Meeting December 10, 2018, Executive Session December 10, 2018.
7. REPORTS:
 - A. Financial Report (Cathy Hacker)
 1. Approval of financial report
 - A. Manager's Report (Richard Mitten) Breaks/Leaks/Pumps/Repairs & Current Events
 - Pump Report
 - B. Custodian of Records (Larry Hudson) Completed/Outstanding/Fees collected
8. OLD BUSINESS:
 - A. Discuss and possible action on pending insurance claim with 39th Ave pump failure
 - B. Discuss and possible action on installation and repositioning of surveillance cameras
 - C. Discuss and possible action on claim for 43rd Avenue standpipe damage
 - D. Discuss and possible action on upcoming financial review
 - E. Discussion on the progress of desk manuals for Managers

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- F. Discuss and possible action on repairs and line replacements
- G. Discuss and possible action on process/form for reporting information for insurance claims
- H. Discuss and possible action on inventory system/Quick Books
- I. Discuss and possible action on hiring collections attorney
- J. Discuss and possible action on updating work order form

9. NEW BUSINESS:

- A. Establish Ad Hoc committees:
 - Billing & Collections
 - Employee Evaluation
 - Personnel Files
 - Depreciation
 - Election Procedure
 - Internal Audit
 - Employee Handbook
- B. Discuss and possible action on idle time & GPS on vehicles
- C. Discuss and possible action on obtaining insurance bids
- D. Discuss and possible action on obtaining accountant bids
- E. Discuss and possible action on having all employees review Employee Handbook (and sign) by January 18, 2019
- F. Discuss and possible action to train Board Members and Office Personnel on Open Meeting and/or Public Record Law by January 31, 2019
- G. Discuss and possible action on new security cameras
- H. Discuss and possible action on purchase of fuel
- I. Discuss and possible action on future agenda items

10. ADJOURNMENT

Members of the Board may, upon motion and majority vote, convene into one or more executive sessions, which will not be open to the public, regarding any of the matters otherwise noticed on this agenda for any of the purposes specified in A.R.S. Sections 38-431.03A(1) through (7), inclusive, including, without limitation, discussion, consideration or consultation (i) with its attorneys for legal advice or to consider its position and instruct its attorneys regarding contracts that are the subject of negotiation, in pending or contemplated litigation or in settlement discussions, (ii) of employment, assignment, appointment, promotion demotion, dismissal salaries, disciplining or resignation of District officers, appointees or employees, (iii) of records exempt by law from public inspection, or (iv) with designated representatives regarding negotiations for the purchase, sale or lease of real property.

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Posted this 7th day of JANUARY, 2019.

By: _____
Kay Lorenzen, President

The Sunburst Farms Irrigation District does not discriminate on the basis of disability in admission to its public meetings. Persons with a disability may request a reasonable accommodation by contacting the District at phone number (602) 938-8760. Requests should be made by noon of the day of the scheduled meeting to allow time to arrange the accommodation.