

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 **November 6, 2018 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.

RULES FOR ADDRESSING THE IRRIGATION BOARD OF DIRECTORS

It is the Board's desire to hear public comments on agenda items. As it is important to maintain order during the meeting, please adhere to the following rules of order if you wish to speak:

1. Homeowners must first be recognized by the Presiding Officer to speak. Only one (1) person may speak at a time.
2. Homeowners will address the board, not each other, once recognized by the Presiding Officer.
3. The Board may not discuss District business with each other outside of Open Meetings; noticed meetings are the only time business issues may be discussed. It is the Board's time to discuss issues.
4. Time permitting, the Board may allow input from the public during the meeting. Homeowners may speak only one time per issue.

1. CALL TO ORDER: (Kay Lorenzen, President)
2. 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.
3. APPROVAL OF MINUTES: Regular Board of Directors Meeting October 2, 2018, Special Board of Directors Meeting October 15, 2018, Special Board of Directors Meeting October 18, 2018,
4. 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 Completed/Outstanding/Fees collected
 1. Discuss and possible action on appointment of custodian of records

SUNBURST FARMS IRRIGATION DISTRICT

EXECUTIVE BOARD

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- | | |
|-------------------------|---------------------|
| D. Ad Hoc Committees | (Chairperson) |
| • Billing & Collections | (Kay Lorenzen) |
| • Employee Evaluation | (Renee Breeden) |
| • Personnel Files | (Renee Breeden) |
| • Depreciation | (Victor Armendariz) |
| • Election Procedure | (Renee Breeden) |

5. OLD BUSINESS:

- A. Discuss and possible action on pending insurance claim with 39th Ave pump failure
- B. Discuss and possible action on City of Phoenix drain pipe on 47th Ave and 49th Ave – how much time for replacement and capitalization
- C. Discuss and possible action on claim for 43rd Avenue standpipe damage
- D. Discuss and possible action on inventory of pipe and protection of pipe from sun
- E. Discuss and possible action on a follow-up on a review
- F. Discussion on the progress of desk manuals for Managers (tabled until December)
- G. Discuss and possible action on repairs and line replacements
- H. Discuss and possible action on process/form for reporting information for insurance claims
- I. Discuss and possible action on inventory system/Quick Books
- J. Discuss and possible action on accountant bids

6. NEW BUSINESS:

- A. Discuss and possible action to ratify 2 vacation days for Irrigation Manager
- B. Discuss and possible action on follow up for election activity:
 - 1. October 4 last date to file form for write in candidate
 - 2. November 2 last date to have petitions turned in for name on ballot
 - 3. Ballot Form
 - 4. November 2 early ballots to be mailed out after close of business
 - 5. November 8 last date to have register prepared
 - 6. Judges Election Guidelines Training Date
- C. Discuss and possible action on Job description for, and hiring of Administrative Personnel
- D. Discuss and possible action on selection of a point person to interact with attorney and former employee
- E. Discuss and possible action on future agenda items

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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7. ADJOURNMENT:

Posted this 5th day of NOVEMBER, 2018.

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.