

SUNBURST FARMS IRRIGATION DISTRICT
Regular Board of Directors Meeting
16040 N. 43rd Avenue
Glendale, AZ 85306

December 4, 2018

MEMBERS PRESENT: Kay Lorenzen, President
Renee Breeden, Secretary
Larry Hudson, Treasurer

EMPLOYEES PRESENT: Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on December 4, 2018. The meeting was called to order by Kay Lorenzen, President at 7:05 P.M.

2. SUMMARY OF CURRENT EVENTS: No discussion

3. APPROVAL OF MINUTES:

MOTION *President Kay Lorenzen Made a motion to approve the Minutes of the Regular Board of Directors Meeting November 7, 2018. Treasurer Larry Hudson seconded and motion carried unanimously.*

4. REPORTS:

A. 1. Financial Report:

Cathy Hacker presented the September financial report.

MOTION *President Kay Lorenzen made a motion to approve the financials for filing.. Treasurer Larry Hudson seconded and motion carried.*

A. Manager’s Report:

Irrigation Manager Report – Richard Mitten
November 2018

“MERRY CHRISTMAS & HAPPY NEW YEAR to ALL Sunburst Farms Residents.....

Congratulations to Victor Armendariz for winning the election for our new Board of Director for the term of 2019-2022.

A big thank you to Kay Lorenzen for serving on our Board of Directors & as most recently as President. Kay has made a lot of great improvements in the Farms and the office. She is one of only 3 Board members who has served more than one 3 year term.

With our new way of election this year, due to Maricopa County's concerns, that we are considered "Residential" not "Agricultural", a lot of work had to be done to make sure that we are following the Law. The Election Committee, under the direction of Board Member Renee Breeden included David Rich, Peggy Schwend, Lynette Gray, Rose Beanblosson and her daughter, Christy. They did a great job of organizing & complying with Maricopa County's requirements. Thank you,

Thank you to the election Judges that spent about 13 hours working on election day. They were Paula Boros, Sandy Cate and John Lorenzen, headed up by Renee Breeden, also helping with hospitality Judie Mitten. Thanks to everyone that came in and voted!

The front gate of the Sunburst Farms irrigation office had a "hit & run" on Saturday at 1:00 a.m. Our newly elected Board member Victor Armendariz helped me fix and reinstall the gate that day. Homeowner, Keith Finmark viewed our cameras to see if we could see the truck that hit the gate, and get a license number. Our neighbor on the north side of Paradise Lane, Tim Kinne also viewed his cameras to see if he was able to get the license number. The Police and Insurance Company were called and took reports.

Three repairs were done last month and there are 7 more that we are watching to see if they are leaks or gopher holes.

Irrigation is scheduled for: Lines 5-10, December 17th, The week of January 7, 2019, Lines 1-4 & 11-18. The week of January 14, 2019 Lines 5-10. The week of January 28 2019, Lines 1-4 & 11-18. The week of February 4, 2019, Lines 5-10. The week of February 18, 2019, Lines 1-4 & 11-18. Week of February 25, 2019, Lines 5-10. Weather permitting."

B. Custodian of Records Report:

Treasurer Larry Hudson stated we had one request but not delivered yet.

D. Ad Hoc Committees:

No action.

5. OLD BUSINESS:

A. Discuss and possible action on pending insurance claim with 39th Ave pump failure:

Discussion

No action. President Kay Lorenzen *tabled this agenda item.*

B. Discuss and possible action on City of Phoenix drain pipe on 47th Ave and 49th Ave – how much time for replacement and capitalization:

Discussion

MOTION

President Kay Lorenzen made a motion to capitalize \$1,211.41 for thirty years for 28 feet east of 49th Ave and 20 feet west of 49th Ave, for Line 8. Treasurer Larry Hudson seconded and carried unanimously.

Discussion

MOTION

Treasurer Larry Hudson made a motion to depreciate \$16,189.80 for thirty years for Line 7, for 16 feet east of 49th Ave to 220 feet west of 49th Ave, a total of 236 feet. President Kay Lorenzen seconded and carried unanimously.

C. Discuss and possible action on claim for 43rd Avenue standpipe damage:

Discussion

No action. Tabled.

D. Discuss and possible action on inventory of pipe and protection of pipe from sun

No action. Tabled indefinitely.

E. Discussion on the progress of desk manuals for Managers (previously tabled until December)

No action. Tabled.

F. Discuss and possible action on repairs and line replacements

Discussion

Tabled

G. Discuss and possible action on process/form for reporting information for insurance claims

Discussion

Tabled

H. Discuss and possible action on inventory system/Quick Books

Discussion

No action. Tabled

I. Discuss and possible action on accountant bids

Discussion

No action. Tabled

6. NEW BUSINESS:

A. Discuss and possible action to ratify 3 vacation days for Irrigation Manager

Discussion

MOTION

President Kay Lorenzen made a motion to approve December 24, 26 & 31 for Richard leaving him 10 days remaining. Secretary Renee Breeden seconded and motion carried.

B. Discuss and possible action to consider allowing one time carryover of vacation days to March 1, 2019.

Discussion

MOTION

Treasurer Larry Hudson made a motion to allow irrigation manager to carryover 10 days of vacation days until March 1. President Kay Lorenzen seconded and motion carried unanimously.

C. Discuss and possible action on advertising and hiring of office personnel

Discussion

MOTION *President Kay Lorenzen made a motion to do a notice for a special meeting Monday night. Secretary Renee Breeden seconded and motion carried.*

D. Discuss and possible action on installation and repositioning of surveillance cameras

Discussion

No action. Tabled

E. Discuss and possible action on upcoming financial review

Discussion

No action. Tabled

F. Discuss and possible action on Christmas bonuses

Discussion

MOTION *Secretary Renee Breeden made a motion that we pay the workers \$150 And Richard \$250. President Kay Lorenzen amended the motion \$200 for 4 of the 5 employees and \$250 for irrigation manager. Treasurer Larry Hudson seconded motion. Secretary Renee Breeden opposed.*

Motion passed

Motion: Treasurer Larry Hudson made a motion that the new guy and Holly get \$50 for both of those. Secretary Renee Breeden seconded motion. Motion carried.

G. Discuss and possible action on future agenda items

No action

7. ADJOURNMENT:

Without objection, meeting adjourned at 9:32 PM

Dated this _____ day of _____, 2019

Submitted by: _____
Office Assistant

Minutes accepted on: _____, 2019 by Secretary _____.

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