

SUNBURST FARMS IRRIGATION DISTRICT

Board of Directors Meeting

16040 N. 43<sup>rd</sup> Avenue

Glendale, AZ 85306

**August 6, 2019**

MEMBERS PRESENT: Victor Armendariz, President  
Larry Hudson, Treasurer  
Renee Breeden, Secretary

EMPLOYEES PRESENT: Richard Mitten, Kerrie Kauzlarich

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 August 6, 2019. The meeting was called to order by President, Victor Armendariz at 7:00 P.M.

2. **CALL TO THE PUBLIC - NONE**

CURRENT EVENTS - Treasurer, Larry Hudson addressed the GPS / speeding issue. Covered below in old business item A. President, Victor Armendariz said he hoped that members with concerns or comments would come to the meetings or write a letter to the Board instead of social media. Larry noted that there have been good comments on the painting of the stand pipes.

3. **APPROVAL OF MINUTES** Regular Meeting May 7, 2019, July 2 2019, and Special Meeting July 15, 2019.

MOTION Secretary Renee Breeden made a motion to approve above minutes. Treasurer Larry Hudson seconded and motion carries.

MOTION Secretary Renee Breeden made a motion to move item 7 A up to be placed under Cathy Hacker's financial report. Treasurer Larry Hudson seconded and motion carries.

4. **REPORTS**

**A. Financial Report**

**1. Approval of financial report**

Cathy Hacker presented the June 2019 **Preliminary** reports. (Waiting on APS bills and journal entries)

**A. Discuss and possible action on recommendation from Depreciation Committee.**

Cathy Hacker presented 4 accounts with items/assets that are fully depreciated or that no longer exist. Account #1230 Building & Improvements; #1240 Machinery & Equipment; #1250 Transportation and #1260 Office Furniture & Equipment. She made the recommendation to enter journal entries to remove the items from the depreciation schedule.

**MOTION**

*President Victor Armendariz made a motion to accept the recommendation of the Depreciation Committee and remove the assets in the 4 accounts that were identified by Cathy that have been fully depreciated and that we no longer own off the depreciation schedule. Treasurer Larry Hudson seconded and motion carries.*

**B. MANAGER'S REPORT**

*July 2019*

**MANAGER REPORT**

The Doug Thomas family gave the District homemade cookies and H.R. & Gayle Solano brought us cookies, popcorn and chips. Thank you both for the kindness to the District.

The repair person did 17 repairs, painting, and the dirt moved in the bridle paths.

We have 16 possible leaks that we are watching to see if they are gopher holes, bad berms or leaks in the pipes. Homeowners, if you see any wet spots in your yard please call the office.

Thanks to all the homeowners that cleaned and cleared their bridle paths and valves. The next bulk trash pickup is September 2<sup>nd</sup>, this is a good time to clean your yard and bridle path to put out so the city can pick it up.

With the severe heat we had in July and expected in August you may want to increase your time 20 – 25%, and remember we water in increments of 5 minutes.

**C. CUSTODIAN OF RECORDS - NONE**

**5. OLD BUSINESS:**

**A. Discuss and possible action on GPS procedures and information.**

The GPS is set up for speed alerts for 5, 10, 15 and 20 miles over the speed limit. There has never been any 20 over. Speeding is way down since monitoring began, and speaking with the irrigation staff. Victor would rather the irrigation times get behind then putting employees and members at risk. Larry mentioned to Richard that GPS will also figure mileage.

Tabled, keep on agenda as ongoing.

**B. Discuss and possible action on past due receivables.**

The board reviewed the past due accounts, receivables are down considerably from last year.

Tabled, keep on agenda as ongoing.

**C. Discuss and possible action on spending limits/purchase authority for Board members and Irrigation Manager.**

Discussion between Board members about updating the Purchase Authority and Procurement Policy. The one that we currently use is older and the limits need to be reconsidered, and wordage needs to be updated.

Tabled until next month.

**D. Discuss and possible action on allowing Community Co-Op to use standpipes for neighborhood identification and beautification.**

Renee and Larry along with some members voiced their opinions and oppositions to this idea. The issue was dropped.

No Action.

**6. NEW BUSINESS****A. Discuss and possible action on recommendation from Depreciation Committee.**

Moved up under Cathy Hacker's financial report.

**B. Discuss and possible action on Election Committee Material/recommendations.**

Renee Breeden, Chairperson of the Election Committee presented the 1.) Nomination Petition, which was supplied by the state and doesn't need to be approved. They are available now for anyone interested. 2.) The Corporation letter we use to see who will represent the corporation in the election. 3.) The Trustees letter to designate someone to vote on behalf of the trustee.

**MOTION**

*Secretary Renee Breeden made a motion to accept the Corporation letter and Trustee letter. Treasurer Larry Hudson seconded and motion carries.*

The next to approve is the Application for Early/Absentee ballot, which voters can request starting August 9<sup>th</sup>.

**MOTION**

***Secretary Renee Breeden made a motion to accept Application for Early/Absentee ballot request. Treasurer Larry Hudson seconded and motion carries.***

The Board then discussed acreage voting and early voting ballot locked box. Victor wants to make sure the candidates votes are protected, who would hold the key/keys? Peggy Schwend will revise/amend stating that in addition to the District Accountant and/or District Attorney a candidate has the option to place a lock on the box.

**MOTION**

***Secretary Renee Breeden made a motion to accept the Sunburst Farm Irrigation District Acreage System, Election Calendar, Secretary of the District Judge Election Guidelines, Official Ballots, and Early Absentee Ballot procedures as amended. Treasurer Larry Hudson seconded and motion carries.***

**C. Discuss and possible action on creating a desk manual for Irrigation Manager position.**

The Board agrees we need something in place, just in case. Bob Bustoz is willing to start on the irrigation part of it.

**MOTION**

***President Victor Armendariz made a motion to move forward on creating the desk manual for the Irrigation Manager position and Bob Bustoz is going to start the process on the irrigation schedule and procedures. Secretary Renee Breeden seconded and motion carries***

**D. Discuss and possible action on maintenance of bridal paths by SBFID.**

Victor would like to see the District maintain the bridal path, it would take care of all the overgrowth. Maybe spray and give the option to homeowners to opt out.

Tabled until next month.

**E. Discuss and possible action on 45<sup>th</sup> Ave crossover replacement on Line 7.**

The Board reviewed the 2 bids we received and want to get started on the replacement.

**MOTION**

***President Victor Armendariz made a motion to accept the proposal pending the insurance certificates from Premier Irrigation to replace crossover on Line 7 at 45<sup>th</sup> Ave. price to be \$13,590.68. It will be capitalized on a 15 year capitalization schedule. Treasurer Larry Hudson seconded and motion carries.***

**ADJOURNMENT:** Without objection, meeting adjourned at 8:51 PM

Dated this 9th day of August, 2019

Submitted by: Kerrie Kauzlarich  
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*