

**SUNBURST FARMS IRRIGATION DISTRICT**

Board of Directors Meeting

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

Glendale, AZ 85306

**November 5, 2019**

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

**EMPLOYEES PRESENT:** Richard Mitten, Kerrie Kauzlarich, Steve Gilpin

**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 November 5, 2019. The meeting was called to order by President, Victor Armendariz at 7:00 P.M.

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

**CURRENT EVENTS** - Larry attended the co-op meeting and the #1 thing he learned is that we need better communication regarding irrigation. Renee informed everyone that the board of supervisors met and did approve the cancelation of the election, appointing Larry Hudson, Congrats! Victor acknowledged Loretta Price and Shannon Wagnon for all their work on the street fair which was a huge success, lots of food vendors sold out early.

**3. APPROVAL OF MINUTES** Regular Meeting September 3, 2019 and October 1, 2019.

**4. REPORTS****A. Financial Report****1. Approval of financial report**

Cathy Hacker presented the September 2019 report

**B. MANAGER'S REPORT**

*October 2019*

## **MANAGER REPORT**

The crew got 12 repairs done and we have 18 repairs left on our work list. The standpipe at Banff & 41<sup>st</sup> Ave was hit by a car. The cost will be about \$8,450 to replace the standpipe and 38' of pipe. The driver's insurance is paying for the damage.

The flow meter failed and we bought a new one for the 43<sup>rd</sup> Ave. pump. We are sending the old one back to have it fixed for ½ the price of a new one.

Thanks to homeowner's Walt Michels & Bob Bustoz for helping with the pump report. Paul Peterson for giving the district 2 parking lot bollards, Brad Norgaard for a free yogurt for the entire staff, and Shannon Wagnon for bringing guacamole in for the office on Halloween.

Starting the week of November 4<sup>th</sup> there is no irrigation. This starts our 3 week schedule for the winter months. Weather Permitting.

We have a lot of new homeowners and some older ones that have forgotten some of the rules.

Sunburst Farms Irrigation District is a special taxing district and a municipal corporation, organized according to State Statutes and reporting to the Maricopa County Board of Supervisors. When you own a property within Sunburst Farms Irrigation District, you also become a member of the District and are required to pay the membership fee, whether you take irrigation or not. The members own 100% of the District, so it is important that you fully understand the function of the District and your responsibilities. The Irrigation District has no connection with the Homeowners Association. The Homeowners Association is a social organization and membership is voluntary.

### **What You are Responsible for:**

As a homeowner you are solely responsible for ensuring that your property is correctly graded and bermed. The grading should allow the water to flow from the inlet valves to areas that you wish to irrigate. The berms and grading should be constructed so that residential structures, barns and sheds, etc. are protected even when the property perimeter berms are full. Residential flooding can only occur if the berms or grading are inadequate. In an emergency, excess water should flow off of your property, into the street or bridle path, before residential flooding could take place. However, allowing water to flow off of your property in a non-emergency because of faulty berms or gopher holes can bring a substantial fine from the City of Phoenix.

You are responsible for the control, distribution and disposition of water on your property after your valves are opened fully by the irrigator and until they are closed by the irrigator or while water is still on your property. Failure to do so may result in property damage for which you will be solely responsible.

You are responsible for ensuring that the irrigation water soaks in within 72 hours of delivery, so that mosquitoes and the diseases they carry do not breed and become a hazard. If the time is greater than 72 hours the District will provide a warning before canceling further irrigation. You would also risk a \$500 fine from Vector Control.

You are responsible for keeping the vegetation on your property from growing into or over the bridle path. Failure to do so can result in a fine from the District not exceeding \$500.

You are responsible for providing the irrigator access to the inlet valves from the easement; the irrigator will not climb walls or fences. If access requires special equipment, you must provide it. If access is not provided, the irrigator will cancel your irrigation; although you will still be charged for the time ordered. All dogs must be put up during irrigation and we **must** have access to back gates incase valves spin off during your irrigation.

You are responsible for maintaining clear access to the inlet valves by removing any grass, leaves or vegetation that may prevent the irrigator from finding or opening the valves. Failure to do so may cause the irrigator to cancel your irrigation, although you will still be charged for the time ordered.

**What You Should Understand:**

The District is limited by State Statute to provide and charge homeowners for the delivery of irrigation water. No other services are permitted or provided. The District provides irrigation water by opening the homeowners' valves fully at the approximate start time and closing them at the approximate end of the time ordered. Homeowners may not open or close valves without the express permission of the irrigator unless residential flooding is imminent and inevitable and they have made alternative arrangements with neighbors. The volume of irrigation water is variable: the condition of the well and age of the pump, changes in season, drought conditions, and other ground water users can significantly affect the volume delivered from the wells. The District is only required to deliver a proportional share of the volume of water available. The time of delivery can be affected by: injury, sickness, or error of the irrigator; by the irrigation vehicle being stuck or having broken down; by vandalism or by breakage of the irrigation pipes; and by homeowners opening or closing valves without permission. Through thirty years of the determinations by duly elected Boards of Directors, this has been the only method of operation that is possible and acceptable to residents within the limits of the State Statutes.

**C. CUSTODIAN OF RECORDS - NONE****5. OLD BUSINESS:****A. Discuss and possible action on GPS procedures and information.**

Larry said that there has only been 1 incident of speeding, on Greenway. He also noted that the dump truck was not on the GPS. Richard told him the battery died, but is back on now. Larry's concern is that if it's not on GPS and gets stolen we can't track it. Victor suggested getting a solar charger or trickle charger for the battery.

*Tabled, keep on agenda as ongoing.*

**B. Discuss and possible action warnings/discipline for employee speeding violations.**

The board didn't research any policies and decided to table until next meeting.

*Tabled.*

**C. Discuss and possible action on accepting credit card payments or alternative payment options.**

Victor wants to check other options. Tabled until next month.

*Tabled.*

## 6. NEW BUSINESS

**A. Discuss and possible action on approval to book the out of period adjustment for Water Fees.**

Cathy wants to correct a \$6,092.14 adjustment that the auditors did a couple years ago and wiped out the liability account which should have had 6 months left of fees on the account.

**MOTION**

*Treasurer Larry Hudson made a motion to approve the out of period adjustment of \$6,092.14 from acct. #331 water fees to acct. #2032 accrued water effective June 30, 2019. Secretary Renee Breeden seconded and motion carries.*

**B. Discuss and possible action on approval to book the out of period adjustment for Prepaid Insurance.**

When the insurance was paid in March it was all expensed at that time, it needs to be disbursed.

**MOTION**

*Treasurer Larry Hudson made a motion to move \$14,152.50 to March 2020 from acct. #431 insurance to acct. #140 prepaid insurance. Secretary Renee Breeden seconded and motion carries.*

**C. Discuss and possible action on approval of updated pump report and new pump report sheet.**

Bob Bustoz presented the pump reports and the new pump sheet.

*No Action*

**D. Discuss and possible action on Premier Irrigation estimate for accident at standpipe on line #11.**

The board reviewed the only estimate. Since the drivers insurance is covering it they okayed it. Larry wanted to know why it isn't being done in house, and wants a list of vendors that we use whenever we need estimates.

**MOTION**

*Treasurer Larry Hudson made a motion to approve \$7,647.82 to Premier Irrigation for the repair of the standpipe on 41<sup>st</sup> Ave. and Banff. Secretary Renee Breeden seconded, motion carries.*

**E. Discuss and possible action on creating a SBFID Facebook page for updates/informational purposes.**

The board all agree it's a no brainer, there's lots of people using Facebook. Larry talked with Carrie Kuitunen who offered her Facebook page that's already up and running. After discussion they decided to start fresh with our own Facebook page with Larry and Kerrie as administrators of the account.

**MOTION**

*Secretary Renee Breeden made a motion to create a SBFID Facebook page for communication purposes. Treasurer Larry Hudson seconded and motion carries.*

**F. Discuss and possible action on Thanksgiving Schedule.**

The board agreed to close the Friday after Thanksgiving.

**MOTION**

*Secretary Renee Breeden made a motion to close the office on Friday, November 29, 2019, the day after Thanksgiving. Treasurer Larry Hudson seconded and motion carries.*

**ADJOURNMENT:** Without objection, meeting adjourned at 8:52 PM

Dated this 7th day of November, 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*