

SUNBURST FARMS IRRIGATION DISTRICT  
Board of Directors Meeting  
16040 N. 43<sup>rd</sup> Avenue  
Glendale, AZ 85306

**January 7, 2020**

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 January 7, 2020. The meeting was called to order by President, Victor Armendariz at 7:07 P.M.

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

**3. SWEARING IN OF ONE BOARD MEMBER**

**4. ELECTION OF OFFICERS FOR CALENDAR YEAR 2020:**

**MOTION** *Treasurer Larry Hudson made a motion that Victor Armendariz stays President for the year 2020, Renee Breeden stays as Secretary, and Larry Hudson as Treasurer. Secretary Renee Breeden seconded and motion carries.*

**5. SUMMARY OF CURRENT EVENTS:** Victor spoke briefly about the depositions and lawsuit regarding Brenda Brown. He then talked about how we will finally start irrigation again next week.

**6. APPROVAL OF MINUTES:** Regular Meeting December 3, 2019.

**7. REPORTS**

**A. Financial Report**

**1. Approval of financial report**

Cathy Hacker presented the November 2019 report

## B. MANAGER'S REPORT

*January 2020*

### MANAGER REPORT

HAPPY NEW YEAR!!

I want to thank the generosity of the members who remembered the irrigation staff during the Christmas season. John & Kay Lorenzen sent candy; Debra Lynn Lawrence & Mike Garcia brought popcorn, as did Cathy Hacker; we received cookies from Jon & Mary Peters, and Mike & Shannon Smith; Barbara Peterson brought sweet & salty nuts, and Peggy Schwend brought in gift cards for the entire staff.

In November we completed a total of 17 repairs, and December a total of 14.

The wall was hit at the office on 43<sup>rd</sup> avenue on December 7<sup>th</sup>, 2019, between 1:30 and 2:00am. A few homeowners called on Sunday to say that the wall was down. Thanks for the calls. If anyone knows who hit the wall or saw anything please contact me.

#### *What is a stand pipe?*

It's the large round pipe that stick up out of the ground with a gate in it to direct the water south or west as needed.

A crossover is the pipe that comes from the lateral pipe across the bridle path to the yards on the north sides and up to a valve 10" that is called a riser. The smaller pipes above ground at the end of a line or the middle are air vents to let the air out of a line so the water pressure will remain the same.

The District is on a 3 week cycle for the next few months. When it gets hot we will return to a 2 week schedule.

**Just a reminder:** anyone wanting to change/cancel irrigation will have to sign up in person at the office, at postings on the lines, or by email *before 10am Wednesday the week before receiving irrigation*. We need to have it in writing, **we will no longer take changes over the phone, or ones left on the answering machine**. If you want to send them via email you may send them to [sbfidphx@qwestoffice.net](mailto:sbfidphx@qwestoffice.net) or [rmittensbfd@qwestoffice.net](mailto:rmittensbfd@qwestoffice.net).

*Please indicate if it's a onetime only or permanent cancellation. ☺*

## C. CUSTODIAN OF RECORDS - NONE

### 8. OLD BUSINESS:

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

Larry and Victor spoke with Richard regarding idle time. There was 19:33 hours for the month, and most were at the office or the 39<sup>th</sup> Ave yard. One time alone was over 40 minutes. Larry saw the trucks are going to QT shortly after arriving at work. He told Richard that needs to stop, they need to get their stuff on the way in to work. They discussed possibly having an executive session in February regarding this item.

*Tabled, keep on agenda as ongoing.*

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

Victor is meeting on Thursday, January 9<sup>th</sup>, with someone at BBVA Compass Bank to discuss.

*Tabled.*

**C. Discuss and possible action on writing off \$43,751 regarding pump at bottom of 39<sup>th</sup> Ave. well & depreciation of \$4,132.04 out-of-period expense to be recorded as of 6-30-2019.**

**MOTION** *Secretary Renee Breeden made a motion to write off \$43,751.00 for the pump at 39<sup>th</sup> Ave well as well as the depreciation of \$4,132.04 out of pocket expense recorded as of 6/30/2019. Treasurer Larry Hudson seconded, motion carries.*

**D. Discuss and possible action on reviewing / questions on repair at Line #11 standpipe at Banff and 41<sup>st</sup> Ave.**

They reviewed the invoice from Premier Irrigation, the information Richard submitted to the insurance company, and the check we received from the insurance. They discussed with Richard the amounts and how he came up with them, and questions regarding the final invoice.

*No Action.*

**E. Discuss and possible action on new website for the Irrigation District.**

Victor needs to get more information regarding this.

*Tabled*

**9. NEW BUSINESS**

**A. Discuss and possible action on paying select vendors with credit card.**

The board isn't sure if it violates any rules, this is something that will have to be researched.

*Tabled.*

**B. Discuss and possible action on new Attorney for collections, our receivables.**

Victor wants an updated list of members who have liens filled and review at next meeting. And he'll contact our Attorney about taking over our collections.

*Tabled.*

**C. Discuss and possible action on reviewing estimates for annual report/audit and make decision.**

The board reviewed the 2 estimates we received. They agreed to go with the lesser one.

**MOTION** *Secretary Renee Breeden made a motion to go with Colby & Powell not to exceed \$4,800.00 to perform our yearly review. Treasurer Larry Hudson seconded, motion carries.*

**D. Discuss and possible action on adding Kerrie as a credit card user.**

Kerrie stated that it would mostly be used for office supplies. She always has to use Richard's and it's not always convenient.

**MOTION** *Treasurer Larry Hudson made a motion to add Kerrie to our Citi Card through Costco. President Victor Armendariz seconded and motion carries.*

**ADJOURNMENT:** Without objection, meeting adjourned at 8:23 PM

Dated this 10th day of January, 2020

Submitted by: Kerrie Kauzlarich  
Office Assistant

Minutes accepted on: \_\_\_\_\_, 2020 by Secretary \_\_\_\_\_

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