

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

February 4, 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 February 4, 2020. The meeting was called to order by President, Victor Armendariz at 7:02 P.M.

2. CALL TO THE PUBLIC - NONE

3. SUMMARY OF CURRENT EVENTS: Victor talked about the Depreciation Meeting on 2/3/2020 and that we are trying to clean it up. His thoughts are to maybe create a capital asset log, and we should have the report by next month. He then spoke briefly about the depositions and lawsuit regarding Brenda Brown. Renee Breeden and Kay Lorenzen have depositions scheduled this month.

4. APPROVAL OF MINUTES: Regular Meeting January 7, 2020.

5. REPORTS

A. Financial Report

1. Approval of financial report

Cathy Hacker presented the December 2019 report

B. MANAGER'S REPORT

January 2020

MANAGER REPORT

The crew got 6 repairs done, and lots of cleanup at the 39th & 43rd Ave yards and stand pipes. They have also been spraying weeds at the stand pipes.

Thank you to homeowner Shannon Wagon who brought cookies for our monthly meetings, that was very nice.

The District is still on a 3 week cycle, the weather will dictate when we go to a 2 week schedule. The office still has a lot of phone numbers that have been disconnected or not in service. Please contact us to make sure we have your correct phone number.

C. CUSTODIAN OF RECORDS - NONE

6. OLD BUSINESS:

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

Larry and Victor spoke with Richard regarding idle time which is up. In January the irrigation truck had 5 hours of idle time in just our parking lot. The speeding is better, some on the irrigation truck but nothing over 10. Renee told Richard he needs to check the GPS daily.

Tabled, keep on agenda as ongoing.

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

Victor has met with someone already, but wants to go to Costco and look at what they have to offer. Larry has someone getting a package/quote together for us.

Tabled.

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

Victor needs more information regarding this.

Tabled

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

The board decided not to move forward with this.

No Action.

7. NEW BUSINESS

A. Discuss and possible action on old receivables to send to Attorney.

The board decided to send a certified & restricted delivery letter to individuals who already have liens placed on the properties and are still not paying anything. Giving them 30 days to pay or the accounts will be turned over to the attorney with them paying all attorney and filing fees.

Tabled.

B. Discuss and possible action on paying mileage to district secretary when required to attend meetings outside of normal work hours, and back mileage.

Renee doesn't think it's right, position hired with knowledge of monthly meetings. Larry agreed with Renee.

No Action.

C. Discuss and possible action on reviewing and updating district reports and forms.

Bob Bustoz presented records from years back and thinks we need to re-establish that procedure. Larry wants to be sure all are on the computer, and if not scan them in with dates of updates. Larry offered to rewrite/update some of the forms and submit to the board for approval.

Tabled.

D. Discuss and possible action on approval or renewal of insurance policies.

First package is general liability, property, crime, auto & umbrella.
Second package is employee practices liability insurance for directors and officers.

MOTION *President Victor Armendariz made a motion renew with Glendale Insurance through Liberty Mutual our package policy which includes general liability, property, crime, auto and umbrella for \$14,253.00, and renew the employee practice policy in the amount of \$5,105.31. Secretary Renee Breeden seconded, motion carries.*

ADJOURNMENT: Without objection, meeting adjourned at 8:32 PM

Dated this 7th day of February, 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*

Regular Board of Directors Meeting

February 4, 2020

7:00 pm

SIGN IN SHEET

NAME VOLUNTARILY:

1. Shannon Wagon
2. Mari Crew
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____