

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

March 3, 2020

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

EMPLOYEES PRESENT: Richard Mitten, Kerrie Kauzlarich and Steve Gilpin

OTHERS PRESENT: Walt Michels

1. CALL TO ORDER: The regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on March 3, 2020. The meeting was called to order by President, Victor Armendariz at 7:01 P.M.

2. CALL TO THE PUBLIC - NONE

3. SUMMARY OF CURRENT EVENTS: Victor stated that both scheduled depositions were canceled last month, nothing to report.

4. APPROVAL OF MINUTES: Regular Meeting February 4, 2020. *APPROVED*

5. REPORTS

A. Financial Report

1. Approval of financial report

Cathy Hacker presented the January 2020 report. *APPROVED*

B. MANAGER'S REPORT *February 2020*

The month of February was a hard one for irrigation with all the rain. The district had to stop watering too many times and wait for the bridle paths to dry. Thanks to all the homeowners for being so understanding. Homeowner Lynn Posen made the crew a homemade pound cake, it was greatly appreciated and yummy! Thank you Lynn.

The crew got 29 repairs done this month. The leak on Line 6 is getting worse between 45th & 47th Ave. The irrigation district has a responsibility to let the homeowners know if they are not in compliance regarding weeds/clean-up, and if the homeowner doesn't comply the district has the authority to have it done and to bill the homeowner.

We are still on a 3 week cycle. It looks like it will be getting warmer soon, we will then go to a 2 week schedule.

The schedule is done on Wednesdays at 10am the week before your scheduled irrigation which starts on Mondays. If you cancel your irrigation after the schedule is made you will still be charged for the water.

C. CUSTODIAN OF RECORDS - NONE

6. OLD BUSINESS:

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

Larry and Victor reviewed speeds with Richard from the GPS reports. One incident had excessive speeding on a residential street. Kerrie questioned maybe putting in a governor. Victor wants Larry to add 25mph or over to populate on the speeding reports.

Tabled, keep on agenda as ongoing.

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

Larry got some general information from Sphere, he will get prices when we give them more information on usage. Victor researched Costco and reviewed different cards and prices. If we upgrade to an executive membership at Costco we would receive lower costs.

Tabled.

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

Tabled.

D. Discuss and possible action on sending old receivables to attorney.

Larry is going to call the attorney to get some pricing information, and then he will contact the 4 accounts that are ready to be turned over to our attorney for collections. The board will meet and have a special meeting this month regarding the outstanding accounts.

Tabled.

E. Discuss and possible action on review and update district reports and forms.

Tabled.

7. NEW BUSINESS

A. Discuss and possible action on establishing a Budget Committee for fiscal year 2020-2021.

Victor spoke with Peggy Schwend and she agreed to Chair the committee again. Bob Bustoz and Victor Armendariz volunteered, and Walt Michels agreed to join.

MOTION

President Victor Armendariz made a motion that Peggy Schwend be chairperson, Walt Michels, Bob Bustoz, and myself are going to be members of the Budget Committee and we will leave it open to add members if they come forward to participate. Secretary Renee Breeden seconded, motion carries.

B. Discuss and possible action on use of petty cash fund account.

Victor wanted to review and questioned how petty cash was handled in the past and how it's done now. Larry suggested adding a new procedure in addition to how it's currently done. A petty cash log or copies of checks with accounts and descriptions kept separate from the petty cash file. The board agreed to start new procedure.

No Action.

C. Discuss and possible action on replacing Line 6, Lots 221-222-223-224 east of 47th Ave.

Victor asked Richard to put in writing all information with materials, costs, timeline, labor, etc. . . . and the board will have a special meeting to review.

Tabled.

D. Discuss and possible action on employee handbook.

Tabled.

ADJOURNMENT: Without objection, meeting adjourned at 8:36 PM

Dated this 4th day of March 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