

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

July 7, 2020

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

EMPLOYEES PRESENT: Richard Mitten, and Steve Gilpin

OTHERS PRESENT: Shannon Wagnon

1. CALL TO ORDER: The regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on July 7, 2020. The meeting was called to order by President, Victor Armendariz at 7:03 P.M.

2. CALL TO THE PUBLIC - Shannon Wagnon stated that she would like to have the monthly BOD meetings streamed on the internet. Victor told her we would add it to next month’s agenda.

3. SUMMARY OF CURRENT EVENTS: Renee stated that the First Call of Election notice was posted and sent to the Record Reporter to run 2 consecutive times. Renee wants the Election Committee to meet in July to discuss COVID issues, to maybe request mail in only ballots. Larry said if anyone is interested in running now is the time to do so.

4. APPROVAL OF MINUTES: Regular Meeting June 2, 2020. *APPROVED*

5. REPORTS

A. Financial Report

1. Approval of financial report

Cathy Hacker presented the May 2020 reports. *APPROVED*

B. MANAGER’S REPORT June 2020

We’ve been short 1 repair person this month so we only got 4 repairs done this month. Thanks to Steve Gilpin for filling in on irrigation so we didn’t miss a beat in June.

A big thank you to Peggy Schwend for heading up the Budget Committee with our President Victor Armendariz, Walt Michels, and Bob Bustoz. They all put in a lot of time and effort this year, with great leadership by Peggy and all her charts which helped the committee tremendously. A special thanks to the board for working hard to lower costs during these economic hardships due to COVID-19.

Thanks to homeowner Brian Kohlenberg who laser leveled lot #80704 on valve light to control the water on that lot and line.

REMINDER: Bridle paths must be maintained in a manner that does not prevent the irrigator from accessing the irrigation valves, cause vehicle damage, or pose a hazard to employees. Properties not in compliance will be identified for cleanup to be done by a commercial company and will be billed for service provided.

C. CUSTODIAN OF RECORDS - NONE

6. OLD BUSINESS:

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

The month of June looked good for speeding nothing over 10mph on residential streets. Larry wants the dump truck back on GPS in case it ever gets stolen, and make sure the battery isn't dead. On June 23rd the irrigation truck idled for over 3 hours.

Tabled, keep on agenda as ongoing.

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

Victor talked with someone from Costco again. We don't need to upgrade to an executive membership anymore. Rates differ depending on the card, and if they are paid on line or in person, which would get passed on to the card user.

MOTION

President Victor Armendariz made a motion to accept credit cards and charge users a 3% fee, and that we purchase the card reader for \$199.00 through Costco. Secretary Renee Breeden seconded, motion carries.

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

No Action.

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

Larry will contact the 5 accounts that are ready to be turned over to the attorney one last time before doing so, and remind them that the fees go up considerably once the attorney takes over.

Tabled.

MOTION

Secretary Renee Breeden made a motion to move New Business, item A. up in order. Treasurer Larry Hudson seconded, motion carries.

7. NEW BUSINESS

A. Discuss and possible action on Miller past due account.

The board discussed different options and Larry recused himself because he's friends with them.

MOTION

Secretary Renee Breeden made a motion to accept \$1,000.00 down payment and \$1,000.00 per month to pay on the past due account #67202. President Victor Armendariz seconded, motion carries.

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

No Action.

F. Discuss and possible action on Employee Handbook.

No Action.

7. NEW BUSINESS

A. Discuss and possible action on Miller past due account.

Moved up in order.

B. Discuss and possible action on billed pump hours and scheduled hours.

Walt Michels and Bob Bustoz wanted this on the agenda but weren't at the meeting. Victor stated that the scheduled hours and billed hours are off most months. If the last day of the month is in the middle of the week we only bill for the current month. Anything done after is billed in the following month. It usually balances out pretty much throughout the year.

Tabled.

C. Discuss and possible action on purchasing a spare 400hp well motor.

Victor spoke with someone and said the insulation factor makes a difference and makes it last longer. If we have the motor here it would only take a day or two to install it. He only has the one estimate now, so it is tabled until next month.

Tabled.

8. CONSIDERATION OF ACTION TO GO INTO EXECUTIVE SESSION OF THE BOARD PURSUANT TO A.R.S SECTION 38-431.03.A.3. DISCUSS AND POSSIBLE ACTION ON EMPLOYEE REVIEWS / RAISES.

The BOD adjourned without going into executive session.

ADJOURNMENT: Without objection, meeting adjourned at 8:30 P.M.

Dated this 10th day of July 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*