

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

February 2, 2021

MEMBERS PRESENT: Larry Hudson, President
Victor Armendariz, Treasurer
Cari Crew, Secretary

EMPLOYEES PRESENT: Richard Mitten, Steve Gilpin

OTHERS PRESENT: Renee Breeden

1. CALL TO ORDER: The regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on February 2, 2021. The meeting was called to order by President, Larry Hudson at 7:04 P.M.

2. 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 IRRIGATION MANAGER ISSUES.

MOTION *Secretary Cari Crew made a motion to go into Executive Session. Treasurer Victor Armendariz seconded the motion. Motion Passed.*

RECONVENE IN OPEN SESSION

Discuss and possible action on irrigation manager issues.

Larry noted that the Board agreed to have our attorney draw up a separation agreement between Richard Mitten and the district. When done they will make details more public.

3. CALL TO THE PUBLIC - None

4. SUMMARY OF CURRENT EVENTS: Victor stated that he is working with our insurance agent regarding the work comp renewal that renews in March. He noted that there will be a slight decrease in rates.

5. APPROVAL OF MINUTES: Regular Meeting January 5, 2021.

MOTION *Treasurer Victor Armendariz made a motion to table approval of minutes. Secretary Cari Crew seconded the motion. Motion Passed.*

6. REPORTS

A. Financial Report

1. Approval of financial report

Cathy Hacker presented the December 2020 reports. **APPROVED**

B. MANAGER’S REPORT *December 2020*

Richard submitted his reports to the board. He stated that all but 2 gates have been installed and he needs to order 2 more sizes.

Richard addressed new business item G, new schedule & computer.

The scheduler is no longer working, we need to have the program rewritten/redone. Brett has been having to do it at his house and will continue to do so until it is fixed. We have 1 bid now and looking for more. There may be a special meeting when we receive more bids.

C. CUSTODIAN OF RECORDS - None.

7. OLD BUSINESS: A. Discuss and possible action on GPS procedures and information.

Tabled, keep on agenda as ongoing.

B. Discuss and possible action on doing repair worksheets electronically.

No Action

8. NEW BUSINESS: A. Discuss and possible action on past due accounts.

Larry will call some people and go visit one this weekend.

Tabled

B. Discuss and possible action on new email address for the office and manager.

Tabled

C. Discuss and possible action on new hire starting pay.

Starting pay was \$12.00 per hour. Minimum wage is now \$12.15 per hour.

MOTION *Treasurer Victor Armendariz made a motion that we start between \$12.15 and \$14.00 per hour depending on experience. Secretary Cari Crew seconded, motion carries.*

D. Discuss and possible action on employee start times.

Victor wants to come up with a flexible schedule. Different start times for summer and winter.

MOTION *President Larry Hudson made a motion to table. Treasurer Victor Armendariz seconded, motion carries.*

E. Discuss and possible action on calendar of due dates for BOD.

Larry and Victor want something on a calendar for board members to review. Election, budget, review, insurance, etc. They both stated they will compile information and come up with a calendar for board members.

MOTION *President Larry Hudson made a motion to table. Treasurer Victor Armendariz seconded, motion carries.*

F. Discuss and possible action on Attorney General due dates/timeline.

Victor will get with Jeff (Attorney) to make sure the deadlines will be met. The next one is due on March 5th and will be approved at the next meeting on March 2nd. If needed a special meeting will be called.

MOTION *Treasurer Victor Armendariz made a motion that we table until next meeting. Secretary Cari Crew seconded, motion carries.*

G. Discuss and possible action on new schedule & computer (Fusionweb).

Addressed in the Manager’s Report.

9. ADJOURNMENT: Without objection, meeting adjourned at 8:49P.M.

Dated this 7th day of February 2021

Submitted by: Kerrie Kauzlarich
Office Assistant

Minutes accepted on: _____, 2021 by Secretary _____

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