

SUNBURST FARMS IRRIGATION DISTRICT

Board of Directors Meeting

16040 N. 43<sup>rd</sup> Avenue

Glendale, AZ 85306

**March 2, 2021**

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

EMPLOYEES PRESENT: Richard Mitten, Kerrie Kauzlarich, Steve Gilpin

OTHERS PRESENT: Karen Mills, Robert Myers, Kay Lorenzen, Walt Michels

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

**2. CALL TO THE PUBLIC -** Bill Scott spoke about his irrigation district and compared it with ours and noted the new electric motor on the agenda. Robert Myers thanked the board for serving and asked that the bridle path on Line 7 be brought back to existing grade before construction, when it happens.

**3. SUMMARY OF CURRENT EVENTS:** Victor stated that he is working with our Attorney regarding the Attorney General due dates. The next ones are due March 5<sup>th</sup> and would be done tomorrow, March 3<sup>rd</sup>. He also stated that Richard, Brett Harrison, and himself had a meeting with Web Fusion regarding a new schedule and billing program.

**4. APPROVAL OF MINUTES:** Regular Meeting January 5, 2021 & February 2, 2021

**MOTION** *Treasurer Victor Armendariz made a motion to approve the January 5, 2021 & February 2, 2021 minutes. Secretary Cari Crew seconded the motion. Motion Passed.*

**5. REPORTS**

**A. Financial Report**

**1. Approval of financial report**

Cathy Hacker presented the January 2021 reports. **APPROVED**

**B. MANAGER'S REPORT February 2021**

The crew got 6 repair jobs done this month and got all the stand pipes at 39th, 41<sup>st</sup>, 43<sup>rd</sup>, 45<sup>th</sup> & 47<sup>th</sup> clean and weeded, which leaves 6 more repairs to do.

Two of our three irrigators were out sick the week of February 22<sup>nd</sup>. Thanks to the homeowners on Lines 1-4 & 11-18 for being patient with the change in the schedule.

We hired a new irrigator for the swing shift. Richard and the new hire filled in, but the new hire got a better job offer and left.

If you know of anyone who would be interested in the position please have them contact the office.

#### CONTROLLING IRRIGATION ON YOUR PROPERTY

It is advisable to be present during the irrigation of your property. Many lots have divider berms and adjustable gates that may require your attention. The rate that the water flows across or soaks into the ground can be influenced by many factors; how dry or wet the ground is, the height of grass and growth of vegetation, changes in landscaping or changes in grading caused by years of irrigation, or compaction caused by horses or other large animals. These factors may require correction of the problem or an adjustment to the amount of irrigation time ordered. Over time berms deteriorate and require attention especially if they become infested by gophers. Infested and deteriorated berms allow irrigation water to travel to areas that should not be irrigated, both wasting water and causing damage. Gopher bait or traps are generally the most successful, but some method should be used to fight the gophers. This should be done before the gopher reaches neighboring properties; preventing the spread of infestation will be appreciated by your neighbors.

C. CUSTODIAN OF RECORDS - One that was fulfilled.

#### 6. OLD BUSINESS:      **A. Discuss and possible action on GPS procedures and information.**

Victor stated that speeding is way down, an acceptable level.

*Tabled, keep on agenda as ongoing.*

#### **B. Discuss and possible action on past due accounts.**

The board reviewed 2 accounts and tabled until next month.

*Tabled*

#### **C. Discuss and possible action on new email address for the office and manager.**

Kerrie is researching new gmail accounts for office emails.

*Tabled*

#### **D. Discuss and possible action on employee start times.**

The board discussed the current schedule for irrigators and agree with current times. They stated that maintenance start time is 7:00am in the winter and between 5:30 & 6:00am in the summer.

*No Action*

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

The board members are still working on this.

*Tabled*

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

Victor addressed this in current events.

*Tabled*

**7. NEW BUSINESS:**

**A. Discuss and possible action on ratifying workers comp annual payment/renewal in the amount of \$5,145.00 to Travelers Insurance.**

**MOTION**

*Secretary Cari Crew made a motion that we ratify the workers comp payment to Travelers Insurance in the amount of \$5,145.00. Treasurer Victor Armendariz seconded, motion carries.*

**B. Discuss and possible action on authorizing payments due on March 19, 2021, for directors & officers insurance and general liability & auto.**

We are waiting on the rate for directors & officers insurance, we will pay and ratify next month being it is due on March 19<sup>th</sup>. General liability & auto rate is \$14,646.00 for the year.

**MOTION**

*Treasurer Victor Armendariz made a motion that we accept the quote from The Cincinnati Insurance and pay \$14,646.00 for our general liability and auto, which doesn't include workers comp or directors & officers insurance. Secretary Cari Crew seconded, motion carries.*

**C. Discuss and possible action on purchasing a new electric motor for 43<sup>rd</sup> Ave. pump.**

Victor wanted to look into this again. Larry doesn't see the need seeing that we already have a spare in case of a breakdown, and noted that 39<sup>th</sup> Ave. can water the



whole farm if need be. Cari is concerned with costs of repairs coming up and also noted the spare motor.

*No Action*

**D. Discuss and possible action on bonus for Juan Gonzalez.**

The board agreed to purchase a \$100.00 gift card for Juan for going above and beyond, insuring the irrigation was done the week of February 22nd.

**MOTION** *Secretary Cari Crew made a motion purchase a \$100.00 VISA card as a thank you for Juan. Treasurer Victor Armendariz seconded, motion carries.*

**E. Discuss and possible action on employee COVID pay.**

The board discussed that COVID is a pandemic and unprecedented. Larry & Victor agreed that the employees who miss work due to COVID should receive some sort of pay. Victor stated that workman’s comp pays 66% of wages, and doesn’t think employees should have to use all their vacation time. Cari thinks they should use sick pay and vacation time first and then decide.

**MOTION** *Treasurer Victor Armendariz made a motion to pay employees 66% of their hourly rate for an 8 hour day for the days they are off. President Larry Hudson seconded, motion carries. Secretary Cari Crew abstained.*

**8. ADJOURNMENT:** Without objection, meeting adjourned at 8:29P.M.

Dated this 4th day of March 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*