

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

APRIL 6, 2021

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

EMPLOYEES PRESENT: Richard Mitten, Kerrie Kauzlarich, Steve Gilpin

OTHERS PRESENT: Peggy Schwend, Renee Breeden, Ken Rice

- 1. CALL TO ORDER:** The regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on April 6, 2021. The meeting was called to order by President, Larry Hudson at 7:04 P.M.

MOTION

Treasurer Victor Armendariz made a motion to move New Business, Item B. Discuss and possible action on Hiring Fusion Web for new scheduler in the amount of \$14,000.00 up in order since Mike from Fusion Web is here to discuss and answer questions. Secretary Cari Crew seconded the motion. Motion carries.

We currently use adobe flash for our scheduler which is outdated, we would move to the updated word press. The proposal includes training on the new scheduler. The new system would be set up on its own website with an estimated monthly cost of \$20 to \$50.

MOTION

Treasurer Victor Armendariz made a motion to accept the proposal from Fusion Web in the amount of \$14,000.00 to develop a new irrigation schedule for the district. Secretary Cari Crew seconded the motion. Motion carries.

- 2. CALL TO THE PUBLIC** - Ken Rice spoke up about our Workers Compensation, and doesn't agree with Richard's category/rate. He asked the board to look into it and rectify it. Larry said he would do that.

- 3. SUMMARY OF CURRENT EVENTS:** Victor spoke about Waste Management and how much we pay per month, approximately \$230. We have a contract with them which expires next January. Once our contract is up we will be changing to Parks & Sons for approximately \$76 per month.

4. APPROVAL OF MINUTES: Regular Meeting March 2, 2021

MOTION Secretary Cari Crew made a motion to approve the March 2, 2021 minutes. President Larry Hudson seconded the motion. Motion carries.

5. REPORTS

A. Financial Report

1. Approval of financial report

Cathy Hacker wasn't present for the February 2021 reports. **Tabled**

B. MANAGER'S REPORT March 2021

The crew got 6 repair jobs done in March with 7 more repairs to do. The district is still looking for a swing shift irrigator (2:00pm – 10:00 pm). If you know of anyone please have them contact the office. Thanks to Fred & Karen Tow for the snacks, and Renee Breeden for the breakfast sandwiches for everyone. Once again a big thanks to Bret Harrison for helping the district with the irrigation schedule every week, this saves the homeowners, Kerrie, and myself in getting the schedule out every time. Our 2 week schedule starts the week of April 12th with Lines 1-4 & 11-18, and Lines 5-10 the week of April 19th.

C. CUSTODIAN OF RECORDS - One that was fulfilled.

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

The board is happy with things, nothing to report.

Tabled, keep on agenda as ongoing.

B. Discuss and possible action on past due accounts.

The board reviewed 4 accounts and will give them 1 month to start making payments or they will be turned over to the Attorney for legal action. Larry will work on letters with Kerrie to send to the 4 homeowners.

Tabled

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

Kerrie set up 4 new email accounts. sbfidoffice@gmail.com; sbfidmanager@gmail.com; sbfidboard@gmail.com; sbfidzelle@gmail.com. We will still be using our current emails but will gradually incorporate the new ones.

MOTION

Treasurer Victor Armendariz made a motion that we adopt the sbfidoffice@gmail.com; sbfidmanager@gmail.com; sbfidboard@gmail.com and sbfidzelle@gmail.com new emails. Secretary Cari Crew seconded, motion carries.

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

Victor has been working with our Attorney to meet due dates.

Tabled

7. NEW BUSINESS:

A. Ratify Directors & Officers Insurance annual payment/renewal in the amount of \$5,313.47 to Glendale Insurance.

MOTION

Treasurer Victor Armendariz made a motion that we ratify the Directors & Officers Liability/Employment Practices Liability payment to Glendale Insurance in the amount of \$5,313.47. Treasurer Secretary Cari Crew seconded, motion carries.

B. Discuss and possible action on Hiring Fusion Web for new scheduler in the amount of \$14,000.00.

Moved up in order.

C. Discuss and possible action on identify hiring parameters for new Irrigation manager.

Larry said we should use the current description from the employee handbook. The board discussed budget and starting wage, and agreed it will depend on experience.

MOTION

Treasurer Victor Armendariz made a motion that the hiring range for the irrigation manager is \$45,000.00 to \$65,000.00 based on experience, and that we use the current policy manual as a guideline for the job description. Secretary Cari Crew seconded. Motion carries.

MOTION

Treasurer Victor Armendariz made a motion to discuss Items D and E together. Secretary Cari Crew seconded. Motion passed.

D. Discuss and possible action on Harassment policy.

E. Discuss and possible action on Hiring a HR company/consultant.

Victor contacted 3 HR Companies, 2 of them had monthly fees no matter what. R.C. Rulka Consulting, LLC doesn't charge a monthly fee, and Rosemary Rulka has 30 years' experience. They charge \$450.00 for the sexual harassment training class for employees and board members, and \$50.00 per hour as needed. We would sign a 2 year contract.

MOTION *Treasurer Victor Armendariz made a motion on Item D. that we adopt the Harassment policy that was authorized by the City's Attorney General's Office. Secretary Cari Crew seconded. Motion carries.*

MOTION *Treasurer Victor Armendariz made a motion on Item E. hiring R.C. Rulka Consulting, LLC as our HR company that has been authorized through the Attorney General's Office. Secretary Cari Crew seconded. Motion carries.*

F. Discuss and possible action on City of Peoria letter regarding well permit application.

Victor thinks it's for informational purposes only, and Larry would like to get more information.

Tabled

8. ADJOURNMENT: Without objection, meeting adjourned at 8:44P.M.

Dated this 8th day of April 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