

SUNBURST FARMS IRRIGATION DISTRICT

Board of Directors Meeting

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

Glendale, AZ 85306

**October 5, 2021**

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

EMPLOYEES PRESENT: Tim DeHart , Stacey Dunn

OTHERS PRESENT: Several homeowners present, others present via Zoom

1. **CALL TO ORDER:** The regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on October 5th, 2021. The meeting was called to order by President Larry Hudson at 7:00 P.M. This was the first meeting that allowed homeowner attendance via Zoom
2. **CALL TO THE PUBLIC :** N/A
3. **SUMMARY OF CURRENT EVENTS:** There were a few items noted: 1) Line 18 has been camera'd prior to the capital expenditure to line the pipe, 2) this is the first meeting held with on-line attendance via Zoom, 3) an update on the neighboring irrigation HOA and their pump/motor/pipe issue was provided, 4) at long last, the Board received a compliment for one of the District employees.
4. **APPROVAL OF MINUTES:** Regular Meeting September 7, 2021

**MOTION** Secretary Cari Crew made a motion to approve the September 7th, 2021 minutes as written. Treasurer Victor Armendariz seconded the motion. Motion carries.

**5. REPORTS**

**A. Financial Report**

1. **Approval of financial report** Cathy Hacker presented the August 2021 reports.

**MOTION** Treasurer Victor Armendariz made a motion to approve the report, pending audit. Secretary Cari Crew seconded. Motion carries.

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

Tim DeHart reported at least 9 repairs had been completed but no repair/workorder tickets were provided for the third month. The water pump to cool the main motor at 43<sup>rd</sup> Ave was replaced. A new outlet and switch was added on the east wall to aid in turning on the new cooling pump. Work continues on working out the 'bugs' with the new scheduling program. Tim wanted to personally thank Brett Harrison for all of his help in continuing the scheduling during the long delay from the programmer. The Board questioned both Tim and Stacey on the scheduling program and any issues and progress before final payment is issued. There was also some discussion about the daily return of repair/workorders and the list of outstanding repairs, which was incomplete as provided

- C. **CUSTODIAN OF RECORDS** - Treasurer Victor Armendariz reported an email request by Randy Videne was for information unavailable to the District and therefore no records were provided.

6. **OLD BUSINESS:** Discuss and possible action on:

A. **Collection accounts with new Attorney.**

**MOTION** *Without any updates from the attorney via the legal liaison, Secretary Cari Crew made a motion to table this item. Treasurer Victor Armendariz seconded. Motion carries.*

- B. **Election Committee Update** – Secretary Cari Crew provided an update on dates for registration, early voting, solicited any interested election judges, and informed candidates they can have observers at the polling place on election day as well as have an escort to retrieve the mail-in ballots at the post office on election day. Committee members Peggy Schwend and Renee Breedon were thanked profusely for their time and efforts.

**MOTION** *Treasurer Victor Armendariz made a motion to table this item. Secretary Cari Crew seconded the motion. Motion carries.*

- C. **Cancellation Letter to Waste Management** – Stacey confirmed the cancellation letter was sent and received by Waste Management. Parks and Sons has been contracted to perform the District dumpster services at roughly one-third of the price. This will be effective in December of this year. No action taken.

- D. **Scheduling Program Update** – Manager Tim DeHart had provided an update during his report earlier in the meeting. The Board requested Tim ask for an instruction manual or videos from the programmer for future use and recordkeeping.

**MOTION** *Secretary Cari Crew made a motion to table this item. Treasurer Victor Armendariz seconded the motion. Motion carries.*

- E. **Audit Bid Update** – Treasurer Victor Armendariz reported the approved audit had been returned to the vendor. The anticipated start date is the end of this month but no official date was confirmed. The audit must be completed in February of 2022. No further action was taken.

- F. **Amending the Notice with the Clerk of the Board of Supervisors for Maricopa County for posting meeting notices and agendas Update** – At the last Board meeting, it was agreed this item would be tabled until a bulletin board was installed outside the District Office gates. The intention is to remove the open hours of the District Office listed in the current Notice since homeowners will have access to postings on the Bulletin Board at all times.

**MOTION** *Treasurer Victor Armendariz made a motion to update the Notice filed with Maricopa County to eliminate the hours open phrase only and to do so after the Bulletin Board has been installed. Secretary Cari Crew seconded the motion. Motion carries.*

7. **NEW BUSINESS:** Discuss and possible action on:

- A. **39<sup>th</sup> Avenue Pump warranty and claims for costs incurred** – Secretary Cari Crew believes the mechanical failure of the pump, the resulting overtime to complete irrigation, costs to remove and replace, cost of damage to electrical connections during replacement, and a loss of 4 months of warranty need to be addressed under the warranty for the new pump. These costs are in the thousands. Without the warranty available to the Board for examination, Secretary Cari Crew agreed to investigate.

**MOTION** *Secretary Cari Crew made a motion to table this item until more research could be completed. Treasurer Victor Armendariz seconded. Motion carries.*

**B. Security and alarm for 43<sup>rd</sup> Ave facility and yard** – the security and alarm system for the 43<sup>rd</sup> Avenue facility is no longer in use and outdated.

**MOTION** *President Larry Hudson made a motion directing Manager Tim DeHart to solicit bids to provide security cameras and a building alarm for the 43<sup>rd</sup> Avenue facility. Secretary Cari Crew seconded. Motion carries.*

**C. Rebuilding spare 400 HP pump motor** – The Board was only provided one bid for this work.

**MOTION** *Secretary Cari Crew made a motion to table this item until more bids are received. Treasurer Victor Armendariz seconded. Motion carries.*

**D. Irrigation Process and Procedures Manual** - The Board had been provided a proposed Irrigation Manager Manual for review and approval.

**MOTION** *Treasurer Victor Armendariz made a motion to provide a copy to the current Irrigation Manager and both Treasurer Victor Armendariz and President Larry Hudson will review the manual before the next meeting. Secretary Cari Crew seconded. Motion carries.*

**E. Homeowners disclosure process to SBFID and the District’s ability to change ownership/billing** – There are currently 3 homes the District is aware of where the property has sold but the District was not notified via the Maricopa County Recorder or the Title Company. We are unable to change ownership records without an official notice from the Recorder. The District needs to bill the proper entity.

**MOTION** *Secretary Cari Crew made a motion to table for further action and will call a couple of collection attorneys who specialize in Chapter 48 Districts. Treasurer Victor Armendariz seconded. Motion carries.*

**F. Purchasing a pipe video camera system** – available camera systems with a wide arrange of costs and capabilities were discussed.

**MOTION** *Treasurer Victor Armendariz made a motion to table for further action and obtain bids. Secretary Cari Crew seconded. Motion carries.*

**G. Lot 27508 opening their own valves** – This lot is in arrears to the District and is not to be receiving water until the account is brought current. The District has attempted a couple of times to prevent unauthorized water use at this property.

**MOTION** *Treasurer Victor Armendariz made a motion to cut the PVC lines in the Bridle path and cap both ends, allowing no water to enter the property while preserving the District’s ability to restore water if needed. Secretary Cari Crew seconded. Motion carries.*

**8. ADJOURNMENT:** Without objection and with no further business to discuss, meeting adjourned at 9:00 P.M.

Dated this 6th day of October 2021

Submitted by: Cari Crew  
Secretary, Board of Directors SBFID

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