

SUNBURST FARMS IRRIGATION DISTRICT

Board of Directors
Meeting 16040 N. 43rd
Avenue
Glendale, AZ 85306

December 7, 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 December 2, 2021. The meeting was called to order by President Larry Hudson at 7:00 P.M.
2. **CALL TO THE PUBLIC :** N/A
3. **SUMMARY OF CURRENT EVENTS:** All items discussed during the Summary are on the Agenda and are noted below.
4. **APPROVAL OF MINUTES:** Regular Meeting October 5th, 2021 and November 2, 2021

MOTION *Treasurer Victor Armendariz made a motion to redo Managers Report from October 5, 2021 and to approve the November 7, 2021 minutes as written. Secretary Cari Crew seconded the motion. Motion carries.*

5. REPORTS

A. Financial Report

1. **Approval of financial report** Cathy Hacker presented the October 2021 financials.

MOTION *Treasurer Victor Armendariz made a motion to approve the October 2021 financial report Secretary Cari Crew seconded the motion. Motion carries.*

B. MANAGER'S REPORT November 2021

Tim DeHart reported 15 repairs were done and 9 clean up's were done where trees or brush would hit our trucks. They did 2 crossover repairs on line 16, Lot 254 and Lot 252. A crossover repair was done on Line 6, Lot 569 and on Line 8, Lot 193. A repair was done on a main line on Line 3, Lot 77. Also graded bridle path Line 10 from 43rd Ave to 45th Ave. and graded line 6 from Lot 131 to Lot 132 and rebuilt the bridle path berm on Lot 131. Treasurer Victor Armendariz reported Line 18 is scheduled to be lined December 14 and will take 2-3 days to complete. Would also like to thank Walt Michels for the binders he donated to us.

C. CUSTODIAN OF RECORDS - Filled one request from Walt Michels

6. OLD BUSINESS: Discuss and possible action on:

A. Collection Accounts and Others in Arrears – A/R Summary was presented listing accounts with liens and there outstanding balances as well as other past due accounts to follow up with for payment. Also provided were 4 Collection Service companies for review for possible collection representation.

MOTION *Treasurer Victor Armendariz made a motion to hire The Brown Law Group to represent SBFID with collection accounts. Secretary Cari Crew seconded the motion. Motion carries.*

B. 39th Ave Pump Motor Warranty and Claims – Motor only was covered on warranty, which was replaced.

NO ACTION

C. Alarm System and Camera System for 43rd Ave facility and yard – Discussed buying and installing a multiple camera security system and have SBFID install.

MOTION *Treasurer Victor Armendariz made a motion to purchase camera security system with spending to be limited to \$2,000. Secretary Cari Crew seconded the motion. Motion carries.*

D. Quotes for Rebuilding Spare 400HP Pump Motor – Treasurer Victor Armendariz talked to auditor who suggested SBFID wait until next budget year to rebuild

NO ACTION

E. Irrigation process and procedures manual – Committee has met twice and they are making progress.

MOTION *Treasurer Victor Armendariz made a motion to table this item. President Larry Hudson seconded the motion. Motion carries.*

F. Line 12 – Quotes to Repair/Replace – Need to get bids via County RFB Process

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

G. Capitalize Scheduling Program – Ratify \$14,000 paid to Fusion Web. 3 year depreciation

MOTION *Treasurer Victor Armendariz made a motion to capitalize scheduling program over 3 years, beginning 9/15/21. Secretary Cari Crew seconded the motion. Motion carries.*

H. Payment Options with Zelle and Direct Deposit

MOTION *Treasurer Victor Armendariz made a motion to receive ACH/Direct Deposit payment though SBFID bank account. President Larry Hudson seconded the motion. Motion carries.*

7. NEW BUSINESS: Discuss and possible action on:

A. Christmas Bonus 2021 – Bonuses for current employees and Brett Harrison were discussed

MOTION *Secretary Cari Crew made a motion that 2 long term employees and the irrigations manager receive \$350 each, while the 3 new employees receive \$200ea. Brett Harrison is to receive \$350 Gift Certificate. President Larry Hudson seconded the motion. Motion carries.*

B. District Policy and Procedure for Meeting Minutes –

NO ACTION

C. District Policy and Procedure for Board Members Access to Office

MOTION *President Larry Hudson made a motion to reestablish policy that Board Members do not have keys to the office and no access to office without the Manager or the Administrative Assistant present. Treasurer Victor Armendariz seconded. Motion Carries*

8. ADJOURNMENT: Without objection and with no further business to discuss, meeting adjourned at 8:55 P.M.

Dated this 10th day of December 2021

Submitted by: Stacey Dunn
Administrative 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