SUNBURST FARMS IRRIGATION DISTRICT

Board of Director Meeting

16040 N. 43rd Avenue

Glendale, AZ 85306

# August 2, 2022

MEMBERS PRESENT: Victor Armendariz, President

Larry Hudson, Secretary

Vacant, Treasurer

EMPLOYEES PRESENT: Kerrie Kauzlarich, Steve Gilpin, Cari Crew

OTHERS PRESENT: Several homeowners present

1. **CALL TO ORDER:** The regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on August 2, 2022. The meeting was called to order by President Victor Armendariz at 7:01 P.M.

***MOTION***  ***President Victor Armendariz made a motion to move New Business item B Appointing a new Board Member up in order. Secretary Larry Hudson seconded the motion. Motion carries.***

Treasurer Cari Crew resigned from the board to step into the Manager position leaving a vacancy on the board. Victor spoke with Loretta Price about filling the position and she said she would accept if appointed. Larry didn’t have anyone come to him regarding the position.

***MOTION***  ***President Victor Armendariz made a motion to appoint Loretta Price for the remainder of Cari Crew’s term as Treasurer which will expire in December 2023. Secretary Larry Hudson seconded the motion***

1. **CALL TO THE PUBLIC:** None

1. **SUMMARY OF CURRENT EVENTS:** Victor noted that Tim DeHart resigned and Cari Crew is now the irrigation manager, irrigator Juan is back, and Steve is back on a part-time basis.

Larry Hudson submitted his petition for the election and no one else turned in a petition to run.

1. **APPROVAL OF MINUTES:** Regular Meeting June 7, 2022

Special Meeting June 20, 2022

Regular Meeting July 5, 2022

Special Meeting July 11, 2022

Special Meeting July 21, 2022

***MOTION***  ***President Victor Armendariz made a motion to approve the Regular meeting minutes from June 7, 2022, and July 5, 2022, the Special meeting minutes from June 20, 2022, and July 11, 2022, and the Special meeting minutes from July 21, 2022, as amended. Secretary Larry Hudson seconded the motion.***

1. **REPORTS**
   1. **Financial Report**

**1. Approval of financial report** - Cathy Hacker presented the June 2022 financials.

***MOTION***  ***President Victor Armendariz made a motion to approve the June 2022 financials. Secretary Larry Hudson seconded the motion.***

**MANAGER’S REPORT *Cari Crew*  July *2022 ATTACHED***

* 1. **CUSTODIAN OF RECORDS -** N/A

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

**A. Irrigation Processes Desk Manual and Committee report update –** Robert Bustoz submitted manuals to the board to review and make notes.

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

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

**A. Selling 2016 Chevy 1500 Irrigation truck –** It was already decided to sell at auction, but some employees are interested in buying it.

***MOTION***  ***President Victor Armendariz made a motion to rescind the previous motion to sell the truck at Hudson Auction and sell it by sealed bids with a $2,500.00 minimum bid that need to be in by 8/18/2022. Secretary Larry Hudson seconded the motion. Motion carries.***

**B. Cari Crew’s resignation from the Board and appointing her replacement to serve remaining term –**

moved up in order.

**C. Award the Annual Review for the fiscal year 2021 – 2022 –**Victor contacted Colby & Powell who have done our previous reviews. They gave him a quote of $4,800 which is what we’ve paid in the past.

***MOTION Secretary Larry Hudson made a motion to accept the bid of $4,800 from Colby & Powell to perform our annual review for the fiscal year 2021 – 2022. President Victor Armendariz seconded the motion. Motion carries.***

1. **ADJOURNMENT:** Without objection and with no further business to discuss, meeting adjourned at 7:58 P.M.

Dated this 4th day of August 2022

Submitted by: \_Kerrie Kauzlarich

Administrative Assistant

Minutes accepted on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2022 by Secretary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\*Note:** *All attachments including correspondence in their entirety are filed with the original minutes and may be viewed at the District Office*

**Manager’s Report – July 2022**

My tenure with the District began last Monday and it’s been a whirlwind of learning, catching up, and dealing with Mother Nature! That night SBFID received well over an inch of rain and irrigation had to be suspended for a week. This week, we are finishing that cycle.

We also discovered the router/modem from Century Link is showing connectivity issues. EJ recommended it be replaced, with a note it will need to be properly configured to support the camera system. Shall we have EJ proceed with that project?

As a potential side effect of that, the billing for the one day’s worth of irrigation delivered last week was not properly updated, even with the programmer onsite to ensure the work was done properly. Because this happened at month end, the billing had to be split between those who received irrigation on Monday (July) and those who will be receiving irrigation this week (August). Despite having the scheduling system programmer here, the updates did not take and the entire schedule was billed. This resulted in very tedious and time-consuming corrections by Kerrie to correct the statements. Lesson learned – the schedule will be double-checked for updates prior to clicking the ‘Commit to Billing’ button.

From notes from prior manager and month: the team got 4 repairs done in July. Note: the repair technician was drafted to irrigate due to staffing issues throughout the month, hence the low number of repairs.

Moving forward, the Board had voted to rehire our experienced irrigators – Juan Gonzalez and Steve Gilpin – to keep irrigation on track and to train both myself and new hires for the positions. So far this week, irrigation has proceeded as planned and repairs are progressing. Please see the attached spreadsheet for repairs and repair tracking. I would like to use this sheet for reporting to the Board rather than wasting the paper for copies of each repair workorder, if that is acceptable. For us, it’s more concise and better directs labor, as well as increasing accountability. The data behind this summary sheet also tracks where repairs are needed, aiding in future line replacement considerations.

Note: on line 16, the riser repair has been completed but in the process a mainline crack in the concrete pipe was found. That should be camera’d to know the extent and distance of the crack. This pipe has previously been patched and is in the homeowner’s backyard. On line 6, there is also a mainline crack in the concrete pipe that runs in the homeowner’s backyard. We suggest replacing that section with PVC in the bridle path. See attached pricing to have the work done internally. This particular line also has a leak in the lot to the west and 2 lots to the east so the entire section has been added to the list of potential replacement candidates.

In addition to challenges of our own making, ie leaving valves open, not opening properly, etc, we’ve identified at least 2 standpipes that are not opening fully, homeowners who are stealing water which impacts all those to the east of them to the standpipe, homeowners who are opening/closing their own valves outside the scheduled time, and a lot of berm leaks where notices have not been sent timely. For the latter, 25 letters were sent last week to make those repairs. One standpipe (43rd/Greenway) has been temporarily fixed until winter when we can properly replace rusted internal parts. Checking all standpipes has been added to the Repair List to know how extensive those parts needs will be.

For example, just last night, a setup had been done to prepare to move to Line 7 – which includes adjusting the standpipe setting as well as opening 2 homeowner valves. Unfortunately, the homeowner closed those valves, causing the standpipe at Tierra Buena to overflow while the irrigator was completing another change and water flowed down 47th Avenue. And on Line 5, a lot on the north side of the bridle path has a significant leak from under the back gate into the bridle path. The water flowed west down the bridle path then dumped into another lot that was scheduled to receive water a few hours later, meaning the second lot was now unable to absorb the allotted water and also overflowed. And on this same line 5, a homeowner opened her valves early, stealing from her neighbors, and also received her scheduled irrigation, resulting in more overflow into Country Gables and down to 47th Avenue. Two homeowners to the east have been complaining for a few weeks about low water, despite valves running the full time, and this is why. Letters have been sent to the homeowners.

We are receiving roughly a dozen Blue Stake requests a day. Unfortunately, the majority are for addresses outside of the District. Before, a No Conflict was sent for those requests. Due to the liability in doing that, that has been stopped and requests sent back to the requesters to find the proper ownership. So far, only 4 requests of the almost 80 received have needed marking.

In returning to creating good habits of vehicle checklists, notes for berm leaking or valve access, etc, there are tire issues with the dump and repair trucks. The dump truck has a large gouge from the sidewall that can’t be patched and needs replaced. One of the front tires on the repair truck is very worn and needs replaced. Shall those replacements be scheduled?

Speaking of spending money, we’re also needing to get a new credit card for the manager to make necessary purchases. Currently, the manager credit card is a Costco Citibank card that belonged to the manager, secured by the SSN of the manager. That card has, for obvious reasons, been canceled. Perhaps obtaining a credit card from the District’s bank that belongs to the District rather than the individual would be best and allow for smoother transitions in the future?

Finally, a lot of bridle path cleanup letters were sent this week. As a homeowner myself, and a recipient of one of those letters, a notice that coincided with Bulk Trash pickup may remind folks to clear those areas. During the inspections, it was noted the majority were behind block walls so homeowners may not even see the issues. These letters are all just courtesy reminders for homeowners – this round! We’ll move forward as needed for those areas not cleared enough to allow safe passage of vehicles or access to valves. Per prior Board direction, only those lots that actually impacted travel were noted. If the vehicle can still safely pass, letters were not sent. However, all homeowners are encouraged to treat and/or remove weeds in their bridle paths, even if they don’t impede travel, since they do belong to the homeowners.

My thanks to the Board for this opportunity to improve my community and to all homeowners who have called or stopped in to express their encouragement! As we get our arms around this process, drinking from the firehose should become better managed!