SUNBURST FARMS IRRIGATION DISTRICT

Board of Director Meeting

16040 N. 43rd Avenue

Glendale, AZ 85306

# December 6, 2022

MEMBERS PRESENT: Victor Armendariz, President

 Lorretta Price, Treasurer

 Larry Hudson, Secretary

EMPLOYEES PRESENT: Cari Crew, Kerrie Kauzlarich

OTHERS PRESENT: Kay Lorenzen, Karen Mills, Steve Gilpin

1. **CALL TO ORDER:** The regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on December 6, 2022. The meeting was called to order by President Victor Armendariz at 7:04 P.M.

1. **CALL TO THE PUBLIC:** None
2. **SUMMARY OF CURRENT EVENTS:** None
3. **APPROVAL OF MINUTES:** Regular Meeting November 1, 2022

***MOTION***  ***Treasurer Lorretta Price made a motion to approve the Regular meeting November 1, 2022, minutes. Secretary Larry Hudson seconded the motion. Motion carries.***

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

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

 ***MOTION***  ***President Victor Armendariz made a motion to approve the October 2022 financials. Secretary Larry Hudson seconded the motion. Motion carries unanimously.***

**MANAGER’S REPORT *Cari Crew*** *Attached*

* 1. **CUSTODIAN OF RECORDS -** None
1. **OLD BUSINESS**: **Discuss and possible action on:**

**A. Irrigation Processes Desk Manual and Committee Report Update –** Cari would like to join the committee and Bob Bustoz would like board input before they meet. Victor appointed Cari Crew to the committee.

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

1. **Pull and inspect 43rd Ave pump –** Cari reviewed the quotes with the board.

***MOTION***  ***President Victor Armendariz made a motion to hire Precision Electric to pull and inspect 43rd Ave pump and give recommendation. Treasurer Loretta Price seconded the motion.***

1. **NEW BUSINESS: Discuss and possible action on:**
	1. **Employee Christmas Bonuses –**

***MOTION***  ***President Victor Armendariz made a motion to give Juan, Jacob, Tahj, and Kerrie a $350 bonus and Cari Crew $500. Secretary Larry Hudson seconded the motion. Motion carries unanimously.***

* 1. **Creating a committee for the homeowner disclosure packet –** Loretta found some homeowners who would like to join her on the committee, and she would serve as Chairperson.

 ***MOTION*** ***President Victor Armendariz made a motion to appoint Loretta Price as Chairperson with Deb Bond and Brian Kohlenberg as members. Secretary Larry Hudson seconded the motion. Motion carries.***

* 1. **Revising the vacation accrual policy (Hire date vs. calendar date) –** Victor would like to change the current policy from hire date to calendar year.

 ***MOTION***  ***President Victor Armendariz made a motion to change the vacation policy to calendar year not anniversary date and prorate partial years. Secretary Larry Hudson seconded the motion. Motion carries unanimously.***

**D. Re-piping lots 801 & 802 on line 4 –** Cari proposed replacing 275 feet of 18” pipes, done in house, at a cost of

$20 per foot with a $50 delivery fee plus fuel.

***MOTION***  ***President Victor Armendariz made a motion to replace approximately 275 feet of 18” pipe at lots 801 & 802 with an approximate cost of $25,000. to be capitalized after it’s done. Secretary Larry Hudson seconded the motion. Motion carries unanimously***

1. **ADJOURNMENT:** Without objection and with no further business to discuss, meeting adjourned at 8:29 P.M.

Dated this 8th day of December 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 – December 2022 Meeting (November Activities)**

Disclaimer: after having to research a lot of old records, these reports will have a bit more detail to them for future trackability! We’ve been working on recreating historical info on our pumps, motors, lines, etc.

One of our repair team projects has been to evaluate and perform preventative maintenance on our standpipes. The known gate issues have been addressed and there are just a few more to grease, etc. We are going to explore potentially using an aluminum alloy gate for future replacements. It appears the current gates are lasting @20+ years but previously the Waterman aluminum gates were lasting 40+ years. We’ll look at a cost/benefit before making the switch. In addition, there are still some fabricated gates in inventory we’ll use before purchasing others.

(This is Agenda Item 7D) The standpipe on 43rd Avenue for Line 4 did have the leak issue corrected (the seal around the pipes inside needed to be redone and the gate heading west was replaced) However, the leaks on lot 802 have continued. After a lot of digging, records research, and checking the camera video taken in April 2022, there are still areas where the lo-head 18” PVC (that was installed at some point prior to October 1989) is still leaking and daylighting along the 24” concrete pipe surrounding it. From the far east valve in lot 803, heading east, at 140’ the PVC is ovalled, between 142’-146’ there is a horizontal crack in the top of the PVC (which corresponds to roughly the center of the entrance driveway on lot 802) at both 175’ and 195’ there are seam leaks in the PVC, and at 255’ there is pipe patch from where a valve was originally cut out (that corresponds to roughly the east entrance on lot 802) Attached is a drawing from October 1989 that was done due to on-going leaks in lots 801 and 802. That drawing is still an effective and accurate demonstration of what’s happening. Interestingly, both lots 801 and 802 also have valves at the rear. Currently, lot 801 gets their water from Line 3 and lot 802 does not take water. We are asking the Board to approve replacing the lo-head 18” PVC with 80# 18” PVC from the open trench exposed in lot 801 just north of the tennis court to potentially the far west valve in lot 802 – up to 275’ at $20 per linear foot, plus parts (gheen, bands, etc) This PVC is buried inside 24” concrete pipe, some of which had concrete slabs poured on top to stop horizontal crack leaks – exposing the extent and location of leaks is heavily labor intensive. In addition, the PVC was surrounded by ABC and site spoils in-fill so pulling old PVC and shoving new PVC back in may also present an issue. There really is no other way to patch or address the location of the leaks. The PVC appears to have been installed across lots 801-804, based on the PVC risers in those lots. Despite the current holes and mess left in lot 801, the homeowner has been very patient and gracious.

We’re still pursuing the driver who knocked the standpipe at 43rd Avenue and Greenway off its foundation. A records request was submitted for both accident photos and the report. We have received the photos – to prove the vehicle knocked over the standpipe – but need the report to get a name and hopefully insurance information. A supplemental report was done to show SBFID as the owner of the damaged property.

After attendance struggles, we invited an irrigator to take his talents elsewhere. During that time, maintenance had been mostly pulled to fill irrigation slots. Even so, the repair team completed 9 repairs – see the attached repair list, including trouble-shooting L6, lot 569 and Line 4. Currently, we have 4 employees in the field – 2 irrigators and 1 maintenance with another 1 parttime maintenance. A new teammate is scheduled to start Monday, Dec 12th for second shift and Juan will train him.

Winter maintenance projects will include Line 4, Line 6 (see below) complete standpipe maintenance, granite in the front of 43rd Ave yard, sealing the leaking standpipes (L5/43rd, L3/43rd, L11/41st, L17/39th yard, L16/39th ave) and complete the painting on L16/41st.

Last week, the Line 6 standpipe at 43rd was opened heading west to 45th. It had been verified to be closed the day before due to the Line 5 standpipe at 43rd being opened and impacting pressure for Line 4. The portion of Line 6 from 43rd to 45th was subsequently filled and water began forcing its way out of the line cracks. Several lots got so much water they thought we were irrigating. Notably, the 45th standpipe did NOT overflow because the water found so many outlets. Lots 560-563, 565, 566, 567, 569, 573, 574, and 577 got water. Lot 569 does not take water and his lot was filled. There is quite a history at that corner for repairs and replacements. It appears PVC runs along the north side of the bridle path (lot 570) and concrete still runs just inside the block wall of 569. We are going to replace that portion of pipe with 15” 80# PVC from our yard and 45 back into the bridle path, where PVC has been replaced behind lot 568. All parts to come out of inventory. Blue Stake has been completed and may need to be renewed if work can’t be completed this week due to rain.

If looking for line replacement options for this winter, we would strongly recommend the remainder of that line be replaced.

In returning to creating good habits of not speeding, vehicle checklists, notes for berm leaking or valve access, etc, progress is looking better. One of the bigger speed violators is no longer with us so expecting that to continue to improve, as well as to reduce the beating of our new vehicle.

(This is Agenda Item 6B) The proposals for the removal of the 43rd Ave pump and piping are attached.

Only 4 bridle path cleanup letters were sent, all repeats, along with 4 for berm leaks and clearing valve access this month.

This year’s audit was conducted on Friday, Oct 28th with Colby and Powell and we’re awaiting those results.

The District is now in 3 week watering cycles, with this current week being the off-week. Lines 5-10 will start again next week, depending on rain, and Lines 1-4,11-18 will be the week of Dec 19th. Reminder the District offices will be closed from Monday, Dec 26th through Monday, Jan 2nd, reopening on Tuesday Jan 3rd. This information is also on the statements as well as the website.