SUNBURST FARMS IRRIGATION DISTRICT

Board of Director Meeting

16040 N. 43rd Avenue

Glendale, AZ 85306

# March 7, 2023

MEMBERS PRESENT: Victor Armendariz, President

Larry Hudson, Secretary

Loretta Price, Treasurer **(VIA Zoom)**

EMPLOYEES PRESENT: Cari Crew, Kerrie Kauzlarich

OTHERS PRESENT: Kay Lorenzen

1. **CALL TO ORDER:** The regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on March 7, 2023. The meeting was called to order by President Victor Armendariz at 7:03 P.M.

1. **CALL TO THE PUBLIC:** None
2. **SUMMARY OF CURRENT EVENTS:** None
3. **APPROVAL OF MINUTES:** Regular Meeting February 7, 2023

Emergency Meeting January 25, 2023

***MOTION***  ***President Victor Armendariz made a motion to approve the Regular meeting February 7, 2023, and Emergency Meeting January 25, 2023 minutes. Secretary Larry Hudson seconded the motion. Motion carries.***

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

**1. Approval of financial report** - Cathy Hacker presented the January 2023 financials.

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

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

* 1. **CUSTODIAN OF RECORDS –** None

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

**A. Disclosure/New Homeowner Info Committee Report Update –** Larry wants to review and input some more.

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

**B. Update: Establishing Grant Committee for potential Bipartisan Infrastructure Law Grant –**

***NO ACTION***

***MOTION***  ***President Victor Armendariz made a motion to take no action on this. Secretary Larry Hudson seconded the motion. Motion carries***

1. **NEW BUSINESS: Discuss and possible action on:** 
   1. **Another Capital Expenditure project for the current fiscal year** – The board discussed a couple possible options with Cari. They decided to get more information and table until next month.

***MOTION*** ***President Victor Armendariz made a motion to table until next month’s meeting. Secretary Larry Hudson seconded the motion. Motion carries.***

1. **ADJOURNMENT:** Without objection and with no further business to discuss, meeting adjourned at 7:40 P.M.

Dated this 9th day of March 2023

Submitted by: \_Kerrie Kauzlarich

Administrative Assistant

Minutes accepted on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2023 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 – March 2023 Meeting (February Activities)**

Update Items:

1) Agenda Item 7D from December 2022 (replace 18” PVC at lots 801/802 on Line 4): This project was started January 23rd while the 43rd Ave wellsite was down. The pipe itself has been replaced and mostly covered back up. As with everything to do with this project, it’s been one step forward, two steps back. We have been finding and correcting shortcut repairs from the last 30+ years. There is still, or another, leak at the standpipe when the first 8 lots are being watered. We still need to add sand around the pipe under the driveway then top that with sand concrete for stability. There was no 24” concrete pipe under the driveway and explains why that section had become oval over time. In any case, buttoning this project up is now being worked on between irrigation cycles so it’s going a little slower.

Line 4 costs are still being incurred. Once complete, the total costs and in-service date will be provided for Board vote on capitalization. Due to the unexpected material needs, we may exceed the initial approved amount.

2) Agenda Item 6B from December 2022 (pulling the 43rd Ave pump): The new pump continues to do exactly what we asked, which is provide 2400+ gpm. The pump report shows we’re actually @2500+gpm. We’re 2 cycles in and adjustments for both the homeowners and our standpipe settings are still on-going. So far, we did blow 2 valves – one on line 4 and one on Line 5. The new pipe plug, ordered at the request of Juan, worked perfectly.

3) 43rd Avenue/Greenway standpipe accident update: waiting on Phoenix traffic signal costs for payout.

The repair team completed 4 repairs – besides the work on Line 4, 2 bridle path gates had to be repaired (Line 9 gate at 45th Ave was intentionally damaged by a resident and they are being billed repair costs) and a valve was pinned.

Winter maintenance projects will include Line 4 lots 801-802, 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. Based on how extensive Line 4 has turned out to be, some of these projects may bleed into late spring.

If looking for line replacement options, we would strongly recommend the remainder of Line 6 be replaced.

Tragically, a few weeks ago, a 23 year old was killed in an auto accident near the 39th Ave well site. He and his family do not live in the Farms but unfortunately that corner is now being used as a memorial wall. It’s been painted over twice and was again tagged, this time with a painted threat to not cover it up. Neighbors are involving our Community Action Officer in getting this addressed.

The speeding and idle time reports are attached. Again, the majority speeding issue is the manager. Note: this month both reports are small since there was only one irrigation cycle and the rest of the time was spent in maintenance. This month, we sent out 6 letters to homeowners – berm repairs, leaks, and bridle path gate damage.

Data needed by the Budget Committee has been compiled and forwarded. We’ll also be doing employee reviews next month for raises to be considered by the Board at the May meeting. This will give the Budget Committee actual numbers for the salaries. Work continues on creating historical hardware and line data, procedure outlines, along with preventative maintenance schedules, for the upcoming Manager Process Manual committee.

We are tentatively on a 3 week cycle but this is the time of year we go back to 2 week cycles, temperature dependent, of course. Next week will be Lines 1-4,11-18. The following week, March 20th will be Lines 5-10. The week of March 27th will either be a maintenance week or irrigation cycle-we’ll know more as we get closer and will keep homeowners informed.

Bridle paths were unable to be inspected last month due to rains and being mostly closed. They will be inspected this month and letters sent out as needed.

Another helpful tidbit for homeowners: the irrigation schedules that are emailed and posted are created on the Wednesday before water delivery. So, when the emailed schedules are sent out on Thursdays, it’s because the schedule has been completed. Replies to those emails are too late for uncharged changes. In addition, the late changes mean the schedules we have just posted are no longer accurate. Homeowners rely on the schedules for deliveries, landscapers, projects, etc and it can get frustrating when it’s not accurate. For the next couple of cycles we will be emailing a reminder on Tuesday to see if we can reduce late changes and have a more accurate document. But that will just be temporary since it does take a lot of time. Hopefully, the emails will help remind homeowners moving forward to make timely changes.

We would like to thank all the homeowners who continue to deliver jokes, tall tales, feedback, and historical context when you visit the office. It is all very much appreciated!