SUNBURST FARMS IRRIGATION DISTRICT

 Board of Directors Meeting 16040 N. 43rd Avenue

Glendale, AZ 85306

# February 6, 2024

MEMBERS PRESENT: Larry Hudson, President

 Victor Armendariz, Secretary

 Rob Myers, Treasurer

EMPLOYEES PRESENT: Cari Crew, Kerrie Kauzlarich

OTHERS PRESENT: See attached Sign in Sheet

1. **CALL TO ORDER:** The regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on February 6, 2024. The meeting was called to order by President Larry Hudson at 7:04 P.M.

1. **CALL TO PUBLIC:** None.
2. **SUMMARY OF CURRENT EVENTS:** None.
3. **APPROVAL OF MINUTES:** Regular Meeting January 2, 2024

***MOTION*** ***Secretary Victor Armendariz made a motion to approve the January 2, 2024, minutes. Treasurer Rob Myers seconded the motion. Motion carries.***

1. **REPORTS**

* 1. **Financial Report**

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

 ***MOTION*** ***Treasurer Rob Myers made a motion to approve the December 2023 financial report. Secretary Victor Armendariz seconded the motion. Motion carries.***

* 1. **MANAGER’S REPORT -** Cari Crew

* 1. **CUSTODIAN OF RECORDS - No Requests**
1. **OLD BUSINESS**: Discuss and possible action on:
	1. **Reimbursement of Cari Crew’s health insurance –**

 ***NO ACTION***

 **B. Camera results for Line 11 –**

 ***MOTION***  ***Secretary Victor Armendariz made a motion to approve cameraing in the amount of $2,593.10.***

 ***Treasurer Rob Myers seconded the motion. Motion carries.***

 **C. Camera results for 43rd Ave. mainline -**

***MOTION***          ***Secretary Victor Armendariz made a motion to table this item.***

 ***President Larry Hudson seconded the motion. Motion carries***

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

**A. Marketplace insurance options and health reimbursement account –** moved up to Old Business Item A

 ***MOTION***  ***Secretary Victor Armendariz made a motion to move up in order.***

 ***President Larry Hudson seconded the motion. Motion carries.***

***MOTION***          ***Secretary Victor Armendariz made a motion to table this item.***

 ***Treasurer Rob Myers seconded the motion. Motion carries***

**B. Purchasing a push camera –**

***MOTION***          ***President Larry Hudson made a motion to table this item.***

 ***Treasurer Rob Myers seconded the motion. Motion carries***

**C. Checking accounts-**

***MOTION Secretary Victor Armendariz made a motion that Sunburst Farms Irrigation District’s policy***

 ***is that all 3 sitting board members & current district manager have banking authorization at all banks which include signing checks. President Larry Hudson seconded the motion, Motion carries.***

**D. Change employee vacation time from calendar year to start date and compensation –**

***MOTION*** ***President Larry Hudson made a motion to change employee vacation time from a calendar year to start date and change vacation compensation to average yearly hours worked. Treasurer Rob Myers seconded the motion. Secretary Victor Armendariz nay.***

**E. Line 4 lines and standpipes –**

***MOTION***          ***Secretary Victor Armendariz made a motion to table this item.***

 ***President Larry Hudson seconded the motion. Motion carries***

**F. Changing Irrigation Manager title to District Manager –**

***MOTION***         ***President Larry Hudson made a motion to change Irrigation Manager title to District***

 ***Manager. Secretary Victor Armendariz seconded the motion. Motion carries***

**G. Discuss board member responsibilities –**

 ***NO ACTION***

**H. Making a calendar of important dates and deadlines.**

***MOTION***          ***President Larry Hudson made a motion to table this item.***

 ***Treasurer Rob Myers seconded the motion. Motion carries***

***I.* Updating all employee handbooks and desk manuals –**

***MOTION*** ***President Larry Hudson made a motion to update the desk manuals and employee handbook, and have Bob Bustoz work on the managers manual, Holly Perri work on the administration manual, and Kay Lorenzen work on the employee handbook. Treasurer Rob Myers seconded the motion. Secretary Victor Armendariz nay.***

**J. Collections on past due accounts –**

***MOTION***          ***President Larry Hudson made a motion to table this item.***

 ***Treasurer Rob Myers seconded the motion. Motion carries***

**K. Bereavement for employees –**

 ***NO ACTION***

**L. Credits for homeowners canceling due to weather –**

***MOTION*** ***Secretary Victor Armendariz made a motion that we do not charge homeowners that canceled due to weather for Lines 1-4 & 11-18 for the weeks of 1/22 and 1/29. Treasurer Rob Myers seconded the motion. Motion carries.***

**8.** CONSIDERATION OF ACTION TO GO INTO EXECUTIVE SESSION OF THEBOARD PURSUANT TO A.R.S SECTION 38-431.03.A.3. DISCUSS AND POSSIBLE ACTION ON PERSONNEL MATTERS.

 ***MOTION*** ***President Larry Hudson made a motion to go into Executive Session. Treasurer Rob Myers seconded the motion. Motion carries.***

**RECONVENE IN OPEN SESSION**

***MOTION*** ***Treasurer Rob Myers made a motion that all Sunburst Farms Irrigation District full time and part time hourly employees will report to, be supervised by, and take direction from the district manager. Each full time and part time employee will work with the district manager to establish each employee’s work schedule. President Larry Hudson seconded the motion. Secretary Victor Armendariz nay.***

***MOTION*** ***President Larry Hudson made a substitute motion on New Business Item D to change employee vacation time from calendar year to start date and compensation for vacation will be based on average hours worked per week, per year, divided by the year and not to exceed 40 hours per week. Treasurer Rob Myers seconded the motion. Motion carries.***

**9. ADJOURNMENT:** Without objection and with no further business to discuss, the meeting was adjourned at 10:15 P.M.

Dated this 8th day of February 2024

Submitted by: \_Kerrie Kauzlarich\_\_\_

 Administrative Assistant

Minutes accepted on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2024 by Secretary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\*Note:** *All attachments including correspondence in their entirety are filed with the original minutes and may be viewed at the District Office*