SUNBURST FARMS IRRIGATION DISTRICT

Board of Director Meeting

16040 N. 43rd Avenue

Glendale, AZ 85306

# January 3, 2023

MEMBERS PRESENT: Victor Armendariz, President

Larry Hudson, Secretary

Loretta Price, Treasurer ***NOT PRESENT***

EMPLOYEES PRESENT: Cari Crew, Kerrie Kauzlarich

OTHERS PRESENT: Kay Lorenzen, Karen Mills

1. **CALL TO ORDER:** The regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on January 3, 2023. The meeting was called to order by President Victor Armendariz at 7:08 P.M.

1. **CALL TO THE PUBLIC:** None
2. **SUMMARY OF CURRENT EVENTS:** Larry noted that the 43rd Ave pump will be pulled for inspection starting 1/23
3. **ELECTION OF OFFICERS FOR CALENDAR YEAR 2023:**

***MOTION***  ***President Victor Armendariz made a motion to keep officers the same. Victor Armendariz as President, Loretta Price as Treasurer, and Larry Hudson as Secretary. Secretary Larry Hudson seconded the motion. Motion carries.***

1. **APPROVAL OF MINUTES:** Regular Meeting December 6, 2022

***MOTION***  ***Secretary Larry Hudson made a motion to approve the Regular meeting December 6, 2022, minutes. President Victor Armendariz seconded the motion. Motion carries.***

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

**1. Approval of financial report** - Cathy Hacker wasn’t there to present the November 2022 financials.

***MOTION***  ***President Victor Armendariz made a motion to table the November 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 –** Bob Bustoz resigned from the committee.

***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:** 
   1. **Renew assignments for Committees –**

***MOTION***  ***President Victor Armendariz made a motion to table the Handbook Committee until we find a new member, No Action on the Budget Committee, and reassign Loretta Price, Deb Bond and Brian Kohlenberg to the Homeowner Disclosure Packet Committee. Secretary Larry Hudson seconded the motion. Motion carries.***

* 1. **Capitalize 39th Ave soft start installation in the amount of $16,883.67 effective 11/8/22 -**

***MOTION*** ***President Victor Armendariz made a motion to capitalize the 39th Ave soft start install in the amount of $16,883.67 for 10 years which went in service 11/08/22. Secretary Larry Hudson seconded the motion. Motion carries.***

1. **ADJOURNMENT:** Without objection and with no further business to discuss, meeting adjourned at 7:35 P.M.

Dated this 5th day of January 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 – January 2023 Meeting (December 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’re still working on recreating historical info on our pumps, motors, lines, etc.

In keeping up with closing the loop on approved items: the VFD was replaced with a Soft Start on the 39th Ave pump on November 8th. The pump was restarted immediately and the cycle scheduled to start on 10/31/22 for lines 11-18 was completed that week. This update was left off the December report. This also highlighted some issues between scheduling and billing dates that we are working on with Michael, the programmer.

Last month’s Agenda Item 7D update: With the rains and other ER repairs, this has not been started in earnest. Planned timeframe is while the 43rd Ave wellsite is down – starting January 23rd.

Update for last month’s Agenda Item 6B, pulling the 43rd Ave pump: Steve Belt with Precision was notified Dec 7th of the approval of work to begin January 23rd. The division doing the work is separate from the division that did the electrical work on 39th Ave so another Certificate of Insurance was also requested. Steve will be following up this week.

We’re still pursuing the driver who knocked the standpipe at 43rd Avenue and Greenway off its foundation. We’ve received the accident report and pics, contacted the insurance company (USAA) and have supplied them with the requested info as of Jan 3rd, 2023.

The repair team completed 4 repairs – see the attached repair list, including replacing 92 feet of 15” 80# pvc pipe just inside the north wall of lot 569, Line 6 and the valve run over and snapped off in the bridle path behind lot 565. Currently, we have 5 employees in the field – 3 irrigators and 1 maintenance with another 1 on-call maintenance. A new teammate started – Arturo - and Juan is currently training him for 2nd shift, another reason maintenance has slowed this month. 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.

If looking for line replacement options for this winter, we would strongly recommend the remainder of Line 6 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. Note on the attached speeding report the irrigators are doing significantly better – the manager not so much, however. For those who can’t see the report, I accounted for more speeding violations than all irrigators and maintenance combined. In my defense, most are along the freeway while doing parts runs…but not all. We also had an issue with the irrigator truck getting stuck after 2 large leaks into the bridle path. A plastic ‘feeler’ piece in the bumper was torn and because it is unnecessary and was removed from other vehicles for clearance, it will just be removed. This month, we sent out a variety of 17 courtesy letters to homeowners – spilling over berms, leaks in the bridle paths, gopher holes, 2 new block wall installations, and 3 issues with cement trucks using the bridle paths. Reminder to homeowners there are weight limits to vehicles in the bridle paths because of the damage they can do our pipes. Please ensure contractors have other access arranged or know to not drive the pathways. We have Waivers prepared to be signed and recorded for the block walls to preserve the District’s access for repairs.

We’ve received a reminder from ADWR about the 5th Management Plan going into effect January 1, 2025. Speaking of ADWR, now that we have the final meter reading of 2022, we can prepare the annual filing due in March.

We are supposed to be on a 4 week irrigation cycle starting this month. Lines 5-10 are next week (January 9th) and Lines 1-4,11-18 are the following week (January 16th). Our wellsite at 43rd Ave will be down for the 2 weeks after that for preventative maintenance, starting January 23rd. Worst case, if the 43rd Ave pump cannot be restarted in time, the 39th Ave pump can water the Farms but the schedule will be drawn out. Michael the programmer has been contacted to prepare a scheduler solution for just one pump. And, of course, Mother Nature also has a sense of humor about any of our plans.

We would like to thank all the homeowners who delivered the wonderful treats and gift cards for the holidays! They were very tasty, appreciated, and enjoyed!