SUNBURST FARMS IRRIGATION DISTRICT

Board of Director Meeting

16040 N. 43rd Avenue

Glendale, AZ 85306

# February 7, 2023

MEMBERS PRESENT: Victor Armendariz, President

Larry Hudson, Secretary

Loretta Price, Treasurer

EMPLOYEES PRESENT: Cari Crew, Kerrie Kauzlarich

OTHERS PRESENT: Kay Lorenzen, Karen Mills, Martyn Price

1. **CALL TO ORDER:** The regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on February 7, 2023. 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 January 3, 2023

***MOTION***  ***Secretary Larry Hudson made a motion to approve the Regular meeting January 3, 2023, minutes. Treasurer Loretta Price seconded the motion. Motion carries.***

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

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

***MOTION***  ***President Victor Armendariz made a motion to approve the December 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. Disclosure/New Homeowner Info Committee Report Update –** Loretta Price presented copies for review/input.

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

**B. Ratify 43rd Ave wellsite pump and pipe replacement proposal from Emergency Meeting on January 25, 2023, for $97,400.48 *-***

***MOTION***  ***Secretary Larry Hudson made a motion to ratify $97,400.48 that was approved at the 1/25/23 Emergency Meeting. President Victor Armendariz seconded the motion. Motion carries unanimously.***

1. **NEW BUSINESS: Discuss and possible action on:** 
   1. **Establishing Grant Committee for potential Bipartisan Infrastructure Law grant** – Not much time to prepare documents for submission if we decide to move forward. Submissions are due the end of March 2023.

***MOTION***  ***President Victor Armendariz made a motion to create a committee to investigate Bipartisan Infrastructure Law Grant and appoint Cari Crew as Chairperson with Karen Mills, Larry Hudson, and Kay Lorenzen as members of the committee. Secretary Larry Hudson seconded the motion. Motion carries.***

* 1. **Consider bridging employment gap for Kerrie Kauzlarich -**

***MOTION*** ***President Victor Armendariz made a motion that at 1 year re-employment to bridge time to 3 years and 9 months and she will receive 2 weeks’ vacation. Secretary Larry Hudson seconded the motion. Motion carries.***

* 1. **2022 Final Audit Report –**

***MOTION*** ***President Victor Armendariz made a motion to move this to Financial Statements. Secretary Larry Hudson seconded the motion. Motion carries.***

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

Dated this 8th day of February 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 – February 2023 Meeting (January Activities)**

We have been working with Michael of Fusion to correct some billing versus delivery date program issues. He also created a basic schedule to use for L5-10 with one pump. The second cycle (L1-4,11-18) will also need to be done but we must determine the line order before turning it over to him.

Agenda Item 7D update, from December 2022 meeting (replace 18” PVC at lots 801/802 on Line 4): This project was started January 23rd while the 43rd Ave wellsite was down. It is still currently in-process. Removal of the old PVC has been very problematic due to the dirt that had been packed around it. Old pipe is removed and work is continuing on removing some of the dirt to allow new pipe to be inserted. We are going to run very close to next week’s irrigation on that Line and may have to run that line during the off-week of February 20th. We’ll keep the impacted homeowners informed as needed.

Update Agenda Item 6B, from December 2022, pulling the 43rd Ave pump: Pump and pipe were pulled and evaluated. Recommended replacement of pump, all inner column, 7 sticks of outer column, remove wire in well, bail oil, and revideo. All work approved at Emergency Board Meeting and project finished and tested on Friday, February 3rd. The start-up dirty water was cleared from the well and delivered to 2 approved lots. Pump is running @2500 gpm and homeowners were notified of potential volume increases.

Update from Board request in December 2022: Lori Medaris is unable to provide updated homeowner lists more than once a year, which is used for the Election, without a charge. This request was in response to the number of sellers who are not disclosing the District during escrow and a potential solution to finding new owners. A Notice of Existence was recorded in 2007 so title companies doing good title searches should be finding SBFID with no issue.

43rd Avenue/Greenway standpipe accident update: costs and photos delivered to insurance carrier (USAA) They have a bucket of $25,000 to payout for vehicle damage, our damage, and City of Phoenix traffic light pedestal replacement. We may only receive a pro-rated portion of our costs. City of Phoenix is the piece of info USAA needs in order to proceed with payouts. The City can take up to a year to report so we wait. This will remain as an update item until payout has been received.

The repair team completed 4 repairs – see the attached repair list, including replacing 40 feet of 15” 80# pvc pipe just inside the north wall of lot 567. Currently, we have 5 employees in the field – 3 irrigators and 1 maintenance with another 1 on-call maintenance. A new teammate started – William - and Juan is currently training him for 2nd shift. Arturo left, having found other work more suitable to his background.

For the pipe replacements at Lots 569 and 567 on Line 6 and the replacement work being done on Line 4, lots 801/802, did the Board want full costs and in-service dates in order to capitalize the work?

The Toyota had to be taken in when it developed a sudden loud squeak. It was a cracked starter that was replaced under warranty. The battery failed shortly after that repair and it was also replaced under warranty. The Manager truck was taken in for over-due maintenance. The months it had been used as an irrigation truck have taken their toll – the front and rear brake pads need to be replaced along with the front steering linkage and bushings. Estimate was for over $3,000 so just the oil change and front brakes were done at this time.

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, we would strongly recommend the remainder of Line 6 be replaced.

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 7 letters to homeowners – reminders for block wall waivers, berm repairs (2 of which have now had their irrigation cancelled until repaired).

The ADWR report has been completed. We reported a total of 2341.07 acre feet for 2022, compared to 2370.44 acre/feet for 2021. We’re also using this data, the monthly pump reports, APS invoices, and billed hours to compile information for the Budget Committee. Work continues creating historical hardware and line date, procedure outlines, along with preventative maintenance schedules for the upcoming Manager Process Manual committee.

We are tentatively on a 3 week cycle now, meaning 2 weeks of irrigation and one week off. L5-10 are being irrigated this week, L1-4,11-18 are next week and the week of Feb 20th is off. L5-10 will start again Feb 27th, barring any rain delays.

Next week, we’ll be inspecting the bridle paths and sending out letters as needed. With the rains and subsequent warmer weather, the weeds can easily get out of control. Reminder: homeowners are responsible for keeping their portion of the bridle path clear of growth for safe vehicle travel and access to valves. For any homeowners on the west side of 43rd Avenue, you may see increased water volume due to the new pump at 43rd Avenue wellsite.

We would like to thank all the homeowners who continue to deliver the very much appreciated treats, feedback, information, and historical context. For those who provide comic relief when you visit us, we appreciate you, too! (you know who you are…)