SUNBURST FARMS IRRIGATION DISTRICT

Board of Director Meeting

16040 N. 43rd Avenue

Glendale, AZ 85306

# April 4, 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 April 4, 2023. The meeting was called to order by President Victor Armendariz at 7:00 P.M.

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

***MOTION***  ***President Victor Armendariz made a motion to approve the Regular meeting March 7, 2023, minutes. Secretary Larry Hudson seconded the motion. Motion carries.***

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

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

***MOTION***  ***Secretary Larry Hudson made a motion to approve the February 2023 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:**
   1. **Disclosure/New Homeowner Info Committee Report Update –** Larry submitted some papers for consideration to be included. The committee will review and report at next meeting.

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

**B. Capital Expenditure project, repair/replace Line 6 for the current fiscal year –** We haven’t received any bids yet, will table until next month when we have bids.

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

1. **NEW BUSINESS: Discuss and possible action on:** 
   1. **Appoint Budget Committee for fiscal year 2023-2024** – There were a few homeowners who volunteered to be on the committee.

***President Victor Armendariz appointed Kay Lorenzen as chairperson, with Karen Mills, Debra Lynn Lawrence, Brian Kohlenberg, Thi Le, Alexis Sacks and Roger McCannon as committee members*.**

**B. Capitalize the new 43rd Ave pump in the amount of $97,288.68 with starting service date 2/6/2023 -**

***MOTION*** ***Secretary Larry Hudson made a motion to capitalize the 43rd Ave pump at a cost of $97,288.68 for 9 years with a starting service date of 2/6/23. President Victor Armendariz seconded the motion. Motion carries.***

1. **ADJOURNMENT:** Without objection and with no further business to discuss, meeting adjourned at 7:54 P.M.

Dated this 6th day of April 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 – April 2023 Meeting (March Activities)**

Update Items:

1) Agenda Item 7D from December 2022 (replace 18” PVC at lots 801/802 on Line 4): This project is buttoning up as far as the pipe replacement. We’ve had a couple of cycle on it and the pipe is good. We still have some granite to bring in for repair and will gather final costs after that. However, the standpipe at 43rd is again leaking during the first section of irrigating. We’ll need to find a contractor who can assist in that repair due to our staffing issues.

2) 43rd Avenue/Greenway standpipe accident update: waiting on Phoenix traffic signal costs for payout.

The repair team completed 6 repairs: 4 bridle path gates had to be repaired (Line 9 gate at 45th Ave was intentionally damaged by a resident, again, and they are being billed repair costs) and 2 valves that blew off.

\*Lumen damaged a crossover on Line 6 behind 4531 W Greenway. They tried to repair by patching concrete on the outside but it leaked again. We’re still working with them to make the repair properly. \*A homeowner on Line 1 has allowed a cement truck into the bridle path - twice. The first time was shortly after a rain and it created large ruts in the bridle path. Homeowner was notified both times and has committed to making the repairs. \*Another homeowner had notified the office during the most recent L5-10 cycle their emailed cycle time and their actual delivery was a day off. Since this was the start of the cycle, we quickly tracked this backwards and found a glitch in the program between when the information was emailed and when it was printed. Mr. Zemba’s quick phone call allowed us to resend the corrected schedule for those impacted. So, Thank You for the heads up, Mr. Zemba!

The winter maintenance project wishlist won’t be completed due to staffing. We’re working on finding a contractor who will do the small one time repairs.

Speaking of staffing, we are down to one irrigator at this time. While it is Juan and he is superman, there may be some nights where we will have to shut the pumps down. As always, we will keep homeowners informed. And please, if you know of someone who may be a good candidate, send them my way!

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 being used as a memorial wall. It’s been painted over five times and Graffiti Busters have given the District 2 – 5 gal buckets of paint plus brushes and rollers. Thanks to Bob Bustoz for following through with these issues and securing the paint for future tagging.

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 were only 2 irrigation cycles and those were shortened due to rain.

This month, we sent out over 100 letters to homeowners – 7 berm leaks, 94 bridle path cleanups, and 2 bridle path gate damage. The other half of the Farm’s bridle paths will be inspected and letters sent this week.

Data needed by the Budget Committee continues to be compiled and forwarded. We’ll also be doing employee reviews, all 2 of them, this month for raises to be considered by the Board at the May meeting. This will give the Budget Committee actual numbers for the salaries. Information and historical data continue to be gathered 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. This week is L1-4, 11-18, next week will be Lines 5-10. The following week, April 17th, will either be a maintenance week or L1-4, 11-18 - we’ll know more as we get closer and will keep homeowners informed.

A reminder for homeowners about the water volume for both pumps: As is typical in the lifespan of well equipment, the initial years run very well. As the equipment ages, it gets a little slower. That was the case for the 43rd Avenue pump. Over its 10 year lifespan, water volume started high and ever so slowly decreased. Now, with the new pump, water volumes are again being delivered at a higher rate. For the 39th Avenue motor, the removal of the old Variable Frequency Drive has resulted in that motor operating more efficiently and also moving more water. So, a quick reminder to be mindful of the amount of water your property can hold and adjust your water times, if needed!

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