SUNBURST FARMS IRRIGATION DISTRICT

Board of Director Meeting

16040 N. 43rd Avenue

Glendale, AZ 85306

# June 6, 2023

MEMBERS PRESENT: Victor Armendariz, President

Larry Hudson, Secretary

Loretta Price, Treasurer

EMPLOYEES PRESENT: Cari Crew, Kerrie Kauzlarich

OTHERS PRESENT: Kay Lorenzen, Karen Mills, Eric Muse

1. **CALL TO ORDER:** The regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on June 6, 2023. The meeting was called to order by Secretary Larry Hudson at 7:03 P.M.

1. **CALL TO PUBLIC:** Kay Lorenzen restated the confidentiality policy concerns from last month, and thanked Juan and Cari for all that they do for the district.
2. **SUMMARY OF CURRENT EVENTS:** None
3. **APPROVAL OF MINUTES:** Regular Meeting May 2, 2023

***MOTION***  ***Secretary Larry Hudson made a motion to table the Regular meeting May 2, 2023, minutes. Treasurer Loretta Price seconded the motion. Motion carries.***

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

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

***MOTION***  ***Secretary Larry Hudson made a motion to approve the April 2023 financials. Treasurer Loretta Price 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 –**Loretta presented the updated packet to the board for approval.

***MOTION*** ***President Victor Armendariz made a motion to accept the revised edition dated 6/6/23. Treasurer Loretta Price seconded the motion. Motion carries.***

1. **NEW BUSINESS: Discuss and possible action on:** 
   1. **Reappointing members for Budget Committee** –

***President Victor Armendariz reestablished the committee appointing Kay Lorenzen as chairperson, with Karen Mills, Debra Lynn Lawrence, and Alexis Sacks as committee members*.**

**B. Capitalize Line 4 repair in the amount of $35,400.08 –**

***MOTION*** ***President Victor Armendariz made a motion to capitalize Line 4 replacement of 267 feet for Lots 801 & 802 at a cost of $35,400.08 for 30 years with a starting service date of 4/3/23. Secretary Larry Hudson seconded the motion. Motion carries.***

1. **Disconnecting water on Lot 122 –** The board would like to get bids/costs to cut and cap the pipes. Larry said he would like to personally talk with the homeowner before anything is done.

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

1. **Election / Call to Election -** The Call of Election is to be published 2 times in the Record Reporter, and Kay will include it in the newsletter.

***MOTION*** ***President Victor Armendariz made a motion to accept the Call of Election and to be published 2 times. Secretary Larry Hudson 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 EMPLOYEE REVIEWS/ RAISES.

***MOTION*** ***President Victor Armendariz made a motion to go into Executive Session. Secretary Larry Hudson seconded the motion. Motion carries.***

**RECONVENE IN OPEN SESSION**

***MOTION*** ***President Victor Armendariz made a motion to give Juan Gonzalez a $2 per hour raise which brings him to $26 per hour, Kerrie Kauzlarich a $2 per hour raise which brings her to $24 per hour, and Cari Crew a $6,000 annual raise which brings her to $62,500 per year. Secretary Larry Hudson seconded the motion. Motion carries***

1. **ADJOURNMENT:** Without objection and with no further business to discuss, the meeting was adjourned at 9:25 P.M.

Dated this 8th day of June 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 – June 2023 Meeting (May Activities)**

Update Items:

1) Agenda Item 7D from December 2022 (replace 18” PVC at lots 801/802 on Line 4): This project still needs to have the 2 front yards topdressed. We have a commitment from a vendor to take care of it but are delaying in order to do the standpipe area at lot 801 at the same time.

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

3) Agenda Item 7A, May 2nd 2023 meeting 39th Avenue well site electronics: switch and control panel, along with 3 fuses, were picked up May 10th and are being stored at 43rd Avenue garage for better temp control.

3) Agenda Item 7B, May 2nd, 2023 meeting 43rd Ave/Line 4 standpipe repair: work was completed during the short holiday week. As with the pipe replacement a little further west, challenges were found as soon as digging began. There was a concrete slab about 18” thick that covered the pipe next to the standpipe. When a jackhammer was brought in to break it away, the lo-head pipe cracked. Permission was given to replace a section of the old pipe with 18” 80# PVC, which also allowed a proper sealing of the interior and exterior of the pipe at the standpipe. The repair was left exposed to check for leaks. During irrigation on 6/5/23, this repair did not leak. However, the pipe heading south down 43rd Avenue did. Weber will be evaluating and preparing an estimate for repair.

We don’t really have an in-house repair team at this time but 1 valve that blew off was repaired in-house. The Repair list has been updated with repairs for the sub-contractor. Several of the repairs are repeats – as he digs the line, he’s finding the original repair did not fully excavate under the pipe in order to completely seal the seam. He also completed the repair for the homeowner from the May Call to the Public. The bridle path grading has been delayed a bit as the homeowner needed surgery. 3 areas were camera’d during the holiday week and found the following: 1) 47th Ave and L8 standpipe-leak under the street is 2 prior repairs that have vibrated loose, 2) 43rd Ave and L18 standpipe-leak in corner lot, pipe has root incursions from palm trees and several horizontal cracks top and bottom. This will need to be lined. 3) 43rd Ave and L6 standpipe-heading south in mainline. There were several leaks along the east side of lot 560 but the mainline is intact. Apparently, these are leaks from L6 that are daylighting along the east driveway.

\*Lumen damaged a crossover on Line 6 behind 4531 W Greenway. They are stalling on completing the repair but communications continue.\* When the Toyota was taken in for its 12,000 mile maintenance, the brake pads were noted as getting close to needing changed. The Toyota was taken in for an oil change on June 2nd and found Toyota did not change the oil during the maintenance check. In addition, the brake pads had less than 1mm left and had to be replaced before we got into the rotors.\* Preventative maintenance was done on both pumps by Precision on May 30th. Still working to get the report from them.\* Century Link ran over a valve/splashpad Line 1, lot 59 on May 26th. There was no BluStake so why they were in the bridle path is unknown. Our repair vendor has completed the repair on short notice so that irrigation this week is not impacted. A claim was filed with Century Link and I met with the adjustor Thursday evening. They’re waiting on the repair costs since they do not recommend vendors nor do they coordinate repair. Dealing with Century Link has been ridiculous. In fact, they still have not shown up to complete the repair ticket I had entered on Friday.\*We ran into an issue with the District currently maintaining 2 domains. 1 was inadvertently allowed to expire but it was the one with our email and scheduling program. Dealing with GoDaddy was equally ridiculous but we got it back about 24 hours later. We’re still evaluating solutions.\*Subsequently, we found our Century Link internet upload speed is running around .4 mbs, which is the equivalent of dial-up. We are looking at a couple of solutions and will update the Board as we get them for both this issue and the domains. While we don’t need huge upload speeds, it is stopping Carbonite from backing up files.\*Cox has been replacing their lines along 49th Avenue from north of Paradise to north of Waltann, near the Line 8 standpipe. They have also been replacing their connections along Line 8, west of 47th Avenue. Vendors are showing up outside of BluStake dates so a lot of attention is needed to ensure they don’t bore through our pipe, even though it’s marked.\*There is again a lot of liner debris from 39th Avenue blocking valves.\*We have received a notice from ADWR about the City of Phoenix adding 4 wells for recharge to our aquifer.

Staffing issues continue. We are still working with one full-time irrigator with a second experienced one helping out sporadically. On the weeks when he is the only irrigator, the pumps are going down each night. We’ve been able to make those delays in the schedule so what we’re publishing to homeowners is accurate, less the late changes from homeowners. The 2 we’ve been training will be alone on Friday, when we’ll determine to keep or move on. Struggling to find folks is the new normal across all industries, it seems. We took advantage of a free trial on ZipRecruiter and did not get any qualified candidates. **Please be kind when you see them – they are working hard to keep us irrigated!**

The speeding and idle time reports are attached. The speeding report has increased for the irrigator, now that we are in full summer swing. The manager is still on there but alerts are much reduced.

This month, we sent out a variety of letters: clearing valves for access-9, repair berms-3, lockup dogs-4, bridle path leaks-4, and gate access-1. Some of the bridle paths are still getting cleared and it is muchly appreciated.

Work with the Budget Committee continues to be done and info compiled. There have been 2 meetings so far. Employee reviews have been completed and bids are being sought for Capital projects.

A reminder: clearing the bridle paths behind our homes is our responsibility, as homeowners. The District has sent almost 200 letters out and, while some have been taken care of, there are a lot that have not. The growth is impeding vehicle travel, and in some cases, the irrigators ability to find the valves. July 1 is the start date to put out bulk trash – this may be a good opportunity to clear those areas and set out the debris for pickup!

Thank you to all the homeowners who continue to visit us in the office and keep us updated, as well as asking questions or just visiting. It is all very much appreciated!