SUNBURST FARMS IRRIGATION DISTRICT

Board of Director Meeting

16040 N. 43rd Avenue

Glendale, AZ 85306

# July 5, 2023

MEMBERS PRESENT: Victor Armendariz, President

Larry Hudson, Secretary

Loretta Price, Treasurer

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 July 5, 2023. The meeting was called to order by President Victor Armendariz at 7:01 P.M.

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

Regular Meeting June 6, 2023

***MOTION***  ***Secretary Larry Hudson made a motion to approve the Regular meeting May 2, 2023, and June 6, 2023, minutes. President Victor Armendariz seconded the motion. Motion carries.***

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

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

***MOTION***  ***Secretary Larry Hudson made a motion to approve the May 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. **Disconnecting water on Lot 122 –**  There were no issues in June, wait and see how July goes.

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

1. **NEW BUSINESS: Discuss and possible action on:** 
   1. **Installing a camera in the office** – There was a discussion on installing a camera in the office and where it would be placed. More information on camera type and capabilities needed.

***MOTION*** ***President Victor Armendariz made a motion to table until next month. Treasurer Loretta Price seconded the motion. Motion carries***

* 1. **Install data logger on 43rd Ave site –** Discussed in Manager’s report.

***NO ACTION***

**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 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 adjourn. Treasurer Loretta Price seconded the motion. Motion carries***

1. **ADJOURNMENT:** Without objection and with no further business to discuss, the meeting adjourned at 8:54 P.M.

Dated this 6th day of July 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 – July 2023 Meeting (June 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: find electrical engineer to evaluate setup and give recommendations. Still trying to find an electrical engineer with water pump experience. Precision has one on-staff but we’re just not getting responses.

3) Agenda Item 7B, May 2nd, 2023 meeting 43rd Ave/Line 4 standpipe repair: 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’ll solicit more bids, as needed. This work will probably wait until this fall when we go to a 3 week cycle, if possible. Homeowner is again being extremely cooperative with this timeframe.

We don’t really have an in-house repair team at this time but 1 valve that blew off and a vent pipe was knocked over and were repaired in-house. The Repair list has been updated with repairs for the sub-contractor. The bridle path grading has been delayed a bit as the homeowner needed surgery. Of the 3 areas were camera’d during the holiday week, 47th Ave and L8 standpipe leak under the street has become a priority repair for the sub. Plan is to be complete the week of July 3rd while irrigation is not running on that side.

\*Lumen damaged a crossover on Line 6 behind 4531 W Greenway. They are stalling on completing the repair but communications continue.\* Preventative maintenance was done on both pumps by Precision on May 30th. Finally got the report and it showed 43rd with an 8% voltage input variance. APS was contacted and 4 bids solicited (Keller, KP Ventures, Precision, Weber) for a data logger. The 3 received are attached (Keller did not provide a bid).\* Century Link sub-contractor Fishel ran over a valve Line 1, lot 60 on June 27th. They responded quickly and completed the repair the same day. Our profound thanks to the homeowner who saw them working and called – they were not going to report the damage until we found it\*We ran into an issue with the District currently maintaining 2 domains. We’re still finding who owns one of them in order to transfer all website data and bring the website into ADA compliance on the new domain.\*There is again a lot of liner debris from 39th Avenue blocking valves.\*2 Waivers for block walls have been signed and recorded. 3 more letters were sent.\*Reviewing old minutes showed some concerning information regarding the water levels in the 43rd Ave well. In 2016, the water level was 363’ below ground level. In 2023, it is now 520’ below ground level. So, in 7 years, the water level has dropped @160’.\*July 4th fell on a Tuesday this year. In order to not irrigate through the weekend, the irrigation cycle is running through the holiday. Notices were: emailed, posted on the website, posted on 2 facebook pages, notes put on the bulletin boards, and in the office. In addition, the 2 newsletter editors were contacted and both sent emails to their respective email lists. Thank you for that assist!\*Work has started on updating our Irrigation Procedures and Setup information, to include rudimentary introduction information. While the existing documents need updating, they are only of value to experienced irrigators.\*A lot of the Bridle Path warning signs are needing to be updated, replaced. A map for locations is being established in order to solicit some bids for the project.

For folks looking to join this huge big fun called the District Board of Directors, petitions to be on the ballot for the November election are due by Monday, July 17th in the District Office. The last day to file a petition as a Write-In candidate (name won’t be on the ballot) is Thursday, October 5th. Petitions are available in the District office.

Frustratingly, staffing issues continue. Trainee #8 has now been irrigating alone for a week. Our thanks to the patient homeowners as he settles in. There are currently 2 more irrigators in training for the 2nd and 3rd shift. They are trainees #9 and 10. The first week of July will be the first week for one and the third week for the other. Pumps are now able to run 24 hours, also reducing stress on the motors/pumps. Struggling to find folks is the new normal across all industries, it seems. **Please be kind when you see them – they are working hard in this heat 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-2, repair berms-5, Waiver requests-3, stealing water-1, and gate access-1. Some of the bridle paths are still getting cleared and it is muchly appreciated.

The 2023-2024 Budget has been approved by the Board and delivered to the County. We would love to see new committee(s) work on updating our Employee Handbook, Manager Procedures, and Admin Procedure manuals. Please consider helping on one or all!

A reminder for homeowners: opening and closing valves for irrigation start and end is the responsibility of the irrigators! If you notice your valves have been left open while you are not receiving irrigation, please call the office or irrigator before closing them. Depending on where you are, the irrigator may have opened them in preparation for opening standpipes, also known as setups. If the valves are closed, the standpipes will overflow. Conversely, if you open valves that are closed and water flows, that means you are taking water from the homeowner who is supposed to be getting that water at that time. That’s also considered stealing so please don’t do that!

A sincere Thank You to all the homeowners who visit us in the office or call to give us a heads up about something that just doesn’t seem right or traffic in the bridle paths! The additional eyes out there are very much appreciated!