SUNBURST FARMS IRRIGATION DISTRICT

Board of Director Meeting

16040 N. 43rd Avenue

Glendale, AZ 85306

# August 1, 2023

MEMBERS PRESENT: Victor Armendariz, President

 Larry Hudson, Secretary (*PRESENT VIA TELEPHONE)*

 Loretta Price, Treasurer

EMPLOYEES PRESENT: Cari Crew, Kerrie Kauzlarich

OTHERS PRESENT: See Attached Sign in Sheet

1. **CALL TO ORDER:** The regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on August 1, 2023. The meeting was called to order by President Victor Armendariz at 7:02 P.M.

1. **CALL TO PUBLIC:** None.
2. **SUMMARY OF CURRENT EVENTS:** None
3. **APPROVAL OF MINUTES:** Regular Meeting July 5, 2023

***MOTION***  ***President Victor Armendariz made a motion to approve the Regular meeting July 5, 2023, minutes. Secretary Larry Hudson seconded the motion. Motion carries.***

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

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

 ***MOTION***  ***Secretary Larry Hudson made a motion to approve the June 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. **Disconnecting water on Lot 122 –**  Still stealing water, we need to camera the pipes to find the best option if disconnecting water.

***MOTION*** ***President Victor Armendariz made a motion to contact Ames to camera the pipes with the cost not to exceed $600. Secretary Larry Hudson seconded the motion. Motion carries.***

* 1. **Installing a camera in the office** – Eric Muse brought in a new camera, the same as we currently use. He will install it for us. With discussion on video or audio recordings.

***MOTION*** ***President Victor Armendariz made a motion to install video only on the door only with a cost not to exceed $200 . Treasurer Loretta Price seconded the motion. Secretary Larry Hudson voted no. Motion carries.***

1. **NEW BUSINESS: Discuss and possible action on:**
2. **Appoint Election Committee –**

***MOTION*** ***President Victor Armendariz made a motion to appoint Pam Stevenson, Deb Bond, Brian Kohlenberg, Chad Chase, and Rose Beanblossom to the committee, with Larry Hudson as chairperson . Treasurer Loretta Price seconded the motion.***

1. **Approve vacation days for manager –**

***MOTION*** ***President Victor Armendariz made a motion to approve August 18th & 21st for Cari Crew’s vacation. Secretary Larry Hudson seconded the motion. Motion carries.***

1. **Purchase switch & fuses and/or upgrade for 39th Ave electrical panel –** In reviewing the quotes there were many different opinions/answers for upgrading. Victor gave Cari 2 new contacts to call.

***MOTION*** ***President Victor Armendariz made a motion to purchase a used switch & 3 new fuses at a cost of $3,247.61. Treasurer Loretta Price 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 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 was adjourned at 10:45 P.M.

Dated this 3rd day of August 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 – August 2023 Meeting (July 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: Have been checking in with USAA monthly for updates but nothing from the City of Phoenix yet.

3) Agenda Item 7A, May 2nd 2023 meeting 39th Avenue well site electronics: find electrical engineer to evaluate setup and give recommendations. On this month’s agenda to consider. The electric switch again burned up on July 3rd. A replacement has been located and put on hold until a decision can be made on updating the hardware (On the August 2023 agenda for consideration)

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’ve received the invoice for the work done up until this point. Shall this item be closed and a new one carried over for the south bound leak repair?

We don’t have an in-house repair team at this time – a Sunburst homeowner is acting as our repair sub-contractor and is fitting us in as able. The Repair list has been updated with repairs for the sub-contractor and those he has completed. And almost right on cue, as he took care of 4 large repairs, 3 more were added so far this week. *We’re having an issue with a blown valve leak on Line 12 where the homeowner is not allowing us access to make the repair. This is a recent development and solutions are still in-progress.*

\*Lumen damaged a crossover on Line 6 behind 4531 W Greenway. As of the irrigation the week of 7/24/23, the leak is gone\*Preventative maintenance was done on both pumps by Precision on May 30th. The report showed 43rd with an 8% voltage input variance. APS was contacted and they installed a data recorder. Their report is included in your Board packet. They found no significant input variance issues but did recommend an electrician look at the connections from the panel to the motor terminals\*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\*Work continues on updating our Irrigation Procedures and Setup information, to include rudimentary introduction and training information\*A lot of the Bridle Path warning signs are needing to be updated, replaced. Work on creating a map for locations continues\*Back in June, a Century Link employee ran over and damaged a valve on Line 1. Century Link submitted a claim through their liability insurance carrier Sedgewick. The repair has long since been completed by our sub-contractor but he is very slow in billing. Sedgewick has offered $1893.62 to settle the claim. For the damage, this is a very fair offer. In the absence of an invoice and Sedgewick wanting to close the claim, shall we accept the payment or wait for the repair bill?

Frustratingly, staffing issues continue. Trainee #8 has now been irrigating alone for a few weeks. I’ve been working with him, as well as covering for other absences, to get better trained. Our thanks to the patient homeowners as we all settle in. There are currently 2 more irrigators in training for the 2nd and 3rd shift. They are trainees #9 and #10 but initiative has become a challenge with both. The struggle to find good help continues. Currrently, the pumps have been running 24 hours, reducing stress on the motors/pumps but without an irrigator settling in for the back shifts, that may be temporary. **Thank you for being kind when interacting with us as we ‘enjoy’ the 115 degree days!**

The speeding and idle time reports are attached. Note: the GPS unit on the Toyota went out July 12th and was replaced on July 28th. So, this month’s report is incomplete. If it were complete, it would show a significant uptick in speeding as we’re moving from property to property with trainees slowing us down.

This month, we sent out a variety of letters but the pace has slowed with the manager out irrigating: clearing valves for access-5, repair berms-11, dogs – 1, clearing the bridle path – 2, and gate access-1. The amount of water leaking into the bridle paths due to gopher holes is increasing.

A reminder for homeowners: Sunburst is one of many users that draws groundwater from the Lower Salt River aquifer. For obvious reasons, most users are drawing more for summer irrigating, as are we. We’re noticing that even from day-to-day the flow can fluctuate. Pastures and trees are under more stress with the heat and the soil is drying out faster due to evapotranspiration. You may want to consider a temporary increase in your water time to account for these issues. It ‘tis the season for us!

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 or offer cold drinks/snacks when we’re out irrigating! As a wonderful neighborhood, we’ll get through these brutal summer days!