SUNBURST FARMS IRRIGATION DISTRICT

**Board of Directors Meeting**

16040 N. 43rd Avenue Glendale, AZ 85306

**May 7th , 2024**

MEMBERS PRESENT: Larry Hudson, President

Victor Armendariz, Secretary

Rob Myers, Treasurer

EMPLOYEES PRESENT: Cari Crew and Victoria Rascon

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 May 7th , 2024. The meeting was called to order by President Larry Hudson at 7:05 P.M.

1. **CALL TO PUBLIC:** 1) Donnie Jordan – Property Line issue with neighbor becoming hostile, 2) Linda Rodl - Neighbors have homeless people living in a car in their yard.
2. **SUMMARY OF CURRENT EVENTS:** Welcome Victoria Rascon, New Administrative Assistant
3. **APPROVAL OF MINUTES:** Regular Meeting April 2, 2024: Special Meeting April 10, 2024, Special Meeting April 30, 2024

***MOTION*** ***Treasurer Rob Myers*** ***made a motion to approve the Minutes of Regular Meeting April 2, 2024, Special Meeting April 10, 2024,and Special Meeting April 30, 2024, as written. Secretary Victor Armendariz seconded the motion. Motion carried.***

1. **REPORTS**

* 1. **Financial Report**

**1. Approval of financial report** Cathy Hacker was in attendance and presented Financial Report for February 2024.

***MOTION***  ***Secretary Victor Armendariz made a motion to approve the financial report Treasurer Rob Myers seconded the motion. Motion carried.***

* 1. **MANAGER’S REPORT -** Cari Crew **–** *Breaks/Leaks/Pumps/Repairs & Current Events – Pump Report*

* 1. **CUSTODIAN OF RECORDS -** *Completed/Outstanding/Fees Collected* **– No requests at this time.**
  2. **CALENDAR OF IMPORTANT DATES AND DEADLINES**

1. May – Budget Committee, Audit Bids, Election Calendar ( Call of Election )
2. **OLD BUSINESS**: Discuss and possible action on:
   1. **Purchasing a push Camera -**

***MOTION Larry Hudson President motioned to table the purchase; Secretary Victor Armendariz seconded the motion-Motion Carried. NO ACTION TAKEN***

* 1. **Account balance and access to property Lot #593 – Statement was hand delivered by President Larry Hudson. Will revisit and discuss further.**

***MOTION President Larry Hudson made a motion to table this item. Secretary Victor Armendariz seconded the motion. Motion to table was carried- NO ACTION TAKEN***

* 1. Bank account at First Bank

***Treasurer Rob Myers gave an update on 2 (two) 6-month CD accounts – Earning 5%***

**7. NEW BUSINESS:**

**Discuss and possible action on:**

**A. CALL OF ELECTION per ARS 16-227A**

**a. The Purpose of the election: Acreage System Election of one Board Member for a 3-year term.**

**b. Date of Election” November 12, 2024**

**c. The last date for filing nomination petitions:**

**i. To have candidate’s name on the ballot: July 15, 2024**

**ii. To have a qualified candidate be a valid write-in candidate for an election that might be cancelled: July 29, 2024**

**iii. To submit a petition to have a qualified candidate be a valid write-in candidate (10 days prior to election): November 2, 2024**

**d. The last day to register to vote:**

**i. Individuals are already eligible to vote: Must be “Holders of evidence of title” for at least 90 days prior to the election. Must have resided continuously for six (6) months immediately preceding the Election in Maricopa County, AZ. Must be at least 18 years of age.**

**ii. Trust owned properties: Trustees must register to vote and designate the trustee who will be casting the vote(s) for the Trust.**

**iii. Corporations: October 13, 2024, is the last day corporations may submit an authorized resolution designating the person to vote in the election.**

**e. Sunburst Farms Irrigation District will conduct the Election at the District Office located at 16040 N 43rd Ave, Glendale AZ 85306. Polls will be open: 8AM to 6PM.**

1. **Budget and Budget Committee.**

***MOTION President Larry Hudson motioned to appoint Peggy Schwend as Budget Committee Chair; Victor Armendariz seconded the motion. Motion carried.***

**Peggy Schwend, Budget Committee Chair, discussed the 2024 – 2025 Budget**

Peggy Schwend, Budget Committee Chair, discussed creating a Budget committee, however, is not ready for additional members currently. Will discuss at next meeting.

1. **Establish legal policy for water control on properties**

*President Larry Hudson and Secretary Victor Armendariz discussed viewing old policies regarding water delivery responsibility.*

**MOTION – *President Larry Hudson motioned to table the issue; Secretary Victor Armendariz seconded the motion. Motion Carried.***

1. **Hiring Holly Perri to train**

**MOTION - *Secretary Victor Armendariz motioned to hire Holly Perri @ $25 per hour for employee training as Contract Labor (1099 Employee) , President Larry Hudson seconded the motion. Motion Carried.***

1. **Election and Election Committee – Victor Armendariz is Secretary of Elections Needs Community Volunteers.**

**MOTION – *President Larry Hudson motioned to table the issue and Secretary Victor Armendariz seconded the motion. Motion Carried.***

1. **Establish policy for making manual and electronic payments from District checking account**

**Treasurer Rob Myers discussed the use of e-checks & ACH payments for ACH other than for Payroll. Requests that all payments by manual and e-check have 2 board members signatures.**

**MOTION - *Treasurer Rob Myers motioned to approve and President Larry Hudson seconded the motion. Secretary Victor Armendariz voted nay. Motion Carried.***

1. **Installing camera system at 43rd Avenue**

**President Larry Hudson discussed the purchase and installation of a new camera system $699**

**MOTION – *Secretary Victor Armendariz motioned to table and President Larry Hudson seconded the motion at this time. Motion Carried.***

**8. ADJOURNMENT:** Without objection and with no further business to discuss, the meeting was adjourned at 8:28 P.M.

Dated this 7th day of May 2024

Submitted by: \_Cari Crew\_\_\_

District Manager

Minutes accepted on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2024 by Secretary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\*Note:** *All attachments including correspondence in their entirety are filed with the original minutes and may be viewed at the District Office*.