SUNBURST FARMS IRRIGATION DISTRICT

Board of Directors Regular Meeting

16040 N. 43rd Avenue

Glendale, AZ 85306

# September 3, 2024

MEMBERS PRESENT: Larry Hudson, President

Victor Armendariz, Secretary

Rob Myers, Treasurer

EMPLOYEES PRESENT: Cari Crew, Angela Marentes, Holly Perri

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 September 3rd, 2024. The meeting was called to order by President Larry Hudson at 7:00 P.M.

1. **CALL TO PUBLIC:** Richard Fite expressed concerns about irrigation delivery.
2. **SUMMARY OF CURRENT EVENTS:** Cancelling the election was discussed.
3. **APPROVAL OF MINUTES:** Regular Meeting August 6, 2024 and Special Session Meeting July 24, 2024

***MOTION*** ***Treasurer Robert Myers*** ***made a motion to approve the August 6, 2024 and July 24, 2024 Minutes as presented. Secretary Victor Armendariz seconded the motion. Motion carries.***

1. **REPORTS**

* 1. Financial Report

**1.** Approval of financial report Cathy Hacker presented the July, 2024 financials.

***MOTION*** ***Secretary Victor Armendariz made a motion to accept the financials for July, 2024, with the condition that a new line item on the books will be created for customer prepaids .*** ***Treasurer Rob Myers seconded the motion. Motion carries.***

* 1. MANAGER’S REPORT **-** Cari Crew
  2. CUSTODIAN OF RECORDS **-** No Requests
  3. Calendar of Important Dates and Deadlines **–** September: Election Committee and Election Calendar,CapEx RFPs.

1. **OLD BUSINESS**: Discuss and possible action on:
   1. Establish legal policy for water control on properties and New Homeowner Welcome Letter and Packet

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

* 1. Election and Election Committee

***MOTION***  ***Secretary Victor Armendariz made a motion to cancel the November 12, 2024 election. Treasurer Rob Myers seconded the motion. Motion carries.***

* 1. Installing camera system at 43rd Avenue, QuickBooks upgrade, Office computers update/upgrade/internet

***MOTION***  ***Secretary Victor Armendariz made a motion to 1) upgrade QuickBooks to the most current version of QuickBooks Desktop, 2) to get two new office computer systems, 3) to upgrade the internet service using Cox, 4) and to move “installing a camera system at 43rd Ave” to New Business on next month’s agenda. Treasurer Rob Myers seconded the motion. Motion carries.***

* 1. 43rd Avenue Motor/Pump Issues

***MOTION***  ***Secretary Victor Armendariz made a motion to Table this item. Treasurer Rob Myers seconded the motion. Motion carries.***

* 1. Administrative Assistant Trainer’s Hourly Rate

***MOTION***  ***Secretary Victor Armendariz made a motion to ratify the additional payment of $906.50 to Holly Perri for work done from May 3,2024 through August 5, 2024. Treasurer Rob Myers seconded the motion. Motion carries.***

* 1. Collections Attorney

***MOTION***  ***President Larry Hudson made a motion to table this item. Treasurer Rob Myers seconded the motion. Motion carries.***

* 1. Long Term Strategic Planning for Projects – Line 6 Replacement RFP

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

* 1. Audit Update

***Discussion:* *District Manager Cari Crew discussed that the auditor will be meeting with us on September 12, 2024, at 10am and requested information has been provided.***

***MOTION***  ***Secretary Victor Armendariz made a motion to table this item. Treasurer Rob Myers seconded the motion. Motion carries.***

* 1. 2023 Toyota Tacoma Repair Bids

***MOTION***  ***Secretary Victor Armendariz made a motion to have JBI Auto Services repair the 2023 Toyota Tacoma. President Larry Hudson seconded the motion. Motion carries.***

1. **NEW BUSINESS:** Discuss and possible action on:

**A.** Health Insurance for District Employees

***MOTION***  ***Secretary Victor Armendariz made a motion to reimburse employees up to $375.00 per month before taxes for health insurance coverage upon presentation of a paid invoice for same. Treasurer Rob Myers seconded the motion. Motion carries.***

1. **ADJOURNMENT:** Without objection and with no further business to discuss, the meeting was adjourned at **8:30 p.m.**

Dated this 6th day of September 2024

Submitted by: \_Angela Marentes\_\_\_

Administrative Assistant

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*