

SUNBURST FARMS IRRIGATION DISTRICT
Employee Handbook Committee Meeting
Sunburst Farms Irrigation District
16040 N. 43rd Avenue
Glendale, AZ 85306

December 7, 2016

MEMBERS PRESENT: Kay Lorenzen, Chairperson
Renee Breeden, Committee Member
Larry Hudson, Committee Member
Peggy Schwend, Committee Member
Brenda Brown, Secretary

EMPLOYEES PRESENT: Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The meeting was called to order by Kay Lorenzen, Chairperson, at 4:06 P.M.

2. NEW BUSINESS:

A. Discuss and possible action to approve minutes from October 12, 2016 meeting:

MOTION Member Renee Breeden *made a motion to approve the October 12, 2016 Committee Meeting*. Member Peggy Schwend seconded the motion. **Motion Passed**, unanimously.

A. Discuss and possible action to make recommendations to Board of Directors:

Heavy discussion between Chairperson Kay Lorenzen, Committee Members Renee Breeden, Peggy Schwend, Larry Hudson, Irrigation Manager Richard Mitten and Secretary Brenda Brown regarding refining/updating the employee handbook and making necessary changes. Sections covered regarding Holiday schedule, mileage allowance, vacation benefits, responsibilities and duties of all personnel, job descriptions for Office Manager and Irrigation Manager. Additional meeting is required.

3. ADJOURNMENT:

Without objection, meeting adjourned at 6:15 P.M.

Dated this ____ day of _____, 2016

Submitted by: _____
Committee Secretary

***Note:** *All attachments including correspondence in its entirety are filed with the original minutes and may be viewed at the District Office*