

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

February 02, 2017

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

MEMBERS ABSENT: Larry Hudson, Committee Member

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 6:00 P.M.

2. NEW BUSINESS:

A. Discuss and possible action to approve minutes from January 18, 2017 and January 25, 2017 meeting:

MOTION Member Peggy Schwend *made a motion to approve the January 18, 2017 and January 25, 2017 Committee Meeting.* Member Renee Breeden seconded the motion. **Motion Passed**, unanimously.

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

- a. Accrued vacation days**
- b. Violations on MVR report**
- c. Substance Abuse Policy**
- d. Health insurance coverage**
- e. Sexual Harassment**

Heavy discussion between Chairperson Kay Lorenzen, Committee Members Renee Breeden and Peggy Schwend, Irrigation Manager Richard Mitten and Secretary Brenda Brown regarding the refining/updating the employee handbook, substance abuse policy, accrued vacation days upon termination, timeline of MVR reports, Counties/Jurisdictions, drug free workplace, District being proactive, health/treatment plan coverage, sexual harassment, employee deductibles/out of pocket expense and staying in compliance with Federal and State Statues.

C. Discuss and possible action to approve final cop of the employee handbook:

MOTION Member Renee Breeden *made a motion to approve the final draft of the Employee Handbook for the Board of Directors' review and final approval.* Member Peggy Schwend seconded the motion. **Motion Passed**, unanimously.

3. ADJOURNMENT:

Without objection, meeting adjourned at 8:24 P.M.

Dated this _____ day of _____, 2017

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*