

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

January 12, 2017

MEMBERS PRESENT: Kay Lorenzen, Chairperson
Renee Breeden, Committee Member
Larry Hudson, Committee Member arrived at 6:13 pm
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 6:01 P.M.

2. NEW BUSINESS:

A. Discuss and possible action to approve minutes from December 07, 2016 meeting:

MOTION Member Renee Breeden *made a motion to approve the December 07, 2016 Committee Meeting*. Member Peggy Schwend seconded the motion. **Motion Passed**, unanimously.

B. 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. Discussion also ensued that the agenda items listed should be up for discussion and recommendations only, and no action taken. Sections covered regarding new position lead irrigator/maintenance, create job title and functions for employee with no driving privileges, District's acknowledgment form, acceptable MVR reports, providing yearly MVR reports, reviewing employee counseling form, attendance policy, illness days vs. PTO days and minimum wage increase effective January 1, 2017. Additional meeting is required and set for Wednesday, January 18, 2017 at 6:00 PM.

C. Discuss and possible action to create a lead irrigator/maintenance position and propose job functions and pay treatment:

No action taken

D. Discuss and possible action to determine acceptable MVR reports:

No action taken

- E. Discuss and possible action to approve all permanent fulltime employees with district driving privileges provide an MVR report yearly:**

No action taken

- F. Discuss and possible action to create job title and functions for employee with no driving privileges:**

No action taken

- G. Discuss and possible action to approve District’s Acknowledgment Form and that all employees must sign prior to work:**

No action taken

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*