

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

January 18, 2017

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 6:00 P.M.

2. NEW BUSINESS:

A. Discuss and possible action to approve minutes from January 12, 2017 meeting:

MOTION Member Renee Breeden *made a motion to approve the January 12, 2017 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. Sections covered regarding illness days, common sense rules, safety, progressive discipline, irrigation and maintenance job descriptions/functions. Additional meeting is required and set for Wednesday, January 25, 2017 at 6:00 PM.

3. ADJOURNMENT:

Without objection, meeting adjourned at 7:58 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*