

DRAFT

SUNBURST FARMS IRRIGATION DISTRICT
Special Board of Directors Meeting
16040 N. 43rd Avenue
Glendale, AZ 85306

March 14, 2017

MEMBERS PRESENT: Kay Lorenzen, President
Brett Harrison, Secretary

MEMBERS ABSENT: Eldon Graber, Treasurer

EMPLOYEES PRESENT: Brenda Brown, Office Manager

EMPLOYEES ABSENT: Richard Mitten, Irrigation Manager

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The meeting was called to order by Kay Lorenzen, President at 6:33 P.M.

2. NEW BUSINESS:

A. Discuss and possible action on irrigation readiness:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Committee Members Renee Breeden, Larry Hudson, Brenda Brown and Homeowner Lynette Gray recommending that the Irrigation Manager be responsible for making sure that the irrigators are 100% ready for irrigation prior to the cycle, installing the white board in the garage and utilizing it as a check list, appropriate stocking of supplies not only in the irrigation truck but also the garage, items needed to perform job requirements includes but is not limited to: charged cell phone, cell phone charger, basketballs, inflation needles, jam poles, flashlights etc., agenda item needs to be added to the Employee Handbook under Irrigation Managers Responsibilities and the Irrigators Responsibilities and since there is a quorum, the Committee needs to vote on this. Additions will be as follows:

Under Irrigation Managers Responsibilities page 16 #21 – Weekly inventory (prior to irrigation cycle) Irrigation Manager will verify irrigation truck is ready for irrigation. Supplies should include charged cell phone, phone charger, basketball, inflation needles, poles, ladder and valves. Irrigation Manager will update garage inventory board weekly.

Under Irrigators Responsibilities page 18 #22 – Irrigators will update inventory board as items are used. Page 18 #23 – Walk around will include making sure all necessary

supplies (charged cell phone, phone charger, basketballs, inflation needles, poles, ladder and valves, etc. etc.) are in vehicle.

MOTION Chairperson Kay Lorenzen *made a motion to update pages 16 and 18 as discussed.* Committee Member Renee Breeden seconded the motion. **Motion Passed**, unanimously.

3. OLD BUSINESS:

A. Discuss and possible action to approve the Employee Handbook:

Discussion ensued between President Kay Lorenzen, Secretary Brett Harrison, Committee Members Renee Breeden and Larry Hudson regarding the expectations of a forty (40) hour week, averaging hours over the entire year, does not preclude rain days and or sick days, benefit coverage, employees working less hours, if the work is available then the employee(s) should be there to do the work if they haven't met their forty (40) hours, Irrigation Managers' responsibility to plan, lead, and organize the work. President Kay Lorenzen stated that a Board Member should be present when the Employee Handbook is discussed with the employees so there are no misunderstandings of the Districts' Policy and Procedures. Kay also stated that the Committee did a great job and thanked everyone who participated.

MOTION Secretary Brett Harrison *made a motion to approve the Employee Handbook.* President Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

4. ADJOURNMENT:

Without objection, meeting adjourned at 7:05 PM

Dated this ____ day of _____, 2017

Submitted by: _____
Office Manager

Minutes accepted on: _____, 2017 by Secretary_____.

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