

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

October 12, 2016

MEMBERS PRESENT: Renee Breeden, Committee Member
Larry Hudson, Committee Member
Kay Lorenzen, Committee Member
Peggy Schwend, Committee Member

EMPLOYEES PRESENT: Brenda Brown
Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

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

2. NEW BUSINESS:

A. Discuss and possible action to appoint a Chairperson:

MOTION Committee Member Renee Breeden *made a motion to appoint Kay Lorenzen as Chairperson.* Committee Member Peggy Schwend seconded the motion. **Motion Passed,** unanimously.

B. Discuss and possible action to appoint a Secretary:

MOTION Committee Member Renee Breeden *made a motion to appoint Brenda Brown as Secretary.* Chairperson Kay Lorenzen seconded the motion. **Motion Passed,** unanimously.

C. 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. Additional meeting will be scheduled on Thursday, October 20, 2016 at 4:00 P.M.

3. ADJOURNMENT:

Without objection, meeting adjourned at 5:38 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*