

SUNBURST FARMS IRRIGATION DISTRICT

Kay Lorenzen, President  
Brett Harrison, Secretary  
Eldon Graber, Treasurer

**Employee Handbook Committee Meeting**  
**January 12, 2017 – 6:00 P.M.**  
**16040 N. 43rd Avenue**  
**Glendale, AZ 85306**

AGENDA

**NOTICE IS HEREBY GIVEN**, pursuant to A. R. S. Section 38-431.02A, that the Employee Handbook Committee of the Sunburst Farms Irrigation District will hold a meeting, which is open to the general public, on **Thursday, January 12, 2017 at 6:00 p.m.** at the District Office located at 16040 N. 43<sup>rd</sup> Avenue, Glendale, AZ., 85306 to consider the following:

- 1. CALL TO ORDER: (Kay Lorenzen, Chairperson)
- 2. NEW BUSINESS:
  - A. Discuss and possible action to approve minutes from December 07, 2016 meeting
  - B. Discuss and possible action to make recommendations to Board of Directors
  - C. Discuss and possible action to create a lead irrigator/maintenance position and propose job functions and pay treatment
  - D. Discuss and possible action to determine acceptable MVR reports
  - E. Discuss and possible action to approve all permanent fulltime employees with district driving privileges provide an MVR report yearly
  - F. Discuss and possible action to create job title and functions for employee with no driving privileges
  - G. Discuss and possible action to approve District's Acknowledgment Form and that all employees must sign prior to work

3. ADJOURNMENT:

Posted this 11<sup>th</sup> day of January, 2017.  
by: Brenda Brown  
Brenda Brown, Custodian of Records

The Sunburst Farms Irrigation District does not discriminate on the basis of disability in admission to its public meetings. Persons with a disability may request a reasonable accommodation by contacting the District at phone number (602) 938-8760. Requests should be made by noon of the day of the scheduled meeting to allow time to arrange the accommodation.

SUNBURST FARMS IRRIGATION DISTRICT

EXECUTIVE BOARD

Kay Lorenzen,	President
Brett Harrison,	Secretary
Eldon Graber,	Treasurer

**PUBLIC NOTICE**

**There is no Board agenda; no official action will be taken at this time.**

**NOTICE OF ATTENDANCE**

January 11, 2017

Two or more Sunburst Farms Irrigation District Board of Directors may be in attendance at the following event:

Sunburst Farms Irrigation District  
Employee Handbook Committee Meeting

Meeting will be held at

Sunburst Farms Irrigation District  
16040 N. 43<sup>rd</sup> Avenue  
Glendale, AZ 85306

Thursday, January 12<sup>th</sup>, 2017 6:00 p.m.

Dated this 11<sup>th</sup>, day of January, 2017

By *Brenda Brown*  
Office Manager

*Pursuant to ARS 38-431.02, notice is hereby given to the Sunburst Farms Irrigation District (SBFID) Members and the General Public.*

