

Sunburst Farms Irrigation District
Employee Handbook Committee Meeting

January 17, 2019

Present: Kay Lorenzen, Chair; Peggy Schwend and Victor Armendariz

Guests: Bob Bustoz, Richard Mitten

Kay called the meeting to order at 3:06PM.

Kay found the document that the previous Office Manager had updated to incorporate the changes recommended by the previous Handbook Committee. The current committee reviewed the document.

Page 7: Mileage to be submitted by the end of each month

Insert: Administrative Assistant (after Irrigation Manager) Pages 13-14.

Page 1: The District employs an Irrigation Manager, an Administrative Assistant and irrigation/repair/maintenance employees as necessary to operate the District.

Page 12: Irrigation Manager, Administrative Assistant, add Organization Chart, put Jobs Irrigation Manager first.

Find and add appendices

Page 8: Add "or a board member"

Page 21: Dos and Don'ts: Do not leave vehicles in idle for an excessive amount of time.

Motion: Kay moved and Peggy seconded that the Handbook Committee recommends that the Board accept the above changes. Motion passed unanimously.

Meeting adjourned at 4:01PM