

MINUTES OF THE SPECIAL MEETING
OF THE COMMISSIONERS OF THE
HEART MOUNTAIN IRRIGATION DISTRICT
JANUARY 08, 2018

The January Special meeting of the Heart Mountain Irrigation District's (HMID) Board of Commissioners was held at the Heart Mountain Irrigation District office located at 1206 Road 18, Powell, Wyoming on Monday, January 08, 2018. Commissioners present: President Brian Duyck, Vice President Pat Nelson, Brad Ferguson Scott Hecht and Travis Jackson. Staff attendances: District Manager Randy Watts, Secretary/Treasurer Tyler Weckler and District Attorney Mary Reed. The meeting was called to order at 8:10 a.m. by President Brian Duyck.

President Brian Duyck began the Special Meeting agenda item, review of the current Heart Mountain Irrigation District Employee Handbook (effective September 1, 2005). President Brian Duyck began the discussions on page 1. The Board of Commissioners reviewed each page and paragraph. The HMID Handbook (effective September 1, 2005) showing removed, added and edited language referenced in the pages below, are filed with these minutes.

The following pages had table of content and subject paragraphs removed from the handbook: pg.1 "Radio Units"; pg.13 "Core Hours"; pg.15 "Your Pay and Job Progress"; pg.16 "Promotional Opportunities".

The following pages had table of content and subject paragraphs added: Pg.18 "Jury Duty".

The following pages had table of content and subject paragraphs amended: Pg.4 "Employment at Will"; pg.5 "Harassment"; pg.7 Resignation/Exit Interviews"; Pg.7 "Human Resources Counseling"; Pg.8 "Return of Company Property"; pg.9 "No Smoking Policy"; pg.10 "Health Coverage"; pg.10 "Company Equipment"; pg.11 "Substance Abuse Policy"; pg.12 "Safety and Work-Related Injuries"; pg.13 "Emergency Procedures"; pg.13 "Nepotism"; pg.14 "Time Records"; pg.15 "Away from Your Desk or Shop"; pg.18, "Sick Leave".

During discussions, it was agreed to draft a new "Notice and Acknowledgment" form, separate from the employee handbook consent signature page. This form is a notice to all employees, acknowledging any district 'assets' issued to them during employment, are subject to fines if such assets are not returned immediately upon termination. This includes but not limited to keys of any type, data/electronic storage devices and fuel cards. All district 'property' not returned upon termination will be considered theft. A draft was requested for review by the February 13th, Regular Meeting of the Commissioners.

Changes in the Handbook will require changes to current job descriptions. Ditchrider job descriptions referencing an additional 50% vacation beginning on December, 15 of each year, is to be removed; revisions to any job descriptions that may contradict this handbook are to be made.

Commissioner Travis Jackson made a motion to accept the changes to the Heart Mountain Irrigation District Employee Handbook. Commissioner Brad Ferguson seconded the motion. Discussions were had regarding the handbook effective date.

Commissioner Travis Jackson so moved to amend his original motion to state the effective date of January 8th, 2018. Commissioner Brad Ferguson seconded the motion; motion passed unanimously.

A copy of the revised Heart Mountain Irrigation District Handbook with effective date of January 08, 2018, is filed with these minutes.

An evaluation of sick accrual and payment of this account to an employee upon termination or retirement was had. This accrued time is not considered vested time and shall no longer be paid upon employee termination of any type or retirement. Current employees' sick accrual was agreed to be liquidated, clearing the way for the establishment of the new sick time policy referenced in the January 08, 2018 handbook.

Vice President Pat Nelson made a motion to proceed with paying off sick time that has been accrued to January 6th of 2018, with exception that Tim Harvey may select his payment option of cash or paid time off. Commissioner Scott Hecht seconded the motion; motion passed unanimously.

Hearing no further business to come before the Board, President Brian Duyck adjourned the January 08th, 2018 Special Meeting of the Heart Mountain Irrigation District's Board of Commissioners at 11:58 a.m.

RESPECTFULLY SUBMITTED,

Brian Duyck, Board President

ATTEST:

Tyler Weckler, Secretary/Treasurer