



To: Mountain Regional Water Administrative Control Board Members

From: Lisa Hoffman, Assistant General Manager

Date: June 11, 2024

Re: Communications and Human Resources Update

COMMUNICATIONS

OVERVIEW OF PAST MONTH:

- Continued working with customers in the Landscape Lawn Exchange program
- Sent out Summer Newsletter with June bills
- Attended an AWWA webinar on “Direct Pay” for utilities

FOCUS FOR NEXT MONTH:

- Continue working with customers in the Landscape Lawn Exchange program
- Continue following IRS updates and guidance on “Direct Pay” for floating solar array investment tax credits.
- Continue researching affordability programs for potential implementation in the District.
- Continue working on the WIFIA loan application.

HUMAN RESOURCES

OVERVIEW OF PAST MONTH:

- Continued working with Automatic Data Processing (ADP) to move payroll processing and time-keeping from Caselle to the ADP platform WorkforceNow. GO LIVE date for new timekeeping system is 6/16/2024. First live payroll will be run on Monday, 7/15/2024.
- Continued recruiting efforts for the District’s open position for a Customer Service Water Technician. Interviewed eight applicants and Ryan Heryford from Coalville has accepted the position and started with the District on Wednesday, June 26th.
- Attended a virtual training session on our new benefits enrollment platform, Employee Navigator on Friday, June 14th. This platform will go live in September before the 2025 open enrollment period.
- Finished up the Hydration Challenge and held a drawing for those who recorded daily ounces of water consumed.

FOCUS FOR NEXT MONTH:

- Continue working with ADP to fine tune all reports and processing in the new payroll system.

- Continue working with Moreton to finalize implementation of Employee Navigator, and its integration with ADP.
- Begin reviewing all employee benefit providers (except for health insurance) and evaluate with Moreton the possibility of doing a request for proposal on several benefits.