



To: Mountain Regional Water Administrative Control Board Members

From: Lisa Hoffman, Assistant General Manager

Date: December 6, 2024

Re: Communications and Human Resources Update

COMMUNICATIONS

OVERVIEW OF PAST MONTH:

- Compiled responses from the three-question follow-up survey to employees and reviewed with the administrative team.
- IRS pre-filing paperwork for the solar array direct pay credits was approved by the IRS and we have a project number which will be used for the tax return filing in 2025.
- As part of an initiative for more cross-department projects I will be heading up an effort to update the District's emergency response planning policies and procedures.

FOCUS FOR NEXT MONTH:

- Continue working with Summit County on the customer data and privacy policy initiatives.
- Establish a working committee for the emergency response planning policies and procedures.
- Work with the Customer Service team to draft the Winter newsletter going out the first week of February.

HUMAN RESOURCES

OVERVIEW OF PAST MONTH:

- Worked with employees on finalizing elections for the 2025 Open Enrollment period.
- Continued planning efforts for the District's Christmas lunch on Wednesday, December 11th.
- Continued edits to the new ADP pay stubs and reconciliation for yearend reporting.
- Initiated annual review process in Trakstar and assisted staff in completing all employee reviews by Friday, December 13th.

FOCUS FOR NEXT MONTH:

- Continue working with Moreton to finalize integration of Employee Navigator with ADP.
- Finalize employee reviews for 2024 and establish new goals, questions and skills for employee groups in 2025.
- Prepare year end reporting for payroll and benefits.
- Start planning for 2025 Wellness Program activities.