



To: Mountain Regional Water Administrative Control Board Members

From: Lisa Hoffman, Assistant General Manager

Date: October 24, 2024

Re: Communications and Human Resources Update

COMMUNICATIONS

OVERVIEW OF PAST MONTH:

- Finalized the fall District newsletter.
- Submitted an Abstract to AWWA for the District's floating solar array project to be included as a presentation topic at the annual AWWA conference in Denver, CO (June 2025). We will find out if we are selected in February 2025.
- The floating solar array went live on 10/16/2024 and we successfully completed the registration process with the IRS to qualify for the investment tax credits. A formal tax return will be filled in the first quarter of 2025.
- Had three more customers complete their Landscape Lawn Exchange project.
- Attended the Utah Water Users fall conference in Layton on October 15th.
- Sent out the annual employee survey.
- Attended the Government Finance Officers Association three-day MiniMuni conference.

FOCUS FOR NEXT MONTH:

- Prepare findings for District management and the ACB from employee survey results
- Assist in preparing District communications for the rate increase hearing to be held at the November board meeting on November 21st.

HUMAN RESOURCES

OVERVIEW OF PAST MONTH:

- Finalized benefit rates for 2025 and began document preparation for 2025 Open Enrollment meeting on November 13th.
- Kicked-off our 4th quarter wellness topic – Financial Wellness. The activities this quarter include a speaker on "Estate Planning 101" and a financial activity challenge in November.
- Continued edits to the new ADP pay stubs and reconciliation for year end reporting.

FOCUS FOR NEXT MONTH:

- Continue working with Moreton to finalize implementation of Employee Navigator, and its integration with ADP.

- Hold the 2025 Open Enrollment meeting on November 13th. Moreton will attend to provide resources on benefits and I will provide an overview of other benefits.
- Continue planning efforts for our Christmas lunch on Wednesday, December 11th.