



To: Mountain Regional Water Administrative Control Board Members

From: Lisa Hoffman, Assistant General Manager

Date: April 18, 2024

Re: Communications and Human Resources Update

COMMUNICATIONS

OVERVIEW OF PAST MONTH:

- Attended Weber Basin annual customer meeting on March 26th to discuss water supply, conservation, and water rates. No restrictions this summer and no changes to the Landscape Lawn Exchange program.
- Continued promoting and coordinating rain barrel sales through mid-April.
- Designed a “Landscape Lawn Exchange” yard sign for customers to place in their yard next year when completing their project.

FOCUS FOR NEXT MONTH:

- 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.
- Start working on a press release for the solar array groundbreaking which will be taking place in June.
- Continue working on the WIFIA loan application.
- Participate in the rain barrel distribution day on May 5th.

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.
- Began planning and held a Wellness Committee meeting for the District’s Q2 focus on “nutrition and hydration”. Currently coordinating a presenter for prepping quick easy meals and snacks as well as how to make smart choices when eating out. Additionally, beginning preparation for a “Hydration Challenge” which will be a 14-day challenge to record how many ounces of water you consume daily.
- Posted for the District’s Seasonal Operator positions, likely four to five positions, running from May to August.
- Began working with Moreton to implement Employee Navigator, a new onboarding and open enrollment tool where all benefit elections will be made online. The Employee Navigator application interfaces with ADP, which will make onboarding and open enrollment much more efficient.

FOCUS FOR NEXT MONTH:

- Continue working with ADP to move payroll processing and time-keeping to WorkforceNow.
- Onboard new Seasonal Operators
- Attend as the local Summit County representative for the 2024 Salubrious Medical Stop-Loss Captive retreat in Washington, May 1-3.
- Continue working on the Interlocal Agreement for participation in the Summit County health insurance plan.
- Continue working with Moreton on the Employee Navigator implementation.
- 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.