



To: Mountain Regional Water Administrative Control Board Members

From: Lisa Hoffman, Assistant General Manager

Date: May 23, 2024

Re: Communications and Human Resources Update

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## COMMUNICATIONS

### OVERVIEW OF PAST MONTH:

- Continued promoting and coordinating rain barrel sales. Attended rain barrel distribution event on May 5<sup>th</sup>
- Started back-up the Landscape Lawn Exchange Program after the winter break.

### FOCUS FOR NEXT MONTH:

- Begin working on the District's quarterly Summer Newsletter
- Continue working with customers in the Landscape Lawn Exchange program
- Prepare material and attend the Recycle Utah – Water Festival at McPolin elementary school on May 29<sup>th</sup>.
- 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 6/2/2024.
- Hired four candidates into the District's Seasonal Operator positions. All four are returning from last year and will begin working the last week of May.
- Attended as the local Summit County representative for the 2024 Salubrious Medical Stop-Loss Captive retreat in Seattle, Washington, May 1-3. The event included speakers on the rising cancer rates on people under 50, insights into genomic screening and testing as well as cell and gene therapy, tackling rising prescription drug costs, engaging employees in their benefits and employee recognition tools.
- Kim Richins retired from the District on May 1<sup>st</sup>. He was one of the District's first employees and had 22 years of service to the District. His retirement opened up a position at the Lost Canyon facility

which was filled by Dixon Richins from the Distribution department. Dixon's position in Distribution was filled by Jaxon Hortin from Customer Service and the Customer Service department is now hiring.

*FOCUS FOR NEXT MONTH:*

- Continue working with ADP to move payroll processing and time-keeping to WorkforceNow.
- Onboard new Seasonal Operators
- Begin recruiting efforts for Customer Service Technician in the Customer Service department.
- Continue working with Moreton to implement Employee Navigator, and its integration with ADP, which will make onboarding and open enrollment much more efficient.
- 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.
- Holding an employee luncheon on Wednesday, June 12<sup>th</sup> with a speaker on the "Art of Meal Prep". At this event, we will also kick-off a 14-day "Hydration Challenge".