



To: Mountain Regional Water Administrative Control Board Members

From: Lisa Hoffman, Assistant General Manager

Date: June 14, 2024

Re: Communications and Human Resources Update

COMMUNICATIONS

OVERVIEW OF PAST MONTH:

- Finalized the District's quarterly Summer Newsletter
- Continued working with customers in the Landscape Lawn Exchange program
- Customer Service and Engineering staff attended the Recycle Utah – Water Festival at McPolin elementary school on May 29th.

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.
- Onboarded new Seasonal Operators
- Began recruiting efforts for the District's open position for a Customer Service Water Technician. Had over 10 candidates apply and interviewed eight. Ryan Heryford from Coalville has accepted the position and will start with the District on Wednesday, June 26th.
- Moreton has completed its set-up for Employee Navigator, I will attend a virtual training session on Friday, June 14th.
- Held an employee luncheon on Wednesday, June 12th with a speaker on the "Art of Meal Prep". At this event, we also kicked-off a 14-day "Hydration Challenge", June 13th through June 26th.

FOCUS FOR NEXT MONTH:

- Continue working with ADP to move payroll processing and time-keeping to WorkforceNow.
- Onboard Ryan Heryford
- 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.