



To: Mountain Regional Water Administrative Control Board Members

From: Lisa Hoffman, Assistant General Manager

Date: January 9, 2025

Re: Communications and Human Resources Update

COMMUNICATIONS

OVERVIEW OF PAST MONTH:

- Worked with the Customer Service team to finalize the Winter newsletter that went out with bills the first week in January.
- Attended the monthly Utah Water Conservation Forum meeting and was introduced to the new conservation campaign the state will be using for the 2025 summer season. It will continue to focus on the “Slow the Flow” campaign as this brand has much more name recognition than others more recently introduced.

FOCUS FOR NEXT MONTH:

- Work on the 2024 tax return filing for the solar array direct pay credits.
- Prepare the WIFIA application with the help of Steve and Sam.
- Begin following water bills and other bills affecting the District in the 2025 Utah Legislative Session.
- Start working on strategies for District’s emergency response planning policies and procedures.
- Establish a working committee for the emergency response planning policies and procedures.
- Continue working with Summit County on the customer data and privacy policy initiatives.

HUMAN RESOURCES

OVERVIEW OF PAST MONTH:

- Continued edits to the new ADP pay stubs and reconciliation for yearend reporting.
- Finalized employee reviews for 2024 and continued with same competencies for 2025 reviews.
- Prepared year end reporting for payroll and benefits and loaded all new benefit elections for 2025

FOCUS FOR NEXT MONTH:

- Continue working with Moreton to finalize integration of Employee Navigator with ADP.
- Start planning for 2025 Wellness Program activities.
- Begin preparing for the District’s 2024 annual audit.