To: Mountain Regional Water Administrative Control Board Members

From: Lisa Hoffman, Assistant General Manager

Date: November 13, 2026

Re: Communications and Human Resources Update

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COMMUNICATIONS

OVERVIEW OF PAST MONTH:

- Continued working on updates to the District's Safety Policies. Held a meeting with Brandt Judd (the District's Safety Manager) and Jason Watterson at the Utah Local Government Trust to discuss enhancements to the policy as well as enhanced stand alone internal SOPs (Standard Operating Procedures) for the most sensitive tasks employees perform like confined space, chemicals, and trench work.
- Continued work on data privacy initiatives and finalized a data privacy notice for the District's website as well as customer forms.
- Worked with Weber Basin to finalize Landscape Incentive classes in Summit County in mid-March and mid-May of 2027
- Finalized noticing and communications for the District's Public Hearing for its amended Impact Fee Facility Plan as well as the 2027 rate increase public hearing.

FOCUS FOR NEXT MONTH:

- Fill out the annual Privacy Program Report due to the Utah Data Privacy office by 12/31/2026 and continue working on the customer data and privacy policy initiatives for the GDPA.
- Continue working on updates to the Districts Safety Policies.
- Finalize communications for the Impact Fee Analysis. Public Hearing to be held at the ACB meeting on December 10th.
- Continue working with Weber Basin and WRI on economic modeling in post-wildfire scenarios.
- Continue analyzing policy management software and working on privacy initiatives.
- Notice the District's Budget Hearing to be held at the PEAK Center on Wednesday, December 2nd.

HUMAN RESOURCES

OVERVIEW OF PAST MONTH:

- Finalized the 2027 employee Benefit Guide
- Held 2027 open enrollment, safety lunch and our second cornhole tournament on Wednesday, November 11th.
- Started planning for a wellness challenge in November/December – Random Acts of Kindness.
- Posted the Water Resources Intern job and received eight applicants.
- Held our semi-annual road clean-up on the North Pace Frontage Road on October 28th.

FOCUS FOR NEXT MONTH:

- Assist employees with the 2027 Open Enrollment, which will close on Wednesday, December 2nd.
- Planning for the holiday lunch on December 16th.
- Meet with managers for a refresher on the annual review process to be completed by December 15th.
- Begin working on wellness topics for 2027.