



To: Mountain Regional Water Administrative Control Board Members
From: Lisa Hoffman, Assistant General Manager
Date: February 13, 2026
Re: Communications and Human Resources Update

COMMUNICATIONS

OVERVIEW OF PAST MONTH:

- **WE HAVE A CLOSING DATE FOR THE WIFIA LOAN!!! FEBRUARY 25, 2026.**
 - Meetings with the WIFIA team have continued on a weekly basis and we have made significant progress in getting all documents finalized. Office of Management and Budget (OMB) approved the loan and we are now waiting for the final approval from the EPA Administrator, Lee Zeldin.
- Completed all redlines for the District's By-laws and Personnel Policies. These changes will be presented at the February ACB meeting with final approval by County Council expected in March.
- Began work on the District's Rules and Regulations updates as well as Administrative Policy updates. These should be completed for the March or April ACB meeting.
- Drafted messaging to customers about paperless billing and fees for paper statements starting July 1st.
- Began following Utah's legislative session for water related bills. Currently tracking over 35 bills, which seems like a lot!

FOCUS FOR NEXT MONTH:

- Continue moving WIFIA loan forward and finalize on February 25th.
- Continue working on the customer data and privacy policy initiatives for the GDPR.
- Begin working on a customer education campaign for next year to address daily watering that we saw happening this summer.
- Continue working on policy updates to the Administrative Policies and Regs.
- Finalize approvals of changes to By-Laws and Personnel Policies with Summit County.
- Continue following water bills and other bills affecting the District in the 2026 Utah Legislative Session.

HUMAN RESOURCES

OVERVIEW OF PAST MONTH:

- Reviewed benefit policies as part of the updates to the District's Personnel Policies.
- Finalized 2026 Wellness topics by quarter.
- Planning a financial wellness lunch and learn on retirement planning.
- Finalized year end reporting for payroll and issuance of W-2s

FOCUS FOR NEXT MONTH:

- Begin looking into a new employee review software to replace, Trakstar.
- Begin planning for the Wellness Fair to be held in Q2 2026. Also continue planning wellness events for the rest of 2026.
- Begin recruitment efforts for the District's summer seasonal positions.