

M E M O

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT
WEEK ENDING MAY 30, 2008

DATE: May 30, 2008

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending May 30, 2008.

BACKGROUND:

WATER AWARENESS

Water saving tips will continue to be mailed out as bill inserts to all customers. Additionally, the water saving tips will be sent along with a cover letter and water conservation packets to all new customers. This letter emphasizes the fact that we are still in Phase 2 of the Drought Contingency Plan and suggests ways that customers can cut back on water usage.

BEAR CREEK ESTATES WASTEWATER SYSTEM

A Public Hearing was held on May 15, 2008 to determine if there was approval of the proposed multi-year increase in wastewater rates. The increase was approved. Wastewater rates will increase from \$140.00 bi-monthly to \$246.00 bi-monthly effective June 1, 2008. Bills will be prorated accordingly.

NORMAL RECURRING DUTIES

Staff continues to provide excellent customer service and timely completion of all regular duties such as accounts payable processing, accounts receivable processing, billing, financial reporting, payroll, etc. These duties consume the bulk of the finance department's time, although we are always willing and ready to assist in other areas if asked.

Karen Alvarez
Finance Manager