

## M E M O

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT  
WEEK ENDING NOVEMBER 28, 2008

DATE: November 28, 2008

### **RECOMMENDATION:**

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending November 28, 2008.

### **BACKGROUND:**

#### WATER AWARENESS

New water saving tips continue to be mailed out as bill inserts to all customers. Additionally, the front office has water conservation kits, refrigerator magnets and hose washers that are handed out on an individual basis.

#### FELTON

The first billing for the Felton customers is scheduled to go out this week. Overall, the meter reading went fairly smooth with a few bugs to be worked out. We anticipate that the customers will be happy with their bills.

#### OFFICE REMODEL

The Finance office remodel has been completed and we are back in our old spot with new paint, carpet and a private office for the finance manager. We are very happy with the way that it all turned out. We are still working with a short staff but everyone has jumped in and is contributing to make sure everything gets done.

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Karen Alvarez  
Finance Manager