

## M E M O

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT  
WEEK ENDING DECEMBER 12, 2008

DATE: December 12, 2008

### **RECOMMENDATION:**

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending December 12, 2008.

### **BACKGROUND:**

#### WATER AWARENESS

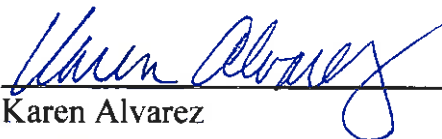
New water saving tips continue to be mailed out as bill inserts to all customers. Additionally, the front office has water conservation kits, refrigerator magnets and hose washers that are handed out on an individual basis.

#### FELTON

The first billing for the Felton customers was mailed out last week. An introductory letter from the District Manager was included, welcoming the Felton customers to our District. The customers have been rapidly sending in their payments and the overwhelming majority of the calls we are receiving are positive.

#### OFFICE REMODEL

The office remodel is continuing in the rest of the administration building (Finance Dept. is completed). We are receiving positive input from the customers who thought this was long overdue.

  
\_\_\_\_\_  
Karen Alvarez  
Finance Manager