

OFFICE MANAGER REPORT

BOD MEETING JULY 28, 2017

New Leaseholder Marion Head lot 114

While conducting an audit of the PUD bills by street compared to electric recovery by street, I have concluded that it would be more efficient and make it easier to audit when there are leaseholder complaints about the amount of their bill, if we checked the meters every month and change the meter check date to between the 22nd and 24th of the month-which is when the PUD checks the meters.

I plan on checking the meters on August 22nd instead of the 15th, which will make this 2-month billing a little longer. Leaseholders still only be required pay their bills every two months if they wish, but I plan on sending out electric bills every month and electric bills with statements every two months.

During this audit I am doing, you may see me reading your meters at unscheduled times, so please do not release the hounds on me.