

## Request for Documents / Information

This request is being made by Mark Lewis, Tucson Water ratepayer, member of the Citizens Water Advisory Committee (CWAC) and member of the Conservation & Education Subcommittee of CWAC, (CED).

Purpose: It is my intention to gather the documentation and information necessary to ensure the following:

- 1) That the funds collected from Tucson Water customers under the Conservation Fee (CF) program has been properly accounted for, audited, and expensed.
- 2) The any monies expensed from the CF fund to third party contractor has been through contracts that were awarded through the proper COT bidding process, that these contracts were current at the time the expenditures were made, that the contractors have complied with the requirements of their respective contracts, and that the amounts paid to these contractors was based on GAAP invoicing and validation procedures.
- 3) The CED and CWAC have been provided accurate and complete financial information regarding the CF fund.
- 4) The CED and CWAC have been provided accurate and complete information regarding the data associated with the various reports, including but not limited to the number and type of rebates and the number of educational sessions and students.
- 5) That the CED and CWAC have been asked to participate and approve expenditures in excess of \$5,000.00 (not including COT staff costs, and previously approved rebate programs). This will include third party contractors and matching fund programs.
- 6) The ratepayers of Tucson Water, the CWAC members, Tucson Water Senior staff, the general public and Tucson's Elected Officials can rely upon the reports and financial information provided through the CWAC in regard to the CF program and that all related expenditures are being properly tracked, recorded, and audited.

### Specific Requests:

NOTE: The following list will be identified as "review" or "copy of". If "copy of", a copy is being requested. If "review" the opportunity to simply review the document is all that is being requested. In the event a copy of a page(s) was needed after a "review" that limited copy would be requested. I am available to review documents at whatever place of business is desired by COT and TW.

#### Group A: Accuracy of Financial Records

- A1) Review the last three TW audits, full audits, not summaries.
- A2) A Copy of the final 2013-2014 Tucson Water financial reports related to the CF funds. This includes reserves, roll over's, budget, and detailed GL report identifying each expenditure by vendor and amount. (At this time, no invoices are being requested unless specifically identified later in this document request).

A3) A Copy of the YTD reports for 2014-2015 for the same criteria as above.

Group B: Contracts/Vendor

B1) A Copy of all third party contracts in which any CF funds were spent in FY2013-2014 and 2014-2015. This request specifically includes any amendments and extensions of said contracts. It is understood that some of these contracts will be exclusive to the CF program, while others will be from contractors who have a blanket contract with the COT and/or TW. Both types of contracts are requested if there were any CF monies paid to the contractor in FY 2013-2014 and 2014-2015 ytd. (While there may be more, this list will include CHRPA, **SERI contract. (Sonora Environmental Research Institute, EEE, WET, Water Smart, PR Firm, etc.)**)

B2) A copy of all Benjamin Supply invoices which are reflected in the FY2013-2014 and 2014-2015 ytd CF financials. I was told that Benjamin Supply was the sole vendor associated with the materials aspect of the CF program (low income programs). If there are other vendors involved with (materials aspect) of the low income program(s), please provide those invoices as well for the same time periods.

B3) A Copy of any documentation related to the Contracts in B1 in which either TW or the Contractor has been in violation of such contracts.

B4) A Copy of ALL invoices processed (paid) to the contractors identified in B1 & B2 associated with the same FY years (2013-2014 & 2014-2015 YTD). It is understood that these may be dedicated invoices to CF program, or an invoice in which an "allocation" has been made for the CF program. Both are requested, with applicable designation as to the CF fund obligation percentage, if allocated. (Invoices should match financial report details in A2 of this document request).

Group C: Rebate Recipient Tracking

D1) A copy of the rebate lists, as reflected in the 2013-2014 and 2014-2015 ytd financial reports and Annual Conservation Report (these two reports would presumably be created from the exact same list of rebates, but to the degree they are not, please identify distinction). These reports list the type of rebate, the address of the rebate receiver, the number of fixtures per rebate, the amount of the rebate and the amount of the qualifying expenditure associated with the rebate. To the degree this reports includes information that is determined to be unavailable through the Freedom of Information Act, please redact that specific information.

Document Delivery / Timeline

I am ready to receive this information via hard copy, CD, email, whatever medium is desired by TW. I am happy to receive this information and documentation piecemeal, or in segments, with the request that the information provided include a reference to the specific request(s) above and as soon as practical under the FOIA guidelines. If any information requested in this communication is not going to be provided, please note same, as reason for information request denial.

End of FOIA Request