

**Moulton Niguel Water District
Fiscal Year 2015-16
Staffing Plan**

Division, Department and Position Title	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Revised Budget FY 2015-16	Notes
<u>Board of Directors</u>				
BOARD MEMBERS	7	7	7	
	7	7	7	
Board of Directors Total				
	7	7	7	
<u>Administration</u>				
<i>General Manager</i>				
ADMINISTRATIVE ANALYST	1	1	1	
ASSISTANT GENERAL MANAGER	1	1	1	
ASSISTANT TO THE GENERAL MANAGER	1	1	1	
BOARD SECRETARY/EXECUTIVE ASSISTANT	1	1	1	
GENERAL MANAGER	1	1	1	
POLICY & OUTREACH ANALYST	1	1	2	New Position for FY 15-16
	6	6	7	
<i>Human Resources</i>				
DIRECTOR OF HUMAN RESOURCES	1	1	1	
HUMAN RESOURCES ANALYST	1	1	1	
	2	2	2	
<i>Information Technology</i>				
INFORMATION TECHNOLOGY MANAGER	1	1	1	
MANAGEMENT ANALYST	0	1	1	
SYSTEMS ANALYST	2	2	2	
	3	4	4	
Administration Total				
	11	12	13	
<u>Engineering and Operations</u>				
<i>Administrative Services</i>				
ADMINISTRATIVE ANALYST	1	1	0	Filled with Administrative Assistant
ADMINISTRATIVE ASSISTANT	1	1	2	
ASSISTANT DIRECTOR OF ENGINEERING	1	1	1	
ASSISTANT DIRECTOR OF OPERATIONS	1	1	1	
DIRECTOR OF ENGINEERING & OPERATIONS	1	1	1	
FACILITIES COORDINATOR	0	0	1	New Position for FY 15-16
REGULATORY COMPLIANCE OFFICER	0	1	1	
SAFETY AND RISK MANAGER	1	1	1	
	6	7	8	
<i>Engineering Services</i>				
CONTRACTS & PROCUREMENT MANAGER	1	1	1	
CROSS CONNECTION INSPECTOR	5	5	5	
CROSS CONNECTION SUPERVISOR	1	1	1	
ENGINEERING/GIS TECHNICIAN	2	2	2	
INSPECTION SUPERVISOR	1	1	1	
INSPECTOR	4	4	4	
INVENTORY CONTROL WORKER	1	1	1	
PERMIT TECHNICIAN	1	1	1	
PRINCIPAL ENGINEER	2	2	2	
PURCHASING AGENT	1	1	1	
RECORDS AND MAPPING COORDINATOR	1	1	1	
SENIOR ENGINEER	1	1	1	
SENIOR GIS ANALYST	1	1	1	
SUPERINTENDENT OF ENGINEERING	1	1	1	
	23	23	23	

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Division, Department and Position Title	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Revised Budget FY 2015-16	Notes
<i>Facilities Maintenance</i>				
ELECTRICAL/INSTRUMENTATION SERVICES SUPERVISOR	1	1	1	
ELECTRICAL/INSTRUMENTATION SYSTEMS PROGRAMMER	1	1	1	
ELECTRICAL/INSTRUMENTATION TECHNICIAN	1	1	1	
MAINTENANCE WORKER - FACILITIES	6	6	7	New Position for FY 15-16
MECHANIC	2	2	2	
STATION MAINTENANCE SUPERVISOR	1	1	1	
SUPERINTENDENT FACILITIES OPERATION	1	1	1	
SUPPORT SERVICES SUPERVISOR	1	1	1	
WATER DISTRIBUTION SUPERVISOR	1	1	1	
WATER SYSTEMS OPERATOR	3	3	3	
	<hr/>	<hr/>	<hr/>	
	18	18	19	
<i>Utilities Maintenance</i>				
COLLECTION SYSTEM SUPERVISOR	1	1	1	
MAINTENANCE WORKER - COLLECTION SYSTEM	8	7	7	Moved 1 Position from Collections to Streets in FY 14-15
MAINTENANCE WORKER - STREETS	8	9	12	3 New Positions for FY 15-16
STREET CREW SUPERVISOR	1	1	1	
SUPERINTENDENT UTILITIES MAINTENANCE	1	1	1	
	<hr/>	<hr/>	<hr/>	
	19	19	22	
<i>Customer Service</i>				
BILLING REPRESENTATIVE	6	0	0	
CUSTOMER ACCOUNT REPRESENTATIVES	0	11	11	
CUSTOMER ACCOUNT SUPERVISOR	1	1	1	
CUSTOMER SERVICE REPRESENTATIVE - Field	14	14	14	
CUSTOMER SERVICE REPRESENTATIVE - Office	5	0	0	
CUSTOMER SERVICE SUPERVISOR	2	2	2	
SUPERINTENDENT OF CUSTOMER SERVICE	1	1	1	
	<hr/>	<hr/>	<hr/>	
	29	29	29	
<i>Water Efficiency</i>				
WATER CONSERVATION REPRESENTATIVE	1	1	3	2 New Positions for FY 15-16
WATER CONSERVATION SUPERVISOR	1	1	1	
WATER RESOURCES ANALYST	0	0	1	New Position for FY 15-16
WATER USE EFFICIENCY ANALYST	1	1	1	
	<hr/>	<hr/>	<hr/>	
	3	3	6	
Engineering and Operations Total	98	99	107	
Finance				
<i>Administrative Services</i>				
DIRECTOR OF FINANCE & TREASURER	1	1	1	
FINANCE MANAGER	1	1	1	
SENIOR FINANCE & RESOURCE ANALYST	1	1	1	
	<hr/>	<hr/>	<hr/>	
	3	3	3	
<i>Accounting</i>				
ACCOUNTANT	4	4	4	
ACCOUNTING SUPERVISOR	1	1	1	
CONTROLLER	1	1	1	
	<hr/>	<hr/>	<hr/>	
	6	6	6	
Finance Total	9	9	9	
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Full Time Total	118	120	129	
Board Members	7	7	7	

Update on the Turf Removal Rebate Program

June 17, 2015



Moulton Niguel Water
Leading the Way in Service

MET's Approved Turf Removal Program

	Before May 12, 2015	After May 12, 2015
▪ Residential	\$2/sq ft	\$2/sq ft Max: \$6K
▪ Public Agency	\$2/sq ft	\$2/sq ft (<3k sq ft) \$1/sq ft (>3k sq ft) Max: \$50k
▪ Commercial	\$1/sq ft Max: \$25k	\$1/sq ft Max: \$25k

Impact to MNWD Customers

Customer or Customer Class	# of Impacted Applications	Average Financial Rebate Reduction (\$)	Comment
Residential Customers	11	\$2,674	All sites are greater than 3,000 sf
Commercial Customers	19	\$15,503	\$1/sf from MWD and capped at 25,000 sf
Mission Viejo Country Club	1	\$2.2 M	Notice to proceed was not issued
Barcelona Apartments	1	\$1.1 M	13-acre application; pre-inspection not completed

Recommendation

- Approve five additional exemptions per staff report
- Remove the exemption limit until MWD funding is exhausted
- Contact impacted customers directly and notify of status
- Monitor and track MWD/MWDOC program funding status
- Review MNWD funding levels for the program; bring recommendation in July



Moulton Niguel Water District

STAFF REPORT

TO: Board of Directors **MEETING DATE:** June 17, 2015

FROM: Matt Collings, Assistant General Manager

SUBJECT: Rebate Applications for Turf Removal and Synthetic Turf

DIVISION: District-wide

SUMMARY:

Issue: The District has received several requests for rebate applications that exceed the maximum allowable acreage for turf removal and/or synthetic turf installation as defined in the approved Board policy.

Recommendation: It is recommended that the Board of Directors (1) consider the rebate applications for the identified project without a limitation on the maximum allowable acreage for each project and direct staff accordingly and (2) remove the maximum allowable acreage limitation for all projects until funding from Metropolitan Water District of Southern California is exhausted.

Fiscal Impact: Sufficient funds are available within the Water Use Efficiency Fund to fund the identified rebate applications.

BACKGROUND:

More than half of the water used at the District is for outdoor landscapes. Water efficient landscapes can decrease water use up to 70 percent through a combination of proper plant selection and irrigation technology. However, the cost of installing climate-applicable plants is sometimes an obstacle to turning traditional grass landscapes into more water-efficient environments. The District's turf replacement program is designed to help residents, businesses, and public agencies make that conversion.

The program limitations on the amount of turf removal and/or synthetic turf installation that qualifies for the rebate without Board exemption was increased for residential applications at the May 20, 2015 Board meeting. The current limitations are:

- Residential Customers: A maximum of 3,000 square feet per customer for turf removal and synthetic turf installation.

Rebate Applications for Turf Removal and Synthetic Turf

June 17, 2015

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- Commercial customers: Turf removal is limited to 3,000 square feet per customer and synthetic turf installation is limited to 3,000 square feet.

All rebates from the District are funded through the Water Efficiency Fund using the incremental revenue generated from the higher consumption tiers (Tiers 3, 4 and 5) in the water budget-based rate structure.

DISCUSSION:

In recent months, the District has expanded its outreach efforts to promote water use efficiency in response to the drought emergency. Customers have responded with requests for nearly 3.7 million square feet of turf removal and nearly 700,000 square feet of synthetic turf installation. The District has received five additional requests from customers that exceed the current maximum limitations per the program policy. Table 1 identifies the customers and the rebate requests for each of the programs.

Table 1 – Rebate Requests

Customer	Division	Proposed Turf Removal (Sq. Feet)	Proposed Synthetic Turf Installation (Sq. Feet)	Proposed Rebate Value (\$)
Resident – Acct #1-37117	4	3,800	3,800	\$11,400
Resident – Acct #1-46604	5	3,544	N/A	\$5,316
Commercial – Acct # 93-00878	1	4,850	N/A	\$7,275
Commercial – Acct # 93-01594	1	5,400	NA	\$8,100
Nellie Gail Ranch Owners Association (Potable Water)	3	12,956	NA	\$19,434
Nellie Gail Ranch Owners Association (Recycled Water)	3	7,744	NA	\$5,808
El Niguel Heights HOA (Recycled Water)	4	15,074	NA	\$11,305
Total		53,368	3,800	\$68,638

The values provided above are based on estimates from each of the project proponents and may vary as each project becomes more defined. The proposed rebate value does not include the rebate from Metropolitan Water District and is only based on the incentive provided by the District. Any rebate funds from Metropolitan Water District would be subject to the continued funding and availability of the turf removal program.

The Staff is recommending the Board remove the maximum allowable acreage these projects to allow the General Manager or her designee to consider each application based on the overall project objectives, various funding sources, and current available budget for rebate funding. Removal of the maximum acreage by the Board

Rebate Applications for Turf Removal and Synthetic Turf

June 17, 2015

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of Directors does not constitute an approval of the rebate application, but allows each application to be considered for the full amount of turf removal or synthetic turf installation.

The number of turf removal applications has increased dramatically as the District has increased drought awareness and communication of available rebate programs with our customers. As a result, District staff is recommending removing the limitation on the maximum allowable acreage for turf removal for all District customers until the funding from the Metropolitan Water District program is exhausted. The increase will allow for more efficient and timely processing of turf removal applications allowing customers to begin their projects during these critical summer months and while funding remains available.