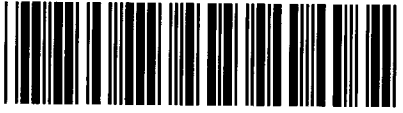




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APPLICATION OF MONARCH  
UTILITIES I, L.P. TO CHANGE RATES  
FOR WATER AND SEWER SERVICE

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§

BEFORE THE STATE OFFICE  
OF PUBLIC UTILITY COMMISSION  
ADMINISTRATIVE HEARINGS

PUBLIC UTILITY COMMISSION  
FILING CLERK

**MONARCH UTILITIES I, L.P.'S SUPPLEMENTAL RESPONSES TO  
COMMISSION STAFF'S SEVENTH REQUEST FOR INFORMATION NO. 7-9**

To: Commission Staff, by and through its attorney of record, Sam Chang, Public Utility  
Commission of Texas, Legal Division, 1701 North Congress Avenue, Austin, Texas  
78711-3326.

Monarch Utilities I, L.P. ("Monarch") files its Supplemental Responses to Public Utility  
Commission ("Commission") Staff's Seventh Requests for Information No. 7-9 received April  
21 2016. This response is timely filed. This response may be treated by all parties as if it were  
filed under oath.

Respectfully submitted,

**LLOYD, GOSSELINK,  
ROCHELLE & TOWNSEND, P.C.**  
816 Congress Avenue, Suite 1900.  
Austin, Texas 78701  
Telephone: (512) 322-5800  
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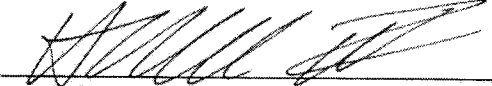
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ATTORNEYS FOR MONARCH UTILITIES I, LP

**CERTIFICATE OF SERVICE**

I hereby certify that on this 4th day of May, 2016, a true and correct copy of the foregoing document has been hand-delivered., sent via facsimile, e-mail, or first class mail to all parties of record.

  
\_\_\_\_\_  
WILLIAM A. FAULK, III

**PUC DOCKET NO. 45570  
SOAH DOCKET NO. 473-16-2873.WS**

**MONARCH'S SUPPLEMENTAL RESPONSES TO  
STAFF'S SEVENTH REQUESTS FOR INFORMATION NO. 7-9**

**STAFF RFI 7-9: Reference General Ledger for the test year, GL Account 610400 Vacation/Holiday Expense, \$229,956.20. Please provide the following information:**

- a) **Names, or job titles in lieu of names, of employees/officers who received holiday expense;**
- b) **Amount for each identified employee;**
- c) **Company policy on Vacation/Holiday Expense;**
- d) **Total amount included in this rate application; and**
- e) **What account this expense was included.**

**RESPONSE:** See the following in response to this request:

- a) Attachment Staff 7-9 – Employees and Amounts
- b) Attachment Staff 7-9 – Employees and Amounts
- c) Attachment Staff 7-9 – Company Policy
- d) The total of \$229,956.20 in this GL Account is included in Monarch's Rate Application.
- e) Of the \$229,956.20, \$146,171.21 was included in NARUC account 601, \$27,842.14 in account 701, \$43,537.77 in account 675, and \$12,405.08 in account 775.

Prepared by: Kent Cauley  
Sponsored by: Carmelitha Bordelon-Taylor

**Monarch Utilities I, LP**  
**PUC Docket No. 45570**  
**Test Year Vacation Expense**

<b>Job Title</b>	<b>Vacation Expense</b>
Foreman	347.37
Vice President	(954.10)
Analyst	2,752.69
Clerk	2,337.93
Manager	(268.51)
Vice President	(3,415.07)
Supervisor	1,823.52
Electrician	1,516.74
Supervisor	1,423.23
Administrative Assistant	4,291.98
Administrative Assistant	(40.05)
Vice President	678.02
Operator Water	810.83
Manager	(876.00)
Operator Water	4,416.84
Manager	347.92
Operator Water	5,632.29
Foreman	689.33
Operator Wastewater	594.55
Supervisor	870.27
Supervisor	681.60
Operator Water	3,476.67
Supervisor	2,466.40
Foreman	4,325.55
Operator Water	845.00
Utility Worker	2,335.00
Operator Water	458.03
Manager	276.69
Utility Worker	3,792.35
Operator Water	446.18
Utility Worker	1,023.01
Clerk	699.95
Operator Water	1,427.27
Manager	3,283.93
Operator Water	4,693.52
Operator Water	1,092.15
Utility Worker	5,973.76
Utility Worker	2,293.20
Operator Water	4,343.55
Operator Water	2,947.78
Utility Worker	3,430.84

**Monarch Utilities I, LP**  
**PUC Docket No. 45570**  
**Test Year Vacation Expense**

Vice President	(1,797.94)
Operator Water	285.19
Utility Worker	3,214.98
Administrative Assistant	568.82
Utility Worker	185.84
Director	404.36
Analyst	2,048.08
Manager	(1,329.80)
Operator Wastewater	3,725.40
Foreman	1,125.19
Manager	444.46
Supervisor	254.20
Technician	45.15
Operator Water	(178.11)
Utility Worker	3,561.05
Foreman	909.58
Supervisor	(483.31)
Representative/Customer Care	1,720.75
Analyst	1,831.65
Administrator	33.87
Accountant	159.91
Manager	2,606.76
Manager	760.18
Supervisor	2,239.09
Representative/Customer Care	2,057.81
Operator Wastewater	3,759.16
Accountant	(1,308.28)
Utility Worker	2,701.70
Manager	121.85
Manager	2,185.07
Representative/Customer Care	(0.66)
Operator Wastewater	2,427.43
Utility Worker	2,101.99
Supervisor	744.00
Operator Water	3,050.46
Operator Water	2,652.16
Director	393.42
Representative/Customer Care	1,390.49
Operator Wastewater	477.27
Analyst	1,504.43
Operator Water	1,743.83
Manager	1,358.70

**Monarch Utilities I, LP**  
**PUC Docket No. 45570**  
**Test Year Vacation Expense**

Operator Wastewater	2,211.50
Administrative Assistant	261.64
Utility Worker	2,759.07
Operator Water	472.23
Operator Water	(427.79)
Operator Water	(12.13)
Analyst	1,851.25
Utility Worker	(884.11)
Representative/Customer Care	2,955.87
Administrative Assistant	5,470.56
Operator Water	426.16
Operator Water	3,835.28
Technician	545.11
Operator Water	433.75
Foreman	469.67
Utility Worker	2,672.53
Supervisor	1,548.49
Technician	489.53
Analyst	684.94
Representative/Customer Care	1,576.78
Operator Wastewater	374.56
Technician	1,480.11
Administrator	1,209.11
Representative/Customer Care	291.49
Representative/Customer Care	1,675.12
Utility Worker	(44.05)
Operator Water	1,219.76
Operator Wastewater	41.51
Operator Water	289.23
Utility Worker	3,007.50
Utility Worker	3,159.95
Operator Water	3,757.05
Administrative Assistant	2,283.10
Operator Water	3,511.40
Utility Worker	2,554.62
Operator Water	3,537.26
Technician	316.12
Utility Worker	2,758.06
Utility Worker	922.32
Operator Water	2,612.36
Accountant	811.54
Director	6,582.12

**Monarch Utilities I, LP**  
**PUC Docket No. 45570**  
**Test Year Vacation Expense**

Operator Water	675.39
Accountant	366.86
Operator Wastewater	2,525.33
Manager	1,388.23
Administrative Assistant	470.19
Utility Worker	2,709.51
Operator Water	3,994.50
Accountant	499.90
Analyst	349.16
Accountant	1,081.14
Utility Worker	2,664.72
Utility Worker	2,080.70
Utility Worker	3,339.04
Operator Wastewater	327.33
Operator Water	720.13
Representative/Customer Care	1,417.24
Operator Water	1,470.00
Administrative Assistant	812.00
Foreman	152.91
Technician	143.84
Representative/Customer Care	861.24
Operator Wastewater	1,091.50
Operator Wastewater	1,931.58
Operator Water	926.28
Operator Wastewater	343.86
Operator Water	748.20
Supervisor	1,237.40
Operator Water	166.92
Administrative Assistant	762.84
Operator Wastewater	183.68
Representative/Customer Care	309.16
Operator Water	427.05
Operator Wastewater	54.42
Engineer	405.27
Operator Wastewater	388.93
Operator Water	138.97
Technician	103.43
Foreman	8.43



## CHAPTER 3: YOUR COMPANY BENEFITS

### Benefits Eligibility

SouthWest Water Company offers a comprehensive program of benefits for regular full-time employees. Part-time employees may be eligible for certain benefits and services. Temporary and Seasonal employees are eligible to participate in the 401(k) program. SouthWest Water Company has the right to modify or eliminate any benefits described in this guide, except those required by law.

### Vacation Time

Vacation time is offered to regular full-time and regular part-time employees. SouthWest Water Company encourages employees to use their vacation hours – to refresh, take a break from the routine, travel, work on personal pursuits, etc. Enter your request in Employee Self-Service (ESS) in SAP and get your supervisor's approval preferably at least two (2) weeks before you plan to take time off. If a payday occurs during your vacation, and you do not have direct deposit, with a two-week written notice, you may request to receive your vacation pay on the last workday before your vacation starts. Any hours worked will be paid on the normal pay schedule.

Eligible employees start accruing vacation time from their first pay period. The company limits earning vacation time to a maximum of five (5) weeks per year. Those employees earning above five (5) weeks per year on January 1, 2010, will continue to earn at their current rate. Employees taking an approved Leave of Absence continue to earn vacation time for thirty (30) calendar days after the first day of the leave. After thirty (30) calendar days, the employee on an approved Leave of Absence will no longer accrue vacation time.

Employees may not perform any work-related activities beyond de minimis time (see Page 3) while on vacation without prior written authorization from Human Resources and their manager.

All employees may carry over a maximum of two (2) times their annual accrual amount of vacation before their accrual is capped, and they can no longer earn new vacation hours. At any time, if an employee reaches more than two (2) times their annual accrual, they will stop accruing new vacation hours until their accrual falls below the two (2) times maximum. Employees are encouraged to view their accrued vacation hours in Employee Self Service in SAP as no prior notification may be given that the employee is reaching his or her maximum vacation accrual cap.

VACATION ACCRUAL		
Vacation Amount per Year	Hours per Pay Period	Maximum Accrual
2 Weeks (10 Days or 80 Hours)	3.08	160 Hours
3 Weeks (15 Days or 120 Hours)	4.62	240 Hours
4 Weeks (20 Days or 160 Hours)	6.15	320 Hours
5 Weeks (25 Days or 200 Hours)	7.69	400 Hours

**PUC DOCKET NO. 45570**  
**MONARCH UTILITIES I, LP.**  
**TO CHANGE RATES FOR**  
**WATER AND SEWER SERVICE**

May 4, 2016

May 4, 2016

**MONARCH'S RESPONSES TO**  
**STAFF'S 7th RFIS 7-9**