

WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY

**INTERIM EXECUTIVE DIRECTOR'S REPORT**

**May 27, 2020**

**CALENDER FOR REMAINDER OF FY2020**

June: Personnel Committee meeting re FY2021 salaries  
July: Resolution establishing salaries for FY2021  
Finance Committee meeting re FY2021 budget and capital plan  
August: Introduction of FY 2021 budget  
September: Adoption of FY2021 budget  
Updated capacity report due to NJDEP  
October: FY2021 begins

**STAFF SCHEDULING**

Staff will be returning to an 8-hour shift cycle on June 14 of this month. We will also be ending the Covid related prohibition on use of vacation at that time as well. All other Covid 19 policies will remain in effect until further notice. Additional information on staffing levels and scheduling will be provided at Wednesday's meeting.

**DASHBOARD REPORTS**

**SEPTAGE HAULERS (Tables and Charts - Report Pages DB1 – DB29)**

Revenue in April increased for third consecutive month growing 27% over March and 17.5% as compared to April 2019 with nearly all haulers showing month over month and year over year increases. Year to date revenue is up more than 19% over the same period in fiscal year 2019 and is currently tracking approximately \$60,000 more than anticipated on an annual basis. While the increase in truck/septage volume has had a positive revenue effect, it remains a concern with respect to sludge volume and overall impact on plant systems.

**SLUDGE DISPOSAL (Table and Charts - Report Page DB30)**

Sludge production in April increased substantially for the second straight month growing 19% from March levels after a nearly 30% jump in the prior month (on a more positive note sludge volume for April 2020 was approximately flat as compared to April 2019). The increase again seems to track to growing volume in volume from septage haulers (see above). Overall sludge volume for FY202 is up more than 10% from the same period in FY2019 and 4.5% as compared to an eight-year average for the same period.

***DASHBOARD REPORTS – continued***

**PLANT FLOW (Table and Charts – Report Page DB31)**

Average daily flow in April at 1.18 mgd remained largely the same as for March and as compared to April 2019. We are revisiting our tracking of flow as compared to monthly rain levels measured at the Wanaque dam and we will be checking the calibration of our influent meter. We are optimistic that we will have the opportunity to (video) meet with Borough officials next week to discuss next steps for investigating infiltration and inflow into the Borough's collection system.

**ELECTRICITY COST (Tables and Charts – Report Pages DB32 – DB35)**

Electricity costs continue to track at approximately \$20,000 per month or nearly 15% below average monthly costs for FY 2019. At the current trajectory electricity costs should run approximately \$20K to \$25K under the FY 2020 budget of \$275,000

**BANK RECONCILIATION (Table and Charts – Report Page DB36)**

Cash levels at the close of April, while down slightly (4.2%) from the close of March, are more than 14% higher than cash levels at the close of April 2019 and considerably higher than cash levels at the close of April in fiscal years 2016, 2017 and 2018.

**FY S&W (Table and Charts – Report Pages DB37-DB38)**

Staff payroll costs through 17 of 26 payrolls are running well within budget for the fiscal year. As you may recall, however, when the FY2020 budget was adopted in September 2019 it was not yet clear whether we would be replacing the retiring Superintendent of Operations with a salaried staff person or with a contract consultant. \$50K was included in the budget to cover the post retirement period of April through September 2020. Ultimately the decision was made to hire a contract consultant to serve as the Authority's licensed plant operator. With that consulting costs have had to be charged to the S&W budget line (the budget location will be corrected with the FY2021 budget) as no other funding (beyond the \$50K referenced above) was included in the budget to cover this costs. With consulting costs included in this line, we are now projecting a \$64K deficit in the S&W line due to much higher than anticipated consultant startup. We will be discussing this issue at some length at Wednesday night's meeting.

***DASHBOARD REPORTS – continued***

***OVERTIME & SHIFT DIFFERENTIAL (Table and Charts – Report Pages DB39-DB51)***

Overtime pay through 17 of 26 payrolls continues to track over budget largely as the continued result of staffing shortages throughout this year and more recently as a result of the transition from an 8 hour to a 12 hour schedule as part of the Authority's covid-19 mitigation efforts. Shift differential costs are tracking slightly ahead of budget due to the increased shift differential costs resulting from the shift to the 12-hour schedule (as noted above, 8-hour schedule to be resumed in mid-June)

***INTERIM ADMINISTRATOR (Table and Charts – Report Page DB52)***

A total of 334hours have been worked through May 22, 2020. At the current trajectory, yearend costs are tracking approximately \$1,700 over the FY 2020 \$45,000 budget. The higher year end cost projection is the result of the significant increase in hours in April due issues related to our Covid-19 response and to transition to our new management team. Hours decreased in May and are expected to be more in the range of 10 hours per week at least until budget preparation later this summer.