

WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY

INTERIM EXECUTIVE DIRECTOR'S REPORT

For the meeting of

July 26, 2017

ELECTRICAL SERVICE AND REPAIR BID SPECIFICATION

Bids were opened on July 2 with low bid (2 bids were received) submitted by our current contractor Raymond Nebiker Electric of Ringwood, NJ. Bids have been forwarded to Bill Bailey and our QPA Bill Close for review. A bid summary is attached.

HOLY NAME FRIARY SERVICE AGREEMENT

A fully executed agreement (attached) was received earlier this month for an effective start date of July 1.

FY 2018 BUDGET

With the end of the fiscal year fast approaching we need to begin discussions on the Authority's FY 2018 budget. I'd like to schedule a meeting with the Finance Committee in advance of the Authority's August meeting. I am recommending that we plan to introduce the budget in August with public hearing and final adoption in September so that the budget is in place prior to the start of the fiscal year on October 1. (If the August Authority meeting is cancelled I'd like to suggest that we move the September and October meetings to earlier in the month to have the budget adopted as close to the start of the fiscal year as possible).

BUILDINGS & GROUNDS IMPROVEMENTS

We have receive a single quote from Halas Landscape Contractors, Inc.(attached) on the landscaping work discussed at last month's meeting. We also solicited a quote from Scenic Landscaping but were unable to reach them (two efforts to reach them by phone ended with our call being disconnected). The Halas quote of \$13,150 (which accounts for prevailing wage compliance) is slightly below the low end of the cost range provided by Boswell Engineering (cost range for landscaping was estimated to be between \$13,950 and \$15,000). Given a quote below the Boswell estimate I would recommend that we proceed with Halas. If the Board would like another quote we will attempt to locate another contractor (with experience in public projects given the prevailing wage requirements).

We are currently in the process on soliciting prices for new chairs and carpeting for the meeting room and will report back with our findings.

PERSONNEL

Please be advised that Plant Attendant Mitchell McCart has resigned his position effective August 12, 2017. Mitch has been employed with the WVRSA since 2014 (3 ½ years) and will be leaving us to join the United State Army. Please join me in wishing him well.

I will be recommending to the Personnel Committee that Mitch be replaced by Joseph Engels. Joe has been working with us this summer as a seasonal employee and has performed well. Mr. Engels original employment application is attached.

<p><i>DASHBOARD REPORTS</i></p>
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SEPTAGE HAULER MONTHLY REPORT

June volumes decreased 26% from May 2017 but showed an increase of almost 8% over June 2016. The overall positive trend of the last several months have our year end projected revenue to within \$16,000 of the \$800,000 budget target. The positive trend is once again driven by the increased volume from our largest hauler, David Zuidema Inc. whose June 2017 volume increase 10.8 % over May and almost 51% as compared to June 2016.

Over the next several weeks we will be preparing updated sludge hauler agreements (a review of the files show that some of our agreements are almost ten years old). We will be reaching out to our larger haulers regarding input on the updated agreements and as a start point for face to face meeting with individual haulers.

SLUDGE DISPOSAL MONTHLY REPORT

The trend in sludge volume disposal remained positive in June with a 4% drop in disposal levels compared to May and a 30% drop compared to June 2016. Average monthly sludge disposal for 2017 is down 16.5% from 2016. These consistently lower levels of sludge volume continue to have a positive effect on the Authority's budget.

PLANT FLOW MONTHLY REPORT

Average daily flow for June decreased more than 15% as compared to May but remains up significantly (21.7%) as compared to June 2016 and up 5% as compared to the six year average for the month of June. The higher than normal flows continue to be attributable to the wet weather patterns of 2017. Average daily flows for the year continue to exceed 1 MGD or more than 20% higher than the average daily flow for 2016.

UTILITY TRACK MONTHLY REPORT

A large decrease in the June monthly billing (approximately -\$15,000 or -95%) is the result of the correction of a double billing in May. The June bill for the main facility of \$15,735 is almost \$3,000 less than the average monthly cost for 2017. Overall electric cost for fiscal year 2017, year to date, are 10.3% lower than for the same period in fiscal year 2016 at the main plant facility. The June cost of \$1,186 for the Haskell pump station is slightly less than the average 2017 monthly cost of \$1,283.

BANK RECONCILIATION MONTHLY REPORT

Cash levels dropped approximately 8% in June to \$3.25M. Cash levels in June of 2107 are almost 17% higher than at the close of June 2016. The trend of higher closing monthly balances has been consistent through 2017 with the exception of February.

OVERTIME MONTHLY REPORT

Fiscal Year 2017 overtime costs remain down (approximately 3% or \$1,200) as compared to the same period in FY 2016. Fiscal year end projections continue to project a small increase in overtime spending vs. the FY 2017 budget and as compared to actual OT expenditures for FY 2016.

FY S&W BUDGET TRACKING MONTHLY REPORT

Through 21 pay periods, we continue to average less than \$28,000 in expenses per payroll which creates a trajectory to a projected \$37K positive balance at the end of the fiscal year.