



## **FIXED ASSET REPORT**

The updated Fixed Asset Report was recently completed by Industrial Appraisals, Inc. The report includes valuation of all Authority assets for both insurance and accounting purposes. This should address/eliminate the audit finding of the past few years on this subject.

## **I.T. SERVICES RFP**

Computrsinc (now Pro-Tech) has been servicing the Authority's computer service needs for many years. With the recent change in ownership, we thought it an opportune time to test the market and have released an RFP for I.T. services with a return date of March 1. A copy of the RFP is attached for your reference.

## **DRUG TESTING POLICY IMPLEMENTATION**

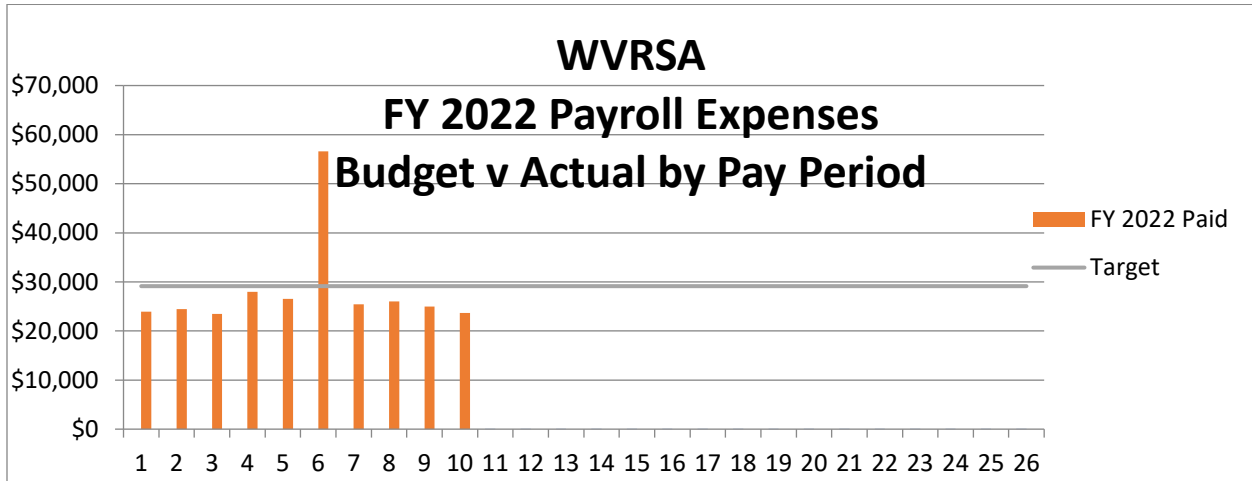
The Authority's recently adopted drug and alcohol policy required a determination of which positions would be deemed "safety sensitive" and therefore subject to the newly established random drug testing requirement. The determination has been completed with all positions except the Executive Secretary position deemed to be "safety sensitive". We are now in the process of identifying/selecting a vendor to provide the following services

- Medical Review Officer (MRO)
- Drug testing/lab services

We have reached out to Valley Health Systems for a proposal but have not yet heard back.

**DASHBOARD REPORTS**

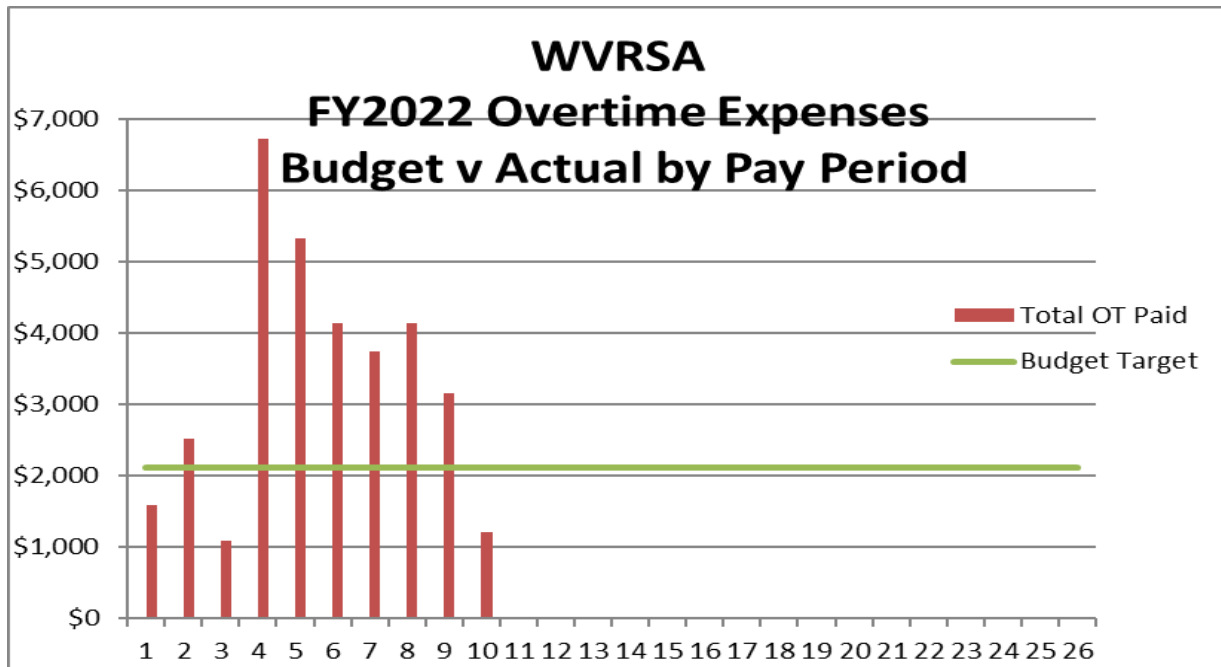
**S&W EXPENSES**



Budget	\$ 757,440.00		
Average (median) Payroll			\$ 25,209.77
Payrolls remaining			16
Projected Payroll Cost for Balance of Year Based on Average			\$ 686,449.25
<b>Delta Projected Year End vs Actual Budget</b>			<b>\$ (70,990.75)</b>

Staff payroll costs through 10 of 26 pay periods are approximately \$8,000 under budget year to date and, at the current trajectory, are estimated to finish the fiscal year approximately \$71,000 under budget.

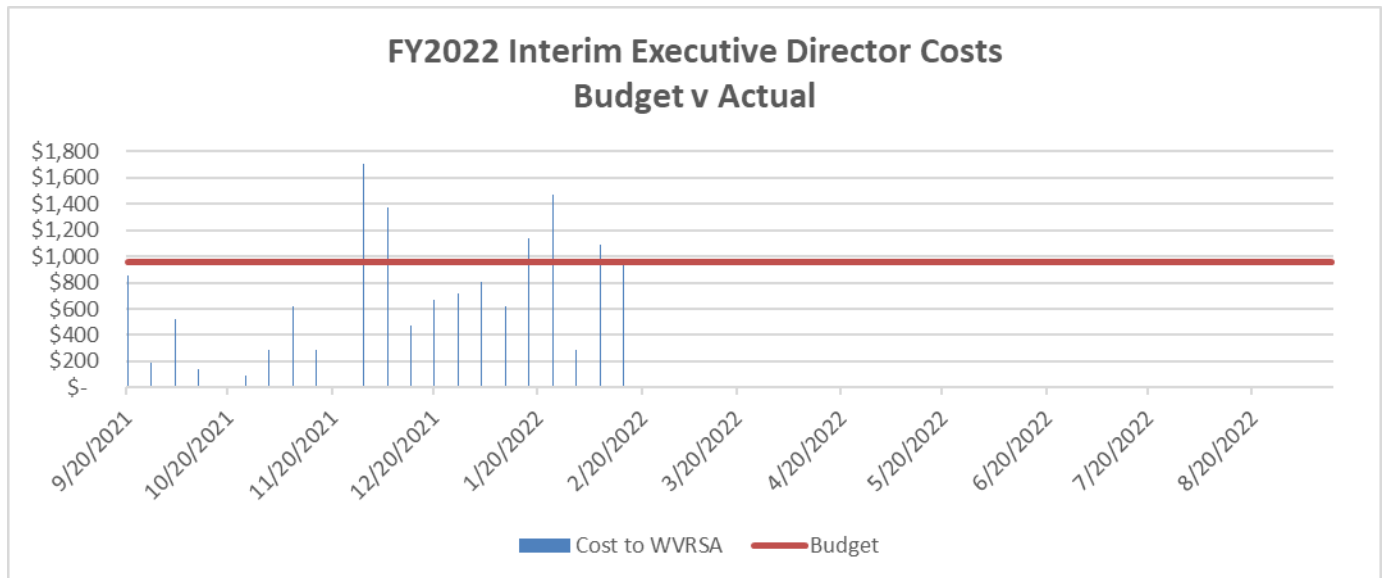
**OVERTIME & SHIFT DIFFERENTIAL**



% of OT Budget Expended to Date		61%
Average (median) per payroll	\$	3,360.66
Payrolls remaining		16
Projected Year End Cost Based on Current Trend	\$	87,377.03
Delta Year End Budget Projection v. Budget	\$	32,377.03
<i>*Total OT includes straight OT, double time and holiday worked pay</i>		

Overtime pay through 10 of 26 pay periods continues to track well over budget (59% or \$32,000 on an annualized basis) because of storm related work and staffing shortages. Recent declines in OT should decrease the budget overage over time. Higher OT costs have not significantly impacted the overall salary line-item expenses which, as noted above, is tracking well under budget. Shift differential costs are running 32% under budget in the first five pay periods which tracks to \$17K under budget on an annualized basis.

**INTERIM EXECUTIVE DIRECTOR**



<b>TOTAL \$ FY 2022 YTD</b>		<b>\$ 14,298</b>
<b>Balance available</b>		<b>\$ 35,703</b>
<b>TOTAL Hours YTD</b>		<b>150.50</b>
<b>Median Hours per Week</b>		<b>6.5</b>
<b>Budgeted Hours per Week</b>		<b>10.1</b>
<b>Median Cost per Week</b>		<b>\$ 617.50</b>
<b>Budgeted Cost per Week</b>		<b>\$ 961.54</b>
<b>Year End Projection</b>		<b>\$ 32,822.50</b>
<b>FY 2020 Budget</b>		<b>\$ 50,000.00</b>
<b>\$ Delta from Budget</b>		<b>\$ (17,177.50)</b>
<b>% Delta from Budget</b>		<b>-34.4%</b>

A total of 150.5 hours in FY 2022 has been worked through February 18, 2022, at a total cost to the Authority of \$14,298 leaving a balance of \$35,700 (from the \$50,000 budgeted in FY 2022) for use to pay charges of the next Interim Executive Director from March 1 through September 30. Year-end costs at the current trajectory would have been approximately \$17,000 under budget, however with the new Director construct we will formulate a new budget tracking/projection sheet. At the current annual estimated cost of \$66,150 for the new Interim Executive Director FY 2022 line item is projected at a deficit of approximately \$41,000 (see below)

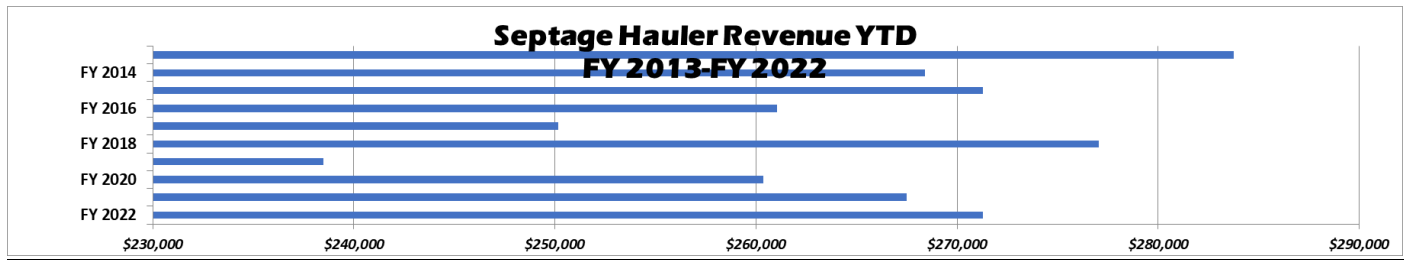
## INTERIM EXECUTIVE DIRECTOR'S REPORT 2/23/2022

Interim Executive Director FY 2022 Line Item Appropriation:	\$ 50,000.00
Expended through February 18, 2022	\$ 14,297.50
Hourly expenses antiipated Feb 21 through 28 (@ 10 hrs)	\$ 950.00
Balance of Funds Available March 1, 2022	\$ 34,752.50
New Interim Executive Director Annual Cost (estimate)	\$ 66,150.00
Monthly Cost	\$ 5,512.50
Projected cost for balance of FY 2022 (7 months)	\$ 38,587.50
Monthly Cost for Administrative Consulting	\$ 2,500.00
Projected cost for balance of FY 2022 (7 months)	\$ 17,500.00
Total projected FY 2022 cost	\$ 90,840.00
Projected Line Item Surplus(Deficit)	\$ (40,840.00)

### **ELECTRIC EXPENSES**

Unfortunately, we have not received a utility bill since the end of December. A check of our electronic account confirms the lack of billing. We have reached out to the provider but have not received a response. At the end of December costs were averaging approximately \$19,000 per month which placed them on a year-end trajectory under the \$250,000 appropriated in the FY 2022 budget.

**SEPTAGE HAULER REVENUE**



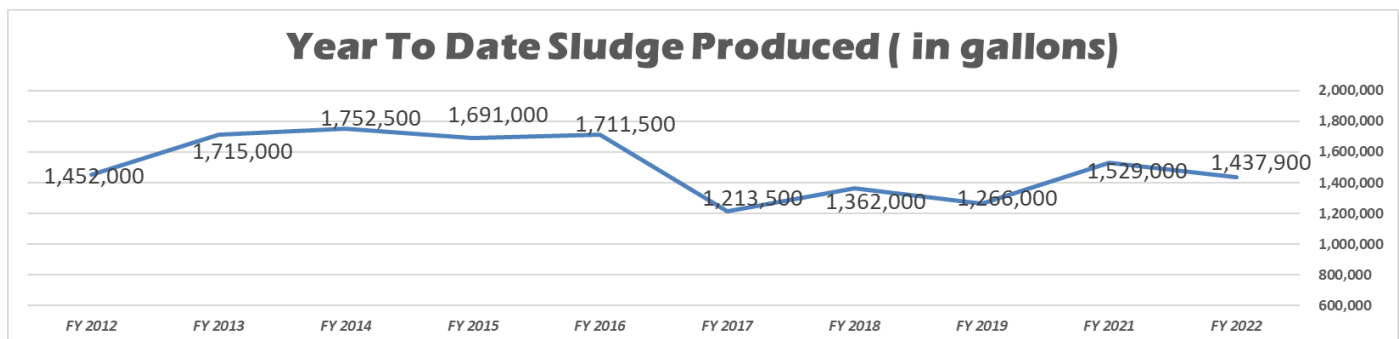
Month	Change			Change		
	FY 2022	Prior Month	% Change	FY 2021	2021 to 2022	% Change
October	\$ 79,566	\$ (871)	-1.1%	\$ 85,561	\$ (5,995)	-7.0%
November	\$ 74,160	\$ (5,406)	-6.8%	\$ 58,207	\$ 15,953	27.4%
December	\$ 76,614	\$ 2,454	3.2%	\$ 71,451	\$ 5,163	7.2%
January	\$ 40,950	\$ (35,664)	-46.6%	\$ 52,271	\$ (11,321)	-21.7%
February	\$ -	\$ (40,950)	-100.0%	\$ 29,457	\$ (29,457)	-100.0%
March	\$ -	\$ -	#DIV/0!	\$ 81,576	\$ (81,576)	-100.0%
April	\$ -	\$ -	#DIV/0!	\$ 98,821	\$ (98,821)	-100.0%
May	\$ -	\$ -	#DIV/0!	\$ 80,217	\$ (80,217)	-100.0%
June	\$ -	\$ -	#DIV/0!	\$ 97,800	\$ (97,800)	-100.0%
July	\$ -	\$ -	#DIV/0!	\$ 90,447	\$ (90,447)	-100.0%
August	\$ -	\$ -	#DIV/0!	\$ 72,725	\$ (72,725)	-100.0%
September	\$ -	\$ -	#DIV/0!	\$ 80,437	\$ (80,437)	-100.0%
Total	\$ 271,289			\$ 898,970		
<b>Total YTD</b>	<b>\$ 271,289</b>			<b>\$ 267,490</b>	<b>\$ 3,799</b>	<b>1.4%</b>
Avg Monthly YTD	\$ 67,822			\$ 71,740	\$ (3,917)	-5.5%
<b>Total Projected FY 2022 =</b>				<b>\$ 813,867.63</b>		
<b>FY 2022 Anticipated Budget Revenue =</b>				<b>\$ 800,000.00</b>		
<b>Difference</b>				<b>\$ 13,867.63</b>		

January revenue decreased significantly (46.6%, \$35K) from December and 21.7% from January 2021 due, at least, in part to weather conditions. Despite the low January revenue, year to date revenue is still 1.4% higher than for the same period in FY 2021 and still trending to exceed the FY 2022 budget projection by \$14,000.

# INTERIM EXECUTIVE DIRECTOR'S REPORT 2/23/2022

## **SLUDGE DISPOSAL**

MONTH	FY 2022	FY 2021	Delta Prior Month	% Delta Prior Month	Delta 2021-2022	% Delta 2021-2022	FY 2020
Oct.	360,700	432,000	19,400	5.7%	(71,300)	-16.5%	374,000
Nov.	421,200	378,000	60,500	16.8%	43,200	11.4%	315,000
Dec.	345,000	349,000	(76,200)	-18.1%	(4,000)	-1.1%	297,000
Jan.	311,000	370,000	(34,000)	-9.9%	(59,000)	-15.9%	355,300
Feb.	-	216,000	(311,000)	-100.0%	(216,000)	-100.0%	277,100
March	-	353,000	-	#DIV/0!	(353,000)	-100.0%	359,000
April	-	441,000	-	#DIV/0!	(441,000)	-100.0%	429,000
May	-	435,500	-	#DIV/0!	(435,500)	-100.0%	443,000
June	-	493,400	-	#DIV/0!	(493,400)	-100.0%	447,000
July	-	376,600	-	#DIV/0!	(376,600)	-100.0%	415,000
Aug.	-	380,000	-	#DIV/0!	(380,000)	-100.0%	278,000
Sept.	-	341,300	-	#DIV/0!	(341,300)	-100.0%	377,000
<b>TOTAL YTD</b>	<b>1,437,900</b>	<b>1,529,000</b>			<b>(91,100)</b>	<b>-6.0%</b>	<b>1,341,300</b>
<b>TOTAL</b>	<b>1,437,900</b>	<b>4,565,800</b>			<b>(3,127,900)</b>	<b>-68.5%</b>	<b>4,366,400</b>
<i>MIN.</i>	<i>311,000</i>	<i>216,000</i>			<i>95,000</i>	<i>44.0%</i>	<i>277,100</i>
<i>MAX.</i>	<i>421,200</i>	<i>493,400</i>			<i>(72,200)</i>	<i>-14.6%</i>	<i>447,000</i>
<i>AVG.</i>	<i>375,633</i>	<i>380,483</i>			<i>(4,850)</i>	<i>-1.3%</i>	<i>375,600</i>

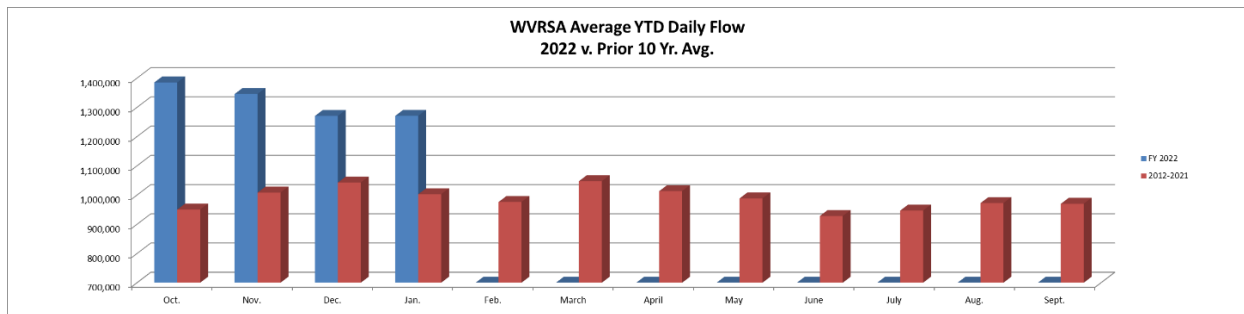


Sludge production at 311,000 gallons for the month of January was down 9.9% from December (after an 18% drop from November) and down 6% year to date over the same period in FY 2021. Year to date sludge also dropped 4.4% as compared to the 10-year average for the same period of time.

# INTERIM EXECUTIVE DIRECTOR'S REPORT 2/23/2022

## **PLANT FLOW**

			Delta	% Delta	Delta	% Delta	
	FY 2022	FY 2021	Prior Month	Prior Month	2021-2022	2021-2022	FY 2020
Oct.	1,384,839	1,126,774	(162,161)	-10.5%	258,065	22.9%	1,043,871
Nov.	1,345,484	1,191,000	(39,355)	-2.8%	154,484	13.0%	1,099,000
Dec.	1,270,323	1,291,613	(75,161)	-5.6%	(21,290)	-1.6%	1,331,484
Jan.	1,270,645	1,219,710	322	0.0%	50,935	4.2%	1,113,871
Feb.	-	1,090,000	(1,270,645)	-100.0%	(1,090,000)	-100.0%	1,040,000
March	-	1,292,258	-	#DIV/0!	(1,292,258)	-100.0%	1,190,000
April	-	1,102,000	-	#DIV/0!	(1,102,000)	-100.0%	1,183,333
May	-	1,010,000	-	#DIV/0!	(1,010,000)	-100.0%	1,104,194
June	-	1,065,333	-	#DIV/0!	(1,065,333)	-100.0%	967,000
July	-	1,314,226	-	#DIV/0!	(1,314,226)	-100.0%	1,042,742
Aug.	-	1,432,258	-	#DIV/0!	(1,432,258)	-100.0%	1,183,548
Sept.	-	1,547,000	-	#DIV/0!	(1,547,000)	-100.0%	1,138,667
<i>MIN.</i>	1,270,323	1,010,000					967,000
<i>MAX.</i>	1,384,839	1,547,000					1,331,484
<b>AVG. YTD</b>	<b>1,317,823</b>	<b>1,207,274</b>			<b>110,549</b>	<b>9.2%</b>	<b>1,147,057</b>



Average daily flow, at 1,270,645 gallons in January is virtually unchanged from average daily flow in December 2021. January 2022 average daily flow is up 4% from January 2021. FY 2022 year to date average daily flow is up 9.2% from the same period in 2021 and up 31.7% as compared to the 10-year average for the same period. Overall average daily flow remained over 1 mgd for the nineteenth consecutive month and 38 of the last 40 months. The average monthly flow has now exceeded our permitted discharge levels of 1.25 mgd for the sixth consecutive month.



# INTERIM EXECUTIVE DIRECTOR'S REPORT 2/23/2022

## **BANK RECONCILIATION/CASH**

Bank	Account Purpose	October	November	December	January
	Bond Reserve Fund	\$ 1,464,679.94	\$ 1,464,680.26	\$ 1,564,680.61	\$ 1,464,680.98
	Bond Service Fund	\$ 1,572.24	\$ 1,572.24	\$ 1,572.24	\$ 11,572.24
	Construction Fund	\$ 1,700.06	\$ 1,700.06	\$ 1,700.06	\$ 1,700.06
	General Fund	\$ 62,196.05	\$ 62,196.36	\$ 62,196.69	\$ 62,197.04
	O&M Reserve Fund	\$ 762,101.27	\$ 762,101.27	\$ 762,105.29	\$ 762,114.12
	Renewal & Replacement Fund	\$ 100,598.68	\$ 100,599.29	\$ 100,599.94	\$ 100,600.62
	Revenue Fund	\$ 58,002.71	\$ 85,401.77	\$ 85,402.12	\$ 130,860.93
	Depository	\$ 390,369.72	\$ 1,028,733.16	\$ 1,171,252.83	\$ 623,237.92
	Unemployment Fund	\$ 23,292.98	\$ 23,292.98	\$ 23,738.91	\$ 23,738.91
	Payroll	\$ 115,125.51	\$ 183,084.62	\$ 234,584.50	\$ 173,369.36
	O&M Revolving Fund	\$ 203,512.09	\$ 217,258.39	\$ 169,348.39	\$ 318,172.95
	Oxidation Ditch Cleaning Res.	\$ 91,055.72	\$ 91,146.29	\$ 91,146.29	\$ 91,146.29
<b>FY 2022 TOTAL</b>		<b>\$ 3,274,206.97</b>	<b>\$ 4,021,766.69</b>	<b>\$ 4,268,327.87</b>	<b>\$ 3,763,391.42</b>
<b>FY 2021 TOTAL</b>		<b>\$ 3,065,227.76</b>	<b>\$ 3,780,821.55</b>	<b>\$ 3,862,529.91</b>	<b>\$ 3,355,682.00</b>
<b>\$ Delta</b>		<b>\$ 208,979.21</b>	<b>\$ 240,945.14</b>	<b>\$ 405,797.96</b>	<b>\$ 407,709.42</b>
<b>% Delta</b>		<b>6.8%</b>	<b>6.4%</b>	<b>10.5%</b>	<b>12.1%</b>
<b>FY 2020 TOTAL</b>		<b>\$ 2,901,177.61</b>	<b>\$ 3,612,444.10</b>	<b>\$ 3,589,400.74</b>	<b>\$ 3,394,825.65</b>
<b>FY 2019 TOTAL</b>	<b>0</b>	<b>\$ 2,816,392.76</b>	<b>\$ 3,490,386.94</b>	<b>\$ 3,526,014.68</b>	<b>\$ 3,888,461.60</b>
<b>FY 2018 TOTAL</b>	<b>0</b>	<b>\$ 3,085,592.62</b>	<b>\$ 2,988,209.87</b>	<b>\$ 3,026,186.57</b>	<b>\$ 2,651,230.65</b>
<b>FY 2017 TOTAL</b>	<b>0</b>	<b>\$ 3,414,703.50</b>	<b>\$ 3,827,923.03</b>	<b>\$ 3,430,470.65</b>	<b>\$ 3,203,411.24</b>
<b>FY 2016 TOTAL</b>	<b>0</b>	<b>\$ 1,512,427.25</b>	<b>\$ 2,887,279.73</b>	<b>\$ 3,018,670.26</b>	<b>\$ 2,761,219.00</b>
	<b>\$ Change Closing Balance Current Month v. Prior Month</b>		<b>\$ (504,936.45)</b>		
	<b>% Change Closing Balance Current Month v. Prior Month</b>		<b>-12.6%</b>		

Cash levels of \$3,763,391 at the close of January are down 12.6% from the close of December by are 12.1% higher than the close in January 2021.