

WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY

**INTERIM EXECUTIVE DIRECTOR'S REPORT**

**January 29, 2020**

**PROFESSIONAL SERVICES RFPS – 2020**

Responses to the Authority's 2020 Request for Proposals for professional services were opened on January 15. Incumbent professionals were the only responses received for the following positions:

*Legal Counsel*

*Auditor*

*Engineer*

*Risk Management Consultant*

Multiple responses were received for the position of *Bond Counsel*.

Proposals for the position of *Licensed Operator* are due at the Authority by January 31.

All proposals will undergo a final review by our Qualified Purchasing Agent (QPA) for compliance and completeness. As always, a summary and recommendation for appointments will be available prior to the February reorganization meeting.

<p><b><i>DASHBOARD REPORTS</i></b></p>
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**SEPTAGE HAULERS (DB1 – DB29)**

Despite the anticipated drop off in volume in December, septage hauler revenue through the first quarter of the fiscal year is tracking at more than 6% higher than for the same period in FY 2019. At the current trend revenue at year's end is projected to be approximately \$80,000 higher than the FY2020 budget target of \$750,000.

**SLUDGE DISPOSAL (DB30)**

Despite higher levels in December (as compared to December 2018) sludge disposal volume through the first quarter of FY 2020 is identical to FY 2019 levels for the same period of time and 5.4% less than the prior eight-year average.

***DASHBOARD REPORTS (continued)***

**PLANT FLOW(DB31)**

First, the good news. Average daily flow for the first quarter of FY 2020 continues to run significantly less than in the first quarter of FY 2019. Now the bad news. December flow jumped 21% from November to an average of more than 1.3 mgd. The December 2019 level was down 5% from December 2018 levels however December 2019 precipitation (measured at the Wanaque dam) was about average while December 2018 precipitation was almost double the December average for this area. We will continue to monitor and hope to meet with Borough officials in the near future to address I & I issues.

**ELECTRICITY COST (DB32 – DB35)**

Despite a jump in electric utility costs in December (possibly the result of the higher plant flows noted above), costs through the first quarter of FY 2020 remain down more than 20% from levels for the same period in FY 2019 and well within the FY2020 budget target of \$250,000.

**BANK RECONCILIATION(DB36)**

Cash on hand at the close of December 2019 was approximately flat with levels at the close of November 2018 and consistent with cash level for December in prior years.

**FY S&W(DB37-DB38)**

Payroll costs through the first 8 payrolls are running slightly ahead of budget (\$1,980 on an annualized basis) but consistent with prior years expenditures. The slightly higher track remains due entirely by the payout of accrued leave time (in accordance with Authority policy) in the first week of December. We are optimistic that the overall trend will return to a positive budget track by month's end.

**OVERTIME & SHIFT DIFFERENTIAL(DB39-DB51)**

Overtime pay through the first 8 payrolls of FY 2020 continues to track over budget as recent staffing shortages have had an impact. The impact of the increased overtime has, to date, been largely offset by the staffing absences noted above. Shift differential pay remains within budget and consistent with prior years costs.

<b><i>DASHBOARD REPORTS (continued)</i></b>
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**INTERIM ADMINISTRATOR(DB52)**

A total of 107 hours have been worked through January 17, 2020. At the current trajectory year end costs are tracking approximately \$10,000 under the FY 2020 \$45,000 budget appropriation.