

WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY

INTERIM EXECUTIVE DIRECTOR'S REPORT

For the meeting of

JANUARY 27, 2016

Much of my time over these first few weeks has been spent getting to know and (hopefully) understand both the administrative and technical functions of the Authority. Special thanks to Greg White and Liz Parrinello for all of their help in getting me up to speed.

It is my intention to provide Commissioners with a written report prior to each Commission meeting as part of the meeting packet. Below is a report of some of the items that we have either completed or are working on. Should you have any questions on these or other matters please don't hesitate to give me a call or contact me via email.

REORGANIZATION MEETING – RFQ FOR VARIOUS PROFESSIONAL SERVICES

The Request for Qualifications (RFQ) for Authority professionals including Legal Counsel, Auditor, Consulting Engineer, Risk Management Consultant, Environmental Consultant and Bond Counsel has been posted on the WVRSA website and advertised in the Record print media and North Jersey electronic media.

Responses are due at the Authority by no later than noon on February 17 to allow adequate time for review prior to the February Reorganization meeting.

MEETING RESOLUTIONS

Please note that your meeting packet includes several Resolutions that appear on the January 27 Agenda. Moving forward we plan to provide the formal resolutions found on the agenda along with a summary page for each Resolution.

I have also included a form of Executive Session Resolution which would be available at each meeting should an Executive Session be necessary. I have asked Authority Counsel Bill Bailey to review the Resolution before incorporating into the Commission's standard meeting process.

PERSONNEL POLICY UPDATE

Work on updating the current (2012) Personnel Policies Manual and Employee Handbook is underway. This past week I forwarded copies of a draft update (which incorporates recent language changes suggested by the Municipal Excess Liability Joint Insurance Fund and with some other suggestions) to Authority Counsel Bill Bailey and to Greg White for review and comment. It is our intention to have a draft policy update for your consideration at the February Reorganization meeting. A “redline” copy noting changes will be provided along with a clean copy of the draft update.

SAFETY COMMITTEE MEETINGS

After consulting with the Authority's Risk Management Consultant, we are deferring the scheduling of the first quarterly meeting of the Safety Committee until after the January 21 meeting of the NJ Utilities Authority Joint Insurance Fund's meeting regarding its 2016 Safety Incentive Program.

In general Safety Meeting agendas will include

- Signing of confidentiality agreement regarding claims information discussed
- Review of claims for workers comp, auto, general liability, other
- Discussion of any facilities safety issues or other safety issues as may be necessary

SEPTIC HAULER RATE ANALYSIS AND RECOMMENDATIONS

I am reviewing/analyzing the current rate structure in the hopes of having a recommendation prior to the Commission's February meeting. I have been focusing on a declining block rate structure based on annual flows.

I am attaching a copy of a spreadsheet tracking total monthly hauler flows on a month over month and year over year basis. The data is taken directly from the spreadsheets Liz maintains on monthly flows by hauler. I've also attached a similar tracking sheet for electric consumptions and costs

BUDGET ANALYSIS

Liz will be sending, via email, a copy of the five year trends analysis I recently completed. A hard copy will be available for you at the January 27 meeting (or before if you would like).

NOISE, ODOR CONTROL COMPLAINTS

A total of five (5) complaints were received since our last report (see attached).

Last week we were visited by Ringwood Borough Health Inspector (Ringwood Borough provides health department services to the Borough of Wanaque through a shared services agreement) Gina Marie McConneghy. Ms. McConneghy was responding to an odor complaint filed with the Borough. Greg and I provided Ms. McConneggy with a tour of the facility including a detailed look at the septic hauler operations. Greg explained the efforts of the Authority to date regarding odor abatement. We do not anticipate any specific enforcement action at this point.