

WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY

**INTERIM EXECUTIVE DIRECTOR'S REPORT**

**January 27, 2021**

**STAFF RETIRMENT – Steve Wilson**

As you have probably seen in your correspondence, Steve has announced his retirement from service at the end of March. Please join me in thanking Steve for his 30+ years of dedicated service to the Authority and for his tireless efforts in this past year of transition and COVID-19. We offer Steve and his family sincerest wishes for a happy, healthy, and long retirement. You have earned it Steve!

Meanwhile, with Steve's retirement imminent we are moving quickly to attempt to secure a replacement. I have attached the job posting that is on the Authority's website and that is posted on the New Jersey League of Municipalities site. I am also working to have the notice posted with the NJ Association of Environmental Authorities (NJAEA). We will also be spreading the word of the job opportunity through personal contacts. You will note that the job posting is somewhat aggressive in that it attempts to meet our needs to replace Steve as Superintendent of Operations and our need for a permanent solution for a licensed operator (an ultimately a permanent Executive Director).

**STAFF RESIGNATION – Frank Rockwell**

Frank Rockwell, hired last October, has resigned his position with the WVRSA. While (based on our exit interview) the reasons for Frank's departure are unclear, we wish him well. We have not yet posted the job opening.

**NORTH JERSEY DISTRICT WATER SUPPLY COMMISSION**

We received the sign agreement back from the NJDWSC. Meter installation was scheduled to take place on January 21. I hope to have confirmation of same by Wednesday's meeting. We are now in position to accept flow from the Commission with the attendant revenue to the Authority.

**PROFESSIONAL SERVICES APPOINTMENTS FOR FY 2021**

As you will recall, the Board of Commissioners decided to forgo a formal bidding process this year in-lieu-of a direct appointment of Authority professionals. To that end I have asked all our professionals to submit a draft agreement for 2021 by month's end in anticipation of appointment at February's reorganization meeting.

**SLUDGE HAULING BID ELECTRICIAN SERVICES BID**

We are currently out to formal bid for sludge hauling services (for contract expired 12/31/20 and for electrician services (for contract to expire 7/15/2021). We hope to have recommendations for contract award at the February meeting.

**INSURANCE – Safety Scorecard, Actual Bill for 2021**

The Authority's safety scorecard was filed with the New Jersey Utilities Authorities Joint Insurance Fund (NJUA JIF) in accordance with the Funds January 15 deadline. Our score of 95 of 100 keeps the Authority eligible for JIF incentives A copy of the scorecard is attached for your review. Thanks to our Safety Officer Mike Pierro and our Risk Manager Ernie Riegstad (Skylands Consulting) for their efforts in keeping our employees safe.

<b><i>DASHBOARD REPORTS</i></b>
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**FY 2021 S&W**

Staff payroll costs through 8 of 26 payrolls are running consistent with the FY2021 budget of \$804,000.

**OVERTIME & SHIFT DIFFERENTIAL**

Overtime pay through 8 of 26 payrolls is tracking approximately \$3 over the \$55K budgeted in the FY 2021 S&W account. The higher figure is largely due to storm related overtime in December and staffing shortage related overtime in November. Overtime has dropped significantly since and, at the current trajectory, should be within budget by year's end. . Shift differential through the same period is tracking significantly under budget (27% under budget year to date - \$15K under projected to year's end).

**INTERIM ADMINISTRATOR**

A total of 117 hours has been worked through January 22, 2021 at a total cost to the Authority of \$11,115. While the total cost is significantly under budget (\$21K under the \$50K budgeted when projected to year's end), hours and related costs have increased recently as a result of work on the upcoming reorganization meeting and with the oncoming of the transition period associated with Steve's retirement.

***DASHBOARD REPORTS – continued***

**ELECTRIC EXPENSES**

Electricity costs for the first quarter of Fiscal Year 2021 are near identical to FY 2020 costs for the same period and approximately \$24K under budget when projected to year's end.

**SEPTAGE HAULER REVENUE**

Revenue through the first quarter of Fiscal Year 2021 is running 3.5% ahead of revenue for the same period in FY 2021. At the current trajectory, year-end revenue should exceed the \$760K anticipated in the FY2021 budget.

**SLUDGE DISPOSAL**

Sludge production in December dropped for the third consecutive month but continues to run significantly above last year's level (17.5% year to date). Interestingly this year's levels are about even as measured against a 9-year average for the same period in the fiscal year.

**PLANT FLOW**

Average daily flow in December, at 1.29 mgd rose for the second consecutive month exceeding November levels by 8.4% and marking flows of more than 1 mgd for 14 of the last 15 months. On a positive note, average daily flow for the first quarter of Fiscal Year 2021 is down 4% - 45,000 gpd) from the same period in FY 2020. Giselle will be providing an update on our ongoing capacity assurance plan efforts.

**BANK RECONCILIATION/CASH**

Bank statements for December were not available as of the writing of this report. An update will be provided next month (or at Wednesday's meeting if bank statements are received prior to the meeting).