

WESTERN MONMOUTH UTILITIES AUTHORITY

WORKSHOP MEETING

June 9, 2020

Chairman Pernice requested that Brian J. Valentino open the meeting. Mr. Valentino called the Western Monmouth Utilities Authority's Public meeting to order at 7:03PM. It was announced that pursuant to the Open Public Meeting Act and N.J.S.A. 10:4-6 et seq., adequate notice of this meeting has been sent to the Asbury Park Press, The Home News and Tribune, Clerks of Manalapan and Marlboro Townships, and is posted in the lobby of the Western Monmouth Utilities Authority ("W.M.U.A.")

All present cited the Pledge of Allegiance.

Upon roll call:

Present (on the phone): Messrs. McEnery, Mendez and Pernice

Delayed: (on the phone): Commissioner Rosen signed in at 7:13PM

Absent: None

Also in Attendance (on the phone): F. Borin, DeCotiis, Fitzpatrick & Cole LLP  
G. Stankiewicz, Authority Auditor (arrived 7:15PM by phone and left the meeting at 7:17PM)  
B. Valentino, CEO/Executive Director  
J. Carr, Chief Operating Officer  
K. Leatherman, Chief Administrative Officer

Please note that this meeting was done via video conference. Each attendee announced themselves as per Chairman Pernice's request. Mr. Valentino stated that he is the only one in the office and has opened the doors for the public. Chairman Pernice stated that we are conducting this meeting remotely because of the severe nature of the pandemic. Chairman Pernice requested that Frank Borin, the Authority Attorney state that we are in full compliance with the law because we are conducting this meeting remotely. Frank Borin stated that we are in full compliance with the open public meetings act. The Department of community affairs issued some guidance that we conduct these meetings via teleconference.

Mr. Valentino opened the meeting to the public and stated he is in the Administration Building and no public is present or on line. Chairman Pernice stated that we will now close the meeting to the public. Chairman Pernice asked if Commissioner Rosen has joined the meeting. Mr. Valentino stated that he has not. Chairman Pernice stated that we will go into Closed Session. Frank Borin confirmed with Mr. Valentino that he can control who is in Closed Session. He stated that he knows exactly who is attendance at the meeting and is able to control who attends Closed Session. At 7:07PM, Chairman Pernice asked for a motion for Resolution 20-82; Authorizing the Commissioners to go into Closed Session for the purpose of Discussing Litigation, Personnel and Contracts and they will return to Public Session. Commissioner Mendez moved, seconded by Commissioner McEnery, all present voted aye.

At approximately 7:15PM, Gerard Stankiewicz, Authority Auditor joined the meeting and stated that he had to leave to attend another meeting. He stated if he is needed that he can be contacted via his cell phone. He departed at 7:17PM.

*The meeting was open to Public at 7:18PM. Due to recording issues, there are no minutes available regarding discussion items.*

Chairman Pernice stated that we are going to move right to the discussion item.

Chairman Pernice continued with Discussion.

- Chairman Pernice asked if there was any comment regarding the Cash Management Plan.
- Chairman Pernice asked for any comment regarding the Closeout Change Order and Final Payment #4 for the Force Main Air Release Manhole Replacement from CME Associates.
- Chairman Pernice asked for any comment regarding the Change Order for Expanded Engineering Services to T&M Associates.
- Chairman Pernice asked for any comment regarding the Change Order for Professional Engineering Service to CME Associates for the Route 79 Pump Station and Force Main Replacement Project.
- Chairman Pernice asked for any comment regarding the Performance Bond & Cash Guarantee Reduction for Olde Silver Tavern, Project #520.
- Chairman Pernice asked for any comment regarding the performance Bond & Cash Guarantee Reduction for American Plaza III, Project #668.
- Chairman Pernice asked for any comment regarding the Bid Award for Magnesium Hydroxide.

Resolution:

- 20-73 Authorizing Cash Management Plan
- 20-74 Authorizing Closeout Change Order and Final Payment #4 for Force Main Air Release Manhole Replacement
- 20-75 Authorizing Change Order for Expanded Engineering Services to T&M Associates for Raw Sewage Pump Station Improvements
- 20-76 Authorizing Change Order for Expanded Engineering Services to CME Associates for the Route 79 Pump Station and Force Main Replacement
- 20-77 Authorizing the Reduction of Performance Bond and Cash Guarantee to Olde Silver Tavern, Project #520
- 20-78 Authorizing the Reduction of Performance Bond and Cash Guarantee to American Plaza III, Project #668
- 20-79 Awarding Bid for Magnesium Hydroxide to Premier Magnesia, LLC

Chairman Pernice asked for a motion for Resolution 20-73. Chairman Pernice recused himself because he is an employee of the Bank of America. Commissioner Mendez moved, seconded by Commissioner Rosen. The vote is as follows:

AYES: Messrs. McEnery, Mendez and Rosen  
NAYS: None  
ABSTENTIONS: Chairman Pernice  
ABSENT: None

Chairman Pernice asked for a motion for Resolution 20-74. Commissioner Mendez moved, seconded by Commissioner McEnery, the vote was as follows:

AYES: Messrs. McEnery, Mendez, Pernice and Rosen  
NAYS: None  
ABSTENTIONS: None  
ABSENT: None

Chairman Pernice asked for a motion for Resolution 20-75. Commissioner Rosen moved, seconded by Commissioner Mendez, the vote was as follows:

AYES: Messrs. McEnery, Mendez, Pernice and Rosen  
NAYS: None  
ABSTENTIONS: None  
ABSENT: None

Chairman Pernice asked for a motion for Resolution 20-76. Commissioner Mendez moved, seconded by Commissioner Rosen, the vote was as follows:

AYES: Messrs. McEnery, Mendez, Pernice and Rosen  
NAYS: None  
ABSTENTIONS: None  
ABSENT: None

Chairman Pernice asked for a motion for Resolution 20-77. Commissioner Mendez moved, seconded by Commissioner Rosen, the vote was as follows:

AYES: Messrs. McEnery, Mendez, Pernice and Rosen  
NAYS: None  
ABSTENTIONS: None  
ABSENT: None

Chairman Pernice asked for a motion for Resolution 20-78. Commissioner Rosen moved, seconded by Commissioner Mendez, the vote was as follows:

AYES: Messrs. McEnery, Mendez, Pernice and Rosen  
NAYS: None  
ABSTENTIONS: None  
ABSENT: None

Chairman Pernice asked for a motion for Resolution 20-79. Commissioner Mendez moved, seconded by Commissioner Rosen, the vote was as follows:

AYES:	Messrs. McEnergy, Mendez, Pernice and Rosen
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

Chairman Pernice asked Mr. Valentino to confirm the Resolutions on the Consent Agenda; Resolutions 20-80 through 20-81.

Chairman Pernice asked if there was any discussion regarding the Consent Agenda. There was none. Chairman Pernice asked for a motion Mendez moved, seconded by Commissioner McEnergy, all present voted aye.

AYES:	Messrs. McEnergy, Mendez, Pernice and Rosen
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

Resolutions:

- 20-80 Approving Minutes of May 19, 2020
- 20-81 Authorizing Execution of Hold Harmless and Developers Agreement with LV Development, Project #677

Chairman Pernice asked if there were any questions on the bill list. There were no comments. Commissioner Rosen moved the bill list, seconded by Commissioner Mendez, all present voted aye.

Chairman Pernice confirmed that all the Resolutions were moved, the Consent Agenda and the Bill List. He stated he will turn the meeting over to Mr. Valentino for the the Chief Executive Officers report as well as Other Authority Business.

Chairman Pernice asked the Commissioners if they had any business to discuss before he turns the meeting over to the CEO, Brian J. Valentino.

Mr. Valentino had a slide presentation prepared. He stated that the governor of NJ is moving the State of NJ into stage 2. Mr. Valentino stated of the last couple of weeks, the Authority has been putting together our Stage 2 plan. He stated that NJ is number 1 in testing and number 1 in contact tracing. We are doing very well on the first three mile markers. The next two big moves are going to continue to provide safe places for people who are getting ill and also to bring our economy back. We are continuing to pursue our vision and our mission and doing everything we normally do. We took into consideration of all the CDC recommendations for all the people in our sector. There are five bullets on the presentation. We are going to move from our current level three staffing to level

two which will bring us back up to 25% of our building capacity. This is directly in line with the states recommendations for stage two. We are going to continue to implement teleworking and flexible scheduling. We have reached out to our employees that are in special populations to make sure they are properly accommodated. We are going to continue to do social distancing and enforce the wearing of PPE. We are going to start enforcing a maximum number of people in certain rooms like break rooms and locker rooms, which is not an issue right now because of the limited amount of people coming to work. As we bring more people back in we will have to be careful. We are installing barriers where necessary to keep our employees at least 6 feet apart, with the exception of one clerical person that was already the case. We are keeping our travel limited to essential travel. While the state has authorized us to go back to having in person meetings of 25 people or less indoors, he is recommending that we continue with virtual meetings. They seem to be working for us but it is up to the Commissioners. We will be posting signs around the plant on how to deal with Covid-19. He has designated as per his SOG (Standard Operating Guidelines), HR Officer and himself to deal with any Covid related concerns. Phase 2 will see a dramatic increase on the level of onsite staffing. Commissioner Mendez asked if the staff will be required to wear masks at their work station. Mr. Valentino stated only if they are within 10 feet of another employee. He stated that he is scheduling the employees in a way that none of us will be working within 10 feet of one another. We are going to increase the amount of time that the employees will be working onsite. The leadership team with the three section chiefs will be required to be at work 1 day per week every week and will be also working 1 full week per month each. The balance of the management team will be working one week per month and as needed. Projects or meetings will dictate those additional days the management team will come in. All the clerical staff will be working in the office 8 hours per week and the balance of their 32 hour work week from home. That will bring in each of the five clerical staff in the Admin building one day per week. The operating team; the blue collar staff are currently working 12 hours per week; will now be working 24 hours per week and the balance of their 40 hour week will be at home (16 hours). He directed the Commissioners to look at page 10 of the SOG. We have currently using two 12 hour platoons every day. We will be bringing that down to 4 platoons instead of six and that will increase the number of people that will be working in each platoon to three or four employees. One person will be working from each of our divisions. The lab will continue to be staffed four days a week by both Rosemary and our other lab employee Mike Mannino. Chairman Pernice asked about the dates regarding Phase 2 and Phase 3. Mr. Valentino stated that we are going to Phase 2 of June 22 at 7am of the return. He stated that it is very confusing. When he refers to Phase 2 it is what the state is doing. Phase 3 to the average citizen is going to look like normal. We are not the public so we are covered by a different set of guidelines from the state. We don't know when that is going to be, we are just getting into Phase 2 now. We don't know what capacity levels we will be working at. He stated that he doesn't expect to see this any time soon. Chairman Pernice suggested that he reach out to the two municipalities and if we are in line with them. Mr. Valentino stated he speaks to the OEM's and their Administrators regularly. We are not in line with the municipalities, nor could we be, we are covered under the Public Health and Critical Infrastructures sections of the return plan and they are not. Their entire clerical staff has been called back to service, they are not necessarily in the building 5 days a week but they are all coming back to the building on a regular basis. There emergency workers were working around the clock as a condition of their type of government. We are not

allowed to do that as we have a different type of structure. We are in line of where the state is requiring us to be and where we should be. As we get ready to go to Phase 3 in addition to increasing our work capacity three fold with staffing, we are also in the middle of us to continue to expand our remote customer delivery. This will try to include putting customer payment kiosks at our building and potentially other locations in the service area. We are trying to enhance our customer service footprint even though we are not necessarily face to face with them. Many of you have heard and may been affected by it, the decision for bringing people back in the office is dubious in the short term and maybe even questionable in the long term, it may be another year before people are encouraged to go back to work the way they were. We are looking at long term solutions to teleworking for those who are able to. He and Jim are looking are field testing scheduling options that would allow spreading people out over more hours of the day while still having them all working their regular hours in person. This will require negotiations with the labor unions if we want to make that permanent or semi-permanent. We have to look at new scheduling options across the board for our staff. We are looking at how we can use remote and cloud computer options and we are trying to find a video option that works best. One document that was sent to the Commissioners is three and half pages of items that they were unable to get to because of our staffing model. As we move into Phase 2, we expect that that list will drop by about half and as we move into Phase 3 we think that the list will disappear with the exception of some things that are impossible to address unless we are all in one spot. Chairman Pernice stated he has one question regarding the Administrative section where he highlighted items that are potentially not getting done for whatever reason. He actually wanted to make sure that if our bills have been not addressed, are they critically impacting the way we do business, our service that we provide our customers. Is there anything we can do know before we get to the next phase, how are we going to tackle it to insure the things we need to do for our customers? Brian stated that he can answer this; first, he does not believe that there is anything our customers would need or expect that they are not getting as well as we legally can or safely do as well or better than we used to. He stated that he believes our customer service has gone up because we put additional effort into taking care of them quickly. We've gotten zero complaints from our customers in three months. He said we have received more accolades in last three months than we have in a year. He said that may be an unscientific way to gage how we are doing but he feels we are doing fine. From his perspective as the E.D. he is not concerned that we are not doing anything that we must be doing. There have been a lot of back stopping that has been done by the staff. Before we know of a problem that has been missed somebody picks up the pieces and takes care of this for their colleagues which is not new here but when we working with such a minimal staff he is just impressed by everybody's extra efforts. Secondly, regarding the administration and finance lists, he would say 80% will be addressed better in Phase 2 only because those office workers are not in the office and can't physically do those things from home. Everybody in the office has trying to fill in those gaps. The Auditors stated that we shouldn't worry about it because they can't come in any way and the state will have to give extensions. Finally in the operating section, we think the majority of the operating shortfalls will be taken care within a week of two of Phase 2. Nothing is critical; all critical items are being taken care of regularly. Commissioner Mendez thanked Brian for staying on top of this along with his executive leadership team. Chairman Pernice asked Brian if there was anything else he wanted to talk about. Mr. Valentino stated that he wanted to share two quick slides from May 10<sup>th</sup>

.The forecast for Covid related deaths were at 25,857 on May 10<sup>th</sup>, just a month later, that forecast is 47,736 from 25 to 47 in just one month. That is a forecast based on year to date. We are doing better but we have a long way to go. He said we have an excellent record here at the Authority, he is not anxious to put our staff at risk. We are moving forward with the best recommendations. Chairman Pernice asked if any questions or comments. Chairman Pernice stated that we need to stay safe. He thanked everybody for all the work the staff does. Commissioner Mendez stated that we are still in the middle of a pandemic and the reality is that we need a vaccine and he does not see that till next year. This is not going to end quickly. Chairman Pernice stated that we have a meeting scheduled for June 23 and one after that for July 14. He said please just let us know if we need to have a meeting later on in June.

Chairman Pernice asked if there were any other questions or comments, there were none.

At 7:58PM Chairman Pernice asked for a motion to adjourn. Commissioner Mendez moved, seconded by Commissioner McEnergy. All present voted aye.

#####