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MARGARET NORDSTROM
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MEMORANDUM

To: RMP Update Committee
From: Margaret Nordstrom, Executive Director
Subject: Record of RMP Update Committee Meeting of October 8, 2015
Date: October 21, 2015

The RMP Update Committee met on Thursday, October 8, 2015 at the Highlands Council office in Chester. Committee Members present: Council Chairman Rilee (on phone), Committee Chair Alstede, Member Vohden, and Member Sebetich.

Highlands Council Staff Members present: Margaret Nordstrom, Chris Danis, Judy Thornton, Corey Piasecki, James Hutzelmann, Carole Ann Dicton, and Annette Tagliareni.

Also present: Lisa LeBoeuf, Assistant Counsel, Governor Authorities Unit (on phone and then in person), and Steve Gunnells, PlaceWorks (on phone)

Committee Chair Alstede called the meeting to order at 1:04pm.

The following topics were discussed:

Technical Advisory Committees (TACs)

Staff noted that invitations were sent in August to participate in the TACs. Acceptance letters were emailed on October 6, 2015 to an approved list of participants for TACs. The committee members received the confidential participant list. Staff will finalize dates for the TAC meetings once product is received by consultant RPA. Staff noted that the product is expected as early as today. Member Sebetich asked if enough advanced notice of the date and time will be given to the TACs to attend the meetings. Staff responded that plenty of notice will be given – two weeks at the least. Staff also reported that 218 invitations to participate in the TACs were emailed/mailed, 135 resumes were received. Of the 135, all were assigned to TACs. Ms. Nordstrom added that the goal was to have 10-15 experts on a TAC, and for a participant/expert to be assigned to no more than two TACs. Mr. Vohden noted that he may want to see resumes. Staff responded that resumes will be made

available to the committee, but remain confidential. If committee members would like to see resumes to let staff know.

Indicators

Committee members received spreadsheets with details regarding proposed indicators. Staff reviewed the spreadsheets with committee members indicating the sheets will be used to generate documents that will be used during TAC sessions to help guide indicator review for completeness, relevancy, and accuracy. The template for this document was shared with the committee at its April 8th meeting. Staff explained that the document will be given to TAC members prior to TAC meetings.

Committee Chair Alstede asked about how the sheets were developed. Staff responded that the sheets were created by project consultant RPA in collaboration with staff using stakeholder meeting comments and public comments received. RPA provided extra computing power and staff provided data and methodology.

Committee Chair Alstede added that this can set the stage for future revisions, as this is something that was not available the first time the RMP was adopted.

Public Comment Response Document

Staff reported that the public comments have been sorted by topic area, reviewed, and responses are being prepared by staff. Staff hopes to produce a Comment Response Document at the committee's November meeting. Ms. Nordstrom added that this was a huge amount of work for staff as some comments had sub-comments. Staff noted that each comment will appear as submitted and will be responded to individually.

Committee Chair Alstede asked where we are with our timeline. Staff responded that we are still looking at a Council adoption of a final Monitoring Program Recommendation Report in June/July 2016. Staff added that what we are doing now is the bulk of the project.

Ms. LeBoeuf was present (in person) at 1:36pm

Fiscal Impact Assessment (FIA)

The second phase of the Fiscal Impact Assessment: Real Estate and Demographic Analysis was originally presented to the committee by Steve Gunnells at its committee meeting on June 17, 2015, after which time there were some comments by committee members and GAU. Today staff planned for the committee to go through the presentation again with Mr. Gunnells slide-by-slide on the content to address the comments prior to delivering the presentation to the full Council. Additional comments from the Department of Community Affairs (DCA) were shared by GAU representative Lisa LeBoeuf. In light of the additional comments from DCA and after a lengthy conversation amongst committee members, staff and GAU representative, it was decided to review all additional comments with Mr. Gunnells prior to the Committee reviewing the final presentation and recommending it be presented to the full Council. The Committee requested that another

meeting be held in late October to address all comments on the presentation to ensure the presentation is ready for the December 3rd Council meeting.

Chairman Rilee and Mr. Gunnells left the meeting at 2:28pm.

Peer Review – Fiscal Impact Assessment (FIA)

On September 22nd, staff met with representatives from Edward J. Bloustein School of Planning and Public Policy at Rutgers University requesting them to do a Peer Review on the three components of the Fiscal Impact Assessment Report. The committee received a draft scope of work prepared by Rutgers. Mr. Vohden asked how the report will be graded. Staff responded that it would be a pass or fail grade. Staff suggested to have a joint meeting in November with the Budget & Finance Committee to discuss the Peer Review and the funding for this review. The committee members didn't see a need to attend the joint meeting with the Budget & Finance committee. Staff emphasized that this is a professional services agreement, not an RFP and asked GAU representative if this agreement may be moved forward. GAU representative agreed that staff may move forward with this agreement. The Budget & Finance Committee meeting is scheduled for November 5th at 3:30pm to discuss the funding for the Peer Review.

The meeting was adjourned at 2:44pm.