



LSRPA Steering Committee  
Meeting Minutes  
October 15, 2009

Location: Sovereign Consulting, Inc. Burlington, NJ

In-Person: Sue Boyle, Ken Goldstein, Ken Siet, Greg Martin, John Oberer, Dick Katz, Nick DeRose, Michael van der Heijden, Dan Toder, Julian Davies, Mark Fisher, Dave Carlson, Lisa Voyce, Steve Posten, Jim Mack, Drew Bonas

Telephone: Tracy Straka, Kathi Stetser, Lawra Dodge, Phil Brilliant, Steve Ueland

The meeting was called to order by Sue Boyle, Interim President, at 8:30 am.

The minutes from the September 24, 2009 IBOD meeting were discussed and were unanimously approved with the edits by Dick Katz.

Discussion of who is on the Steering Committee. The core group of the Steering Committee are Committee Chairpersons and those Committee members not on the I-BOD. The Subcommittee chair or one or more of its members could be invited to attend the Steering Committee meeting by the respective Chairperson or by a Board member. It is the responsibility of the Committee Chairperson to circulate meeting information to its members and advise S. Boyle who they invited and will be attending.

Upon J. Oberer's suggestion on the need for a contact list, L. Watson will compile and circulate a list of names and contact information for members of IBOD, Steering Committee and Committee Chairs.

#### Steering Committee

N. DeRose suggested that interested stakeholders be invited to join the Steering Committee. These stakeholders would be given a seat on a subcommittee if they participate in the process. K. Siet will develop a list of these stakeholders for discussion. It was requested that all Committee Chairs submit the names of stakeholders they want appointed to their subcommittee to Ken.

J. Oberer suggested limiting the number of in-person attendees at the Steering Committee meetings. S. Boyle stated that all Chairpersons should attend, either in person or by conference call.

### League of Municipalities Meeting

The LSRPA has a table at the upcoming League meeting with P. Brilliant, J. Hochreiter, D. Toder and L. Dodge volunteering to staff the table. Only two volunteers are needed; therefore a decision on participation was left to those four individuals. Handouts at the League will be the organization's Mission Statement, membership form and flyer on the upcoming annual membership meeting. Notification of the organization's attendance at the League was discussed. S. Boyle will contact Bill Dressel on the possibility of informing all municipalities of our attendance. S. Posten will send S. Boyle the one-page summary of the LSRPA for distribution at the meeting. K. Stetser will post information on our website and send a mail blast next week informing readers that the organization will have a table display at the upcoming meeting.

### Continuing Education Classes

Volunteers for the November 9, Nov. 24 and Dec. 8 Rutgers Continuing Education classes include S Posten, P. Brilliant, N. DeRose, D. Katz, L. Dodge, B. Alter, J. Hochreiter, M. van der Heijden and S. Boyle. The question of consistency in our representation at all sessions and in our presentation was discussed. The DEP training will be a full day and, although we requested an hour to present, realistically we will have only 20 minutes. Therefore, our focus should be the LSRPA and the benefits of joining, with a Q&A period to follow. This class is nearly identical to DEP's November 2, 2009 "Mandatory Training" class; therefore it will satisfy DEP's criteria for mandatory program training. The Rutgers class does not take the place of the Site Remediation Basics class. Anyone who has a license or is awaiting a license will receive an invitation to attend the November 2 NJDEP invitation-only course. S. Boyle will send the flyer on the Rutgers course to Kathi for placement on the LSRPA website and will contact Janice Brogle to advise her of our plans to participate in the DEP training. She will also ensure that panel members are not charged to attend.

D. Katz will email those individuals to coordinate LSRPA representation at each session and will also prepare two or three slides on the LSRPA. A suggestion was made that a minimum of two individuals are needed each day.

### Dissemination of Information

It is anticipated that white papers will be developed on LSRP issues. The question of who reviews these papers...review by individuals within the committee, Steering Committee and IBOD, before the paper is sent to DEP for comment and subsequent posting of papers with DEP approval on the website? There was discussion regarding establishing a proper balance between "transparency" and control of "working drafts" of documents that are not ready for circulation. K. Stetser indicated that the website could be modified to address this issue (e.g. internal working folders for a committee or subcommittee). The December 14<sup>th</sup> IBOD telephone call will focus on this topic with K. Stetser participating. The website is an important tool and we need to utilize it as much as possible.

### Meeting Summaries

The Neil Lewis/Senator Gordon meeting was discussed. Proposal language regarding amendments to the bill was the meeting focus as well as the risk-based standards for ground water. There was some discussion regarding the content of the meeting, which was not attended by LSRPA.

Also, there was discussion on how LSRPA will determine which meetings it will attend in a formal capacity. In the short term, it was decided that LSRPA members who are approached in reference to this type of meeting will contact N. DeRose, K. Goldstein or S. Boyle to discuss potential meeting opportunities and refer to iBOD for discussion.

The website has calendar capability; therefore, meetings with LSRPA representation will be included. K. Siet volunteered to maintain and update this list and email to K. Stetser for posting to the website calendar.

#### Budget – K. Goldstein and D. Bonas

D. Bonas distributed and discussed the proposed budget, identifying both the sources of revenue and expenses. D. Bonas will join October 26 IBOD call to discuss and approve proposed budget.

#### Membership – K. Goldstein

At present there are 40 individuals who have registered, with 300 members as our goal. Contingent upon available funding, an accountant is needed to focus on tax issues followed by insurance procurement. The recruitment of an accountant has been narrowed to three possible candidates. Committee chairs should reach out to committee members in an effort to get individuals to join the Association. N. DeRose suggested that all Committee members be notified that dues must be paid by December 1<sup>st</sup> to participate in organization activities and payment of dues should be addressed at all upcoming Committee meetings.

#### Annual Meeting – K. Goldstein

The Annual Meeting will be held on December 1, 2009 at the Holiday Inn in East Windsor. A cocktail hour, with a cash bar, is planned for 6:00 – 7:30, followed by a meeting from 7:30 to 9:30 pm. The event will cost approximately \$4,000. Sponsors from the June meeting should not be contacted for additional sponsorship as we want new sponsors. Attendees were urged to contact their subcontractors. Available sponsorships are \$200 and \$500. Provide K. Goldstein with the names of individuals you contact for sponsorship. K. Goldstein will provide an update on the event at the November 5<sup>th</sup> in-person meeting. K. Goldstein will also send email to entire mailing list encouraging membership prior to this meeting.

### **COMMITTEE REPORTS**

#### Risk Management and Loss Prevention – M. van der Heijden

A breakfast meeting is scheduled for November 12, 2009 at the Pines Manor; MvdH is trying to line up a broker and underwriter to speak to the group. The subcommittee is working on

developing a FAQ page as well as a “Did You Know” brochure on risk management and loss prevention. Further discussion on content will be held at October 26 iBOD phone call.

### Continuing Education

Edd Hogan is sponsoring a workshop with EBC in either late October or early November on contract liability and invited the LSRPA to co-sponsor. We need to decide if LSRPA will attend. T. Straka will contact Edd Hogan to explore further.

On a separate note, S. Boyle will research the possibility of LSRPA offering CEUs for meetings it hosts. Potential benefits of this approach were discussed.

Discussion on blogging to be an October 26 agenda item.

N. DeRose reported on the October 14 meeting with Irene Kropp, which included representatives of the legislative stakeholders group.

Both Irene Kropp and stakeholders are committed to having the program operational by November 3, 2009.

Highlights of the meeting included: ARRCs was sent to the Governor’s Office; The Tech Regs are being revised and will be sent to Governor’s Office shortly; Irene is identifying internal NJDEP team members to work on LSRP related matters; discussion of professional judgment vs. Tech Regs; role of guidance under SRRA; IEC VI screening levels; and development of a Stakeholder involvement process to develop guidance and study complex technical issues.

### Communications Committee – Kathi Stetser

Needs to get information on the annual meeting for posting on the website.

Nov 23: i-BOD call, 8:30 to 9:30: Main topic of call will be Communications. Action items 1 and 3 from the September 24 meeting will guide our discussion. Kathi Stetser and Tom Fussillo from the Steering Committee will participate with the i-BOD.

### Regulatory Outreach

Meeting to be planned after November 3<sup>rd</sup>.

### Nominating Committee – Tracy Stratka

Working on a guidance document and will speak with Janice Brogle on any concerns before sending to N. DeRose for review and distribution.

Committee will meet on October 15 at 2 pm on LSRPA iBOD recommendations

### Guiding Principles – Lisa Voyce

Document is being worked on and will be circulated for review.

L. Voyce also reported that the newsletter is being developed with a draft available by November 5<sup>th</sup> meeting.

#### Outreach – Ken Siet

Three draft letters were distributed for review and comment before circulating.

Stakeholder list has reached 35.

#### Continuing Education Committee – Dan Toder

Discussed logo and format use in presentations.

PE Association has not responded to invitation Committee is working with MA LSPA

#### Day Care Assessment

N. DeRose reported that Irene Kropp asked whether LSRPA can assist day care facilities in conforming with the day care school bill either pro bono or at a reduced rate. This should be discussed by the iBOD. Phil Brilliant will head up a committee on indoor air systems.

#### ACTION/FOLLOW-UP ITEMS

S. Boyle to contact Bill Dressel regarding LSRPA at League.

S. Boyle to research CEUs

S. Posten will provide S. Boyle with one-page summary of LSRPA.

K. Siet to develop a list of stakeholders and mail list to K. Stetser

D. Katz will coordinate LSRPA representative at Rutgers-sponsored meetings and prepare slides.

N.DeRose to distribute summary of stakeholder meeting with Irene Kropp.

L. Watson to compile contact list of iBOD, Steering Committee and Committee Chairs and send to S. Boyle

Oct. 26<sup>th</sup> iBOD agenda items

- Drew Bonas to discuss budget.
- Blogging
- FAQ
- 

Nov. 5 in-person meeting – Ken Goldstein will update on annual meeting

November 23 IBOD – communication, what is new for the Board. Association v. employer v. client or yourself

- Discuss and resolve the issues surrounding attendance at programs and other events. More specifically, need to clearly define and differentiate among:

- a. LSRPA sponsored event;
- b. event sponsored by others where LSRPA participates/presents,
- c. events sponsored by others where LSRPA member participates/presents, but not as an LSRPA representative; and
- d. other scenarios.

--Resolve “Guiding Principles” matter. Need to decide what, if anything, will be produced in writing. Also need to define what we mean by “guiding principles.” Based on discussion, there appeared to be three different concepts being co-mingled:

- a. a written code of conduct for LSRPA members;
- b. an expanded description of the LSRPA Mission Statement; and
- c. procedural issues for defining actions as a representative of LSRPA vs actions as an individual (similar to Item 1, above).

Lisa to present rough outline for consideration.

--Need to resolve issues such as use of LSRPA name or logo, vetting of materials, etc. Sue, Nick and Ken G. to discuss.

Dec. 1 – newsletter may be major topic during annual meeting.

Dec.14 iBOD agenda item – web information with K.Stetser participating.