



LSRPA Steering Committee Meeting Minutes

Meeting Date: July 9, 2009

Location: ENVIRON's Princeton office

For 7/9 meeting: adopted date is August 13, 2009

Actions Taken

1. Nick D and Ken G. elected as Vice Presidents for Interim Board.
2. Meeting minutes from June 12, 2009 approved.

Action Items

1. Ken G. to revise and distribute LSRPA Committee Protocols
2. All LSRPA Board members to review Sue B.'s e-mail of 7/6/09 (Item 2) with proposed dates for summer conference calls/meetings. Provide response to Sue re availability via e-mail. Sue to issue final schedule of calls/meetings.
3. Additional action items/issues discussed are included in section below.

Additional Issues/Actions Discussed

1. LSRPA Committee Protocols discussed.
 - a. Ken G distributed draft prior to and at the meeting.
 - b. Several aspects of protocol discussed and/or modified.
 - c. Ken G. to make modifications and redistribute.
 - d. Continued discussion on LSRPA Board approval procedures for Committee activities was held later in meeting – outcome of these discussions to be captured by Ken G in version 1.1 of protocol.
2. Committee work products
 - a. Draft documents or work in progress to be placed in “working folder” for each Committee.

- b. Any member of any Committee will have access to all “working folder” for each Committee.
 - c. For documents that will be public on the LSRPA website....after final Board approval, document goes to Communication Committee, LSRPA logo is added and document is posted to final “public folder”.
 - d. Michael V. to prepare “flow chart” for committee and subcommittee decision process, including inter-committee communication and work assignments.
 - e. Kathi S. to coordinate adding a folder to the website which identifies members by committee.
 - f. Committee chairs are to keep the list of committee members updated.
- 3. Discussed LSRP Licensing Board Member Qualifications
 - a. Tracy S. distributed draft document prior to meeting.
 - b. Concept is to send this document to Governor’s office and elected officials.
 - c. Purpose is to send signal that LSRPA is interested in this process and identify appropriate qualities of LSRP Licensing Board members.
 - d. Likely send to Irene as courtesy.
 - e. Tracy S. to revise document/circulate for Board review/distribute.
- 4. Discussion re: Linda Watson – Volunteer
 - a. All embraced this offer of support from Linda.
 - b. At this time, perhaps Linda’s best role is support on “special projects”, maintenance of committee membership lists and distribution of materials to committees.
 - c. Not practical to ask her to prepare regular meeting minutes (time constraint; most meetings during working hours – Linda works for NJDEP, but not in Site Remediation).
 - d. Executive committee to make requests/determine priorities for Linda.
- 5. Ben A., Jorge B and Steve P. (Sue B. to reach out to SP) appointed as representatives on Nominating Committee for developing slate of candidates for LSRPA Board of Trustees.
- 6. Recap on LSRPA Membership Meeting
 - a. 330 people.
 - b. Obtained new members/volunteers.

- c. Sue B to distribute Q &A summary.
- d. Presentation material already posted on website.
- e. Consider a later time (7pm start) and more northerly location (Edison?) for next meeting.
- f. Sue B. and Tom F. to coordinate thank you letter to sponsors.

7. Summer Meeting Schedule

- a. Sue B distributed proposed dates.
- b. IBoard to send their schedules with respect to proposed dates.
- c. Sue will distribute final meeting schedule

8. Risk Management Committee Report

- a. Michael V. seeking input from interim Board re vision for Committee structure (given broad scope of subject matter for this committee and numerous areas of overlap with other committees).
- b. MV circulated proposed structure (chart).
- c. MV to distribute his chart to other Committee Chairs as example for them to prepare similar charts, then overlap and inter-committee coordination may be addressed.
- d. Consideration of inter-committee "liaison" concept discussed.
- e. Distributed draft memo re 6/26/09 Temporary License, discussed changes.
- f. Memo to be re-worked after meeting, and then issue to W. Howitz.

9. Discussion re anticipated LSRP fee

- a. Discussed LSRP fees to support LSRP Licensing Board versus RP fees to support NJDEP's role.
- b. Sue B, Ken G and Jorge B agreed to reach out to NJDEP to discuss fees. (this item on hold per additional input from Sue B. post meeting).

10. Discussion re RAOs

- a. Certification language – NJDEP appears to understand that "professional opinion" needs to be a part of RAO Certification.
- b. NJDEP appears to be reaching out to insurers for additional information.

- c. NJDEP appears to understand difference between “certifying a property is clean” vs “certifying a professional opinion that appropriate remedial procedures and processes were followed.”

11. Presumptive Remedies

- a. John O. has advised NJDEP that LSRPA is looking at Builders’ Association proposal/position on this subject.
- b. Also advised that LSRPA is interested in meeting, NJDEP recently advised that there is insufficient time for a meeting.
- c. We will still push for a meeting.
- d. NJDEP advised it will be posting Presumptive Remedy guidance on July 20th

12. Recent ROC Meeting with NJDEP (update by Nick D.)

- a. Direct Oversight “May” triggers guidance – discussed (this is posted on NJDEP website)
- b. ARRCs Administrative Requirements for Remediation of Contaminated Sites to be issued by Nov. 3 (these are the “Interim Rules”)
 - i. Will include RAPS (from statute)
 - ii. We emphasized that professional judgment should be recognized. Though some internal NJDEP debate, appears they understand need for inclusion of reasonable professional judgment.
- c. Mandatory Timeframes
 - i. Mandatory timeframes to be defined in Interim Rules.
 - ii. Plan is to have “subordinate” timeframes in revised Tech Regs.
- d. NJDEP raised issue re: every site w VOCs should have GW invest
 - i. May/may not be included in Tech Reg revisions.
 - ii. Now looks like NJDEP plans to address this issue via guidance document (to be prepared)
- e. Historic Fill Impact to GW Issue Discussed
 - i. NJDEP recognizes that LSRP will need guidance.
 - ii. NJDEP plans to add language in Interim Rule (and/or Tech Reg revisions?) to allow CEA to be the response.

- iii. Necessary to allow LSRPs to understand their responsibility in this situation.
- f. ROC plans to meet again w NJDEP in August.
- g. Nick to send meeting minutes to Barry Frasco

13. Communications Report

- a. Working on mechanism for posting NJDEP updates to LSRPA website
- b. DEP has new page for SRRA (link to new NJDEP page was added to LSRPA website)
- c. There is a Listserv for NJDEP's SRRA page – perhaps a source for membership committee.
- d. Folders are set up – Kathi S needs info (i.e. documents to post and also needs lists for members of each committee (name and e-mail...Julian D. is providing existing lists)
- e. LinkedIn – is set up, but not yet activated.
- f. Commerce Magazine article – looking to hit next deadline (August). Tom F, Dick K and Ben A have volunteered to participate in roundtable discussion.
- g. Start thinking about and initial planning for Fall meeting (full membership mtg). This should be an agenda topic for next meeting.

14. Finance Committee Report

- a. Working on budget – but this is arbitrary at this time (so little value in dedicating too much time/effort)
- b. Looking to establish a \$ amount for LSRPA membership fees. Thinking about \$150. Same amount for Associate and Regular members.
- c. Ken G to work out plan/logistics for membership fees, with goal of rollout by early September.

15. Stakeholder Outreach

- a. Ken S. has received and compiled stakeholder lists. He will distribute to the committee.
- b. Several stakeholders advertised LSRPA June meeting via link on their website.
- c. Ken S. wants to prepare a mailing to explain purpose and invite participation.
- d. Plan would be to meet with many of these organizations.

16. SRAG

- a. Should there be official representation of LSRPA?
- b. NJDEP is not sure how it plans to use this forum in future.
- c. Do we want an interim Board meeting before/after SRAG mtg (July 23?)

17. Sue B plans to activate "Continuing Education" and "Program" Committees

- a. LSRPA has received inquiries from several organizations to provide and/or team with LSRPA to provide programs/continuing education.
- b. Plan to raise this subject as agenda item during future meeting.