

Minutes
LSRPA Steering Committee Meeting
February 18, 2016
2:00 – 5:00 pm
The ELM Group
Princeton, NJ 08540

ROLL CALL

In Person: M. Fisher, S. Posten, S. Drew, B. Alter, C. Barnes, K. Goldstein, N. DeRose, M. Pietrucha, D. Hoffman, D. Katz, T. Toskos, R. Ferguson, J. Mooney, C. Drake, D. Morris

Phone: R. Shoyer, K. Long, J. Oberer, E. Palko, D. Warner, J. Galley, J. Davies, J. Engdahl, D. Toder, J. Scagnelli, B. Katcher

PRESIDENT'S REPORT

M. Fisher reiterated S. Boyle's email that in order to keep the Steering Committee meetings within the three-hour time frame, Committee Chairs should focus on three key priorities when presenting their Committee reports and other avenues can be found to share the details.

EXECUTIVE DIRECTOR'S REPORT

- Welcome and introduction of new LSRPA External Stakeholder members.
S. Boyle reported that the Steering Committee welcomes the following new members. Bruce Katcher, Chamber of Commerce of SJ; Jillian Mooney, SWEP Representative; John Engdahl, Chemistry Council (taken over for Carrie McGowan); Ken Sheppard, Development Council; Joe Galley, Alliance of Hazardous Materials Professionals; Rose DeLorenzo, AEG; Charlene Drake of Langan, co-chair of the Communications Committee, and John Donahue, Fuel Merchants. Also, agenda items for the Steering Committee meetings will be moved around so the same committees aren't always the last to report.
- Commerce Magazine
S. Boyle received the draft of *Commerce Magazine* supplement, which has 7 or 8 articles and ads. Thanks to Charlene Drake who helped edit the articles as well as the authors and sponsors. *Commerce Magazine* reached out to us to prepare a quarterly column. LSRPA sponsors were contacted to see if anyone wants to sponsor a magazine party in May, which will not be held without sponsorship. Three articles left over for the year and two on urban areas (environmental justice concerns).
- Interns
An increase in the number of events held during the year has meant more work for the staff; therefore two enthusiastic college interns have been hired to help with the event work and research possible venues.
- Publicist
S. Boyle advised the publicist (B. Hague, MWW) that a budget was identified and is waiting for a response. Additional communications professionals will be contacted. Please forward names of any recommended PR professionals to her.

- Development of policies and procedures

S. Boyle has monthly conference call meetings with Exec. Dir. of Mass LSPA and Connecticut LEPA. MA has a list of 6-9 policies, including a Conflict of Interest policy, which will be shared with us. A list will be compiled and circulated to the BOT. J. Hochreiter, Chair of the Bylaws Committee, will draft LSRPA policies.

- Website

K. Goldstein reported that the Scholarship and Resume Portals were added by S. Danyew. Website 3.0 Committee was started and please contact him if interested in serving on committee, or with any comments for website improvement. He reported that MA/CT thought our website costs were high. Enhancements were added to the Sounding Board.

SECRETARY'S REPORT

S. Drew reported that draft minutes from November, December and January are under review.

CONTINUING EDUCATION COMMITTEE – Bill Call/David Hoffman/Dan Toder

B. Call reported that the Committee has been expanded by two members. Ample notification of upcoming courses is needed for planning purposes. A calendar that includes upcoming continuing ed and free courses and can be used as a handout will be developed. A calendar could help members plan ahead and possibly increase our course attendance. D. Hoffman suggested that a Lab Day be held where any interested lab sponsor could hold a mini course.

D. Hoffman reported on free classes by various providers. We need to look at other sources of income to supplement revenue received from continuing education courses. R. Ferguson commented that we could also offer more technical courses. M. Fisher suggested partnering with other providers that offer technical courses. S. Boyle commented we have stayed away from courses other providers are offering, rather focus on developing new courses that are ours and not offered by another provider.

S. Boyle commented that previously vendors providing free training have asked to advertise to members and she has told them to become a sponsor. Discussed providing courses through webinar.

Reporting on free courses, S. Boyle reported that DEP offers free training with continuing ed credit 4-6 times per year. A course provider was working with EPA Region III in Phila. and asked us to advertise a course to our members. 11 of our members took advantage of this offer. D. Hoffman enforced that we need to increase attendance as well as our presence, which can be done internally.

D. Hoffman reported on the upcoming Boreholes Geophysics course scheduled at the Americana Diner in East Winsor. Expanding this seminar into a four-credit course is anticipated.

D. Toder reported that the Exam Prep course held in February at Hatch Mott went very well and was well attended. He thanked everyone who participated and identified several new presenters, including Ed Claypoole and Jeff Fehr from ELM, Ellen Moore from Hatch Mott and Joe Galley from GZA. S. Boyle added that we made \$6K on this course.

S. Boyle advised that currently 175 members are registered for the Ethics course on March 8 in Montclair. The Licensing Board approved our application for 2016- 2018 Ethics courses. The course will be held six times, every March at Montclair and in the fall at the EcoComplex in Bordentown.

Upcoming courses

S. Boyle reported on the following upcoming courses: DEP Training course on February 23rd, SWEP and Brownfield Coalition sponsored Regulatory Update on February 24th; Borehole Geophysics Seminar, offering one credit, on February 25th in East Windsor and want to expand to four credit course in the future; Quality Assurance/Quality Control offered by NWETC at PS&S on March 1 and 2; Ethics Course on March 8th at Montclair State University; DEP training on March 3 on Pesticides; March 15th breakfast at Eppes Essen on Board Rules; March 22-24 NWETC training on Contaminant Chemistry and Emerging Contaminants; a Child Care Course (4 credits) on March 31st at Eppes Essen; a two-day NWETC Forensics Course on April 4 and 5 at Woodard and Curran in East Windsor; an Ethics Course in Sept/Oct; in South Jersey and Due Diligence in September. We are reoffering Remedial Action Permit Training on the May 15th with the Chemistry Council.

COLLEGE OUTREACH COMMITTEE – Ben Alter/Erin Palko

- Status update

B. Alter reported there are 35 student members. He encouraged Steering Committee members to consider how the students can help with work on other committees. The resume portal is operational, with only two resumes currently posted. The Committee will reach out to career centers in colleges and universities, which should bring in more resumes. Discussed 2016 scholarship initiative. The LSRPA has \$10K set aside to fund scholarships and we are proceeding as an initiative of the Scholarship Committee, as was the case last year, until the Foundation is incorporated. Scholarship solicitations and awards will be conducted in the spring. We are not targeting specific universities, but distributing information on scholarship opportunities through career centers. The Committee will conduct application evaluations. Criteria has not yet been developed. Focus is on students with plans to pursue careers in NJ. S. Boyle suggested including university or college faculty we may have relationships in the distribution of information and C. Barnes suggested distributing scholarship information to environmental student groups.

EXTERNAL STAKEHOLDERS COMMITTEE – Caryn Barnes

C. Barnes reported that the Trenton Thunder game is confirmed for August 17 and partnering with the AEG, AHMP and SWEP on this event, but sponsors are needed. A new committee, the Next Gen Committee, is part of the External Stakeholders. The new committee envisions networking events with organizations having similar goals. Currently working on the details.

S. Boyle reported working currently working with B. Call and J. Scagnelli using the video on brownfields prepared for Sustainable Jersey. Wants to work with the Rutgers, the Brownfields Coalition, Municipalities and ANJEC on a program similar to Sustainable Jersey. If you are interested in getting involved, or know of other groups who may want to participate, contact S. Boyle.

J. Galley advised that the American Society of Safety Engineers and American Society of Planners want to join us at baseball event. S. Boyle advised pricing the baseball tickets so we make a profit. C. Barnes mentioned 80 seats (65 last year).

GOLF COMMITTEE - Joe Posterino

Golf outing status. C. Barnes indicated this event, scheduled for September 21, is also open to non-golfers. Reporting on the progress of the Committee, D. Warner stated that a draft budget has been identified, which will be shared with BOT and SWEP after Golf Committee review. A minimum of 72 golfers, 18 holes, with approximately 100 dinner guests, expenses, including speaker, between \$12K - \$13K. Currently, the cost is \$175 per golfer. Sponsorships, etc. nets about \$22K income. Total fundraiser is projected at \$10K with each organization netting \$5K for scholarship committees. Goal is to get sponsors to cover the expenses. Send S. Boyle a "Save the Date" to distribute to membership.

M. Pietrucha mentioned that this will be an annual event, built for long-term success and credited J. Posterino for leading this effort.

MEMBERSHIP COMMITTEE – Caryn Barnes

- Summary of membership questionnaires.

Summarizing the Annual Meeting evaluations. C. Barnes reported that not many negative comments were received, members like what we are doing. They asked for the Sounding Board, mentioned Online Library that includes copies of past statutes and regulations. A volunteer would be needed to maintain library. Requests for increased frequency of member breakfasts and include Associate Member focus. Plan to have 8 to 10 this year. Suggested Happy Hour, but volunteer needed to manage this event. If we have Happy Hours, we should alternate with Member Breakfasts? Need more public outreach. Discount on CEU classes. Committee comments received were favorable with work by many committees overwhelmingly favorable. Comments on LinkedIn – Not a lot of technical information to pull members in. S. Boyle commented that people should free to use LinkedIn and job postings are included. Offer Ethics by webinar. Establish volunteer group to provide services to the community. This could be a focus of Next Gen Committee. Hold quarterly or semi-annual meeting, since Annual Meeting has too much information to cover in a short time. Implement term limits on elected positions.

- Outreach to those taking exam through Next Gen; memo distributed at prep course.
- Follow up on annual membership renewal. Focus on new LSRPs. S. Boyle reminded Steering Committee members to renew their membership.
- Working on brochure.

TREASURER'S REPORT- R. Ferguson

General comment was that we have funds but some income/budget issues. D. Hoffman commented that free courses cuts into our revenue stream. R. Ferguson said that vendor courses may be more like commercials. May need additional sources. M. Fisher said that we need to keep an eye on the issue. D Morris mentioned possible OSHA refresher courses. S. Boyle mentioned staying away from courses offered by others and focus on new areas. General discussion on the possibility of webinars.

NEXT GENERATION - Kavitha Subramaniam/Casey Kincaid

Barnes reported that the Committee had a kick-off call. There are approximately six people on the committee. Looking at people who are working, but not yet LSRPs and what they need to reach the LSRP level. S. Boyle commented that CT and MA have similar groups that organize their own events.

STAKEHOLDERS COMMENTS

S. Boyle asked how we can use these meetings to work together; what topics need to be raised?

J. Engdahl commented on doing a good job of working on events together and will get input from his group. Worked with Brownfields Partnership, trying to gear up their NYC chapter. Overlap between LSRPA professionals and women environmental professionals (SWEP). LSRPA/Chamber has less overlap. B. Katcher commented its involvement in providing more input from LSRP members and feedback from the client aspect, on issues relevant to the LSRPA. Will report back at next committee meeting in March and report back to SC. B. Katcher commented that his group has offered webinars and they have been very successful. Offer shorter courses that people could take within an hour. C. Barnes mentioned that webinars require test questions to award continuing ed credits.

John Engdahl – SRIN/CCNJ. Responding to a question by S. Boyle on how can we involve your group more, and pointed out that SRIN and LSRPA are working on SRRA 2.0. J. Engdahl indicated that last year's permit training is a great example how two organizations can come together. SRIN has meetings with M. Pederson on permit backlog and he prefers that we bring solutions to our meetings. More advanced training in the future. SRIN meets regularly and we probably discuss same topic as the LSRPA.

Stakeholders could all join together and go to the Department with mutual concerns. Look to bring up topics and align our thoughts.

REGULATORY OUTREACH COMMITTEE - Steve Posten/Scott Drew

S. Drew reported that the Surface Water Guidance training is upcoming next week. The Department is allocating time to discuss the Nov. 25 policy on pursuing remedial investigation in surface waters that are parts of Superfund Sites. LSRPA did comment after the fact on this policy because we were not given the opportunity to review before its release. The policy involves more than release of groundwater to surface water. Discussed training schedules for Historic Applied Pesticides. One guidance document that slipped by was Planning for Catastrophic Events (released on 12/29/2016). S. Drew did not receive comments.

Prospect of having VI standards for indoor air and how handled as well as alternative standards for indoor air. Rule has not yet been released for comment.

Comments on process for alternative remediation standards? - ongoing process.

Vapor Intrusion Guidance committee (version 4.0) is meeting every two weeks to get draft developed by April. Guidance will include an appendix on calculating alternative remediation standards for indoor air that will be held back until the standards rule (7:26D) is promulgated. S. Drew expects public comment period for the Standards Rule.

S. Posten discussed status of developing capping guidance for volatile organic compounds (VOCs) for impact to groundwater. This is delayed until Q4 2016 earliest due to a need for administrative updates to all other policies in support of SRS rulemaking. Concerns associated with VOC capping relate primarily to vapor intrusion issues. The IGW committee will also review EPA's mass-limited source area equation as an alternative to the default soil-water partition equation (SWPE) for VOCs, where the depth of contamination is known (the SWPE assumes that the entire soil column is contaminated). There is a mass-balance issue with the SWPE when applied to most VOCs, as noted by EPA in their "Soil Screening Guidance", and also by the NJDEP Science Advisory Board (SAB) in their 2011 review of SRPs IGW guidance (the SAB review was the rationale for the formation of the IGW committee, with some limited stakeholder involvement).

M. Fisher reported that the Remedial Action Permit group held its last quarterly meeting in January and will circulate notes. Portions of guidance may be misleading and need clarification and should be discussed. Comments were provided to DEP about a year ago on draft RFS/FA, but a response from DEP was not received. Reached out to Linda Grayson, who suggested contacting her if we have any other comments. S. Boyle advised that we should contact the Department if people are getting rejected even after following guidance and possibly a training course offered on issues. M. Fisher advised that we need to reach out to membership to get feedback. S. Boyle reported that inquiries from members are received via the website or sounding board on problems they are experiencing. S. Posten briefed on the polygon issue (compliance alternative). Concern with adding clean areas to averages. S. Posten is developing the polygon training course.

T. Toskos suggested as a group, it may be useful and valuable to take a survey of things that the members have problems with the guidance document. J. Davies described an issue when guidance was followed and the Department performed a reviews and responds certain samples can't be used since too many samples were taken. Approach was overturned by the Department. M. Fisher stated this could be an action item for T. Toskos.

RISK MANAGEMENT/LOSS PREVENTION COMMITTEE – Mark Pietrucha/John Scagnelli

Sounding Board Update (W. Call/D. Warner) –Received two cases through Sounding Board with the average being one per week. People not active in organization may have significant issues they may send through this avenue. Process remains confidential. C. Barnes questioned whether these cases be used for training. B. Call reiterated the process used when a question comes through Sounding Board. D. Warner keeps a spreadsheet with ID, dates and summary. A member at Annual Meeting asked whether this information could be used as a “Lesson Learned” or basis for breakfast seminar. Keep in mind the confidentiality of the Sounding Board. J. Scagnelli mentioned a scenario where an LSRP is performing scope of work at site, but the site has many environmental problems at the same time. M. Fisher requested D. Warner submit quarterly a list of questions received via the Sounding Board.

Accutest Information Request Update (Scagnelli/Ferguson).

J. Scagnelli updated that the Committee met in December and representatives from Accutest attended. Committee sent a series of questions for Accutest to answer and their response was recently received. Additional information requested and waiting to receive response from Accutest. Until that information is received, we have no further information to give our members. Need to follow up with Accutest. Note that MA LSPA had similar concerns with Accutest.

- **Licensing Board Highlights (Ferguson/Pietrucha).**

R. Ferguson reported that K. Hershey is retiring at the end of the month and Janine McGregor will fill that vacancy. There are 54 applicants for the March licensing exam with four applicants denied. Denials based on lack of current HAZWOPER, one whose university degree was not in engineering or science, two who didn't take the Site Remediation Basic/Case Study class required by statute. The Licensing Board is considering moving the deadline up to apply since they don't have enough time to review all the applications. Thirty-five complaints received; 22 closed, 2 new complaints; 2 complaints being reviewed; 2 complaints resolved at last meeting. Little available information on Complaint 004-2014, that included violations of several sections of SRRA Section 16 with \$9,000 fine. Complaint 002-2015 – violations of 16B and 16i with \$3,000 fine.

Discussed penalty assessment matrix used for monitoring that was developed by J. Berkowitz. Similar to penalty matrix used by DEP. Used to address some issues in pipeline because of the problem with complexity of some cases. Will be discussed and voted at next Board meeting. Summary documents need approval by AG office. Do we want to comment on matrix at next Licensing Board meeting? It may need to go up the rule making process to OAL. Matrix is embedded in rule. Needs discussion at next Risk Management meeting.

- Other Subjects which the Steering Committee/BOT would like covered in the upcoming year. Licensing Board approved the Ethics and Rules courses. J. Scagnelli advised that any topics that members want Risk Management to discuss, please send by email.

LEGAL AND LEGISLATIVE - Steve Senior/Andy Robins

No report

SRRA 2.0 – Steve Senior/Irene Kropp

M. Fisher reported that we are working through process of trying to develop our key issues, identify prioritization, as well as work with other associations we contacted. We need to discuss whether we are going to join in their cause and develop a position. I. Kropp is going to summarize results of last meeting, and prioritize our topics. S. Boyle reported on a meeting in November with stakeholders, including CCNJ, South Jersey (SJ) Chamber, Southern Jersey Development Council and, Builders. In

addition to LSRPA, SJ Chamber has an inclusive list of topics. We will put that out and post our items that aren't overlapping.

BYLAWS – Joe Hochreiter

No report. S. Boyle mentioned no changes in October. Foundation Bylaws passed by the Board during last call.

NOMINATING – Dudley Warner

Nothing to report. We need a \$500 deposit check for the golf outing. And we need to sign a contract with golf club. Even if you don't play golf, anyone can come to the dinner. Hopes that all Steering Committee attend the dinner.

SPONSORSHIP – Bob Blauvelt

No report. S. Boyle reported contacting sponsors to see if they want to sponsor other events, such as lunch at upcoming courses, also if they want to do a continuing ed course and they get approved.

COMMUNICATIONS COMMITTEE - R. Shoyer/C. Drake

C. Drake reported that the Committee is seeking case studies/hot topics. Trying to refurbish LinkedIn pages. Rick Shoyer will help with refurbishing and promoting LinkedIn and Sounding Board. Want to focus on what committees are doing; ASTM VI Standard Update.

HOT TOPICS

DEP has developed a policy statement that will go to publication in near future. Regarding interim criteria published back in November. LSRPA asked for draft version, and hope to receive within the next week.

SWEP is sponsoring SRAG in March.

April Meeting will be held at Riker's office in Morristown from 2 – 5 pm.

Adjourned at 4:45 pm