

LSRPA STEERING COMMITTEE MEETING MINUTES

Riker Danzig, Trenton

2018 0215

2:00 PM to 5:00 PM

In Person:

R. Ferguson Jr., President
C. Barnes, Vice President, External Affairs
M. Pietrucha, Treasurer
D. Morris, Secretary
S. Boyle, Executive Director
Linda Watson, Administrative Assistant

J. Oberer, Former Board President
M. Fisher, Former Board President
K. Goldstein, Former Board President
E. Palko
J. Postorino
R. DeLorenzo

W. Call
J. Scagnelli, Esq.
A. Robbins, Esq.
S. Senior, Esq.
D. Warner
D. Hoffman

Via Telephone:

S. Posten, Former Board President
J. Galley
J. Engdahl
C. Drake

B. Katcher
J. Davies
R. Shoyer

K. Long
B. Alter

Absent:

Scott Drew, Vice President, Internal Affairs

Topic	Discussion	Action Items
PRESIDENT'S REPORT R. Ferguson, Jr.	Committee reorganization. Emphasis on representing and providing value to our members. R. Ferguson, C. Barnes and S. Drew met on reorganization.	Conference will become a separate committee with David Hoffman as Chair, vacating education co-chair. Recruit co-chairs for Continuing Education Committee and Conference Committee.
	Discussed diversity with Nominating Committee. How to recruit new Board members What should be the extended role of Nominating Committee.	
	Discussed recruiting Steering Committee members.	
	How to mentor new members and attract former members.	
	Requested list of everyone who worked on the Conference.	
EXECUTIVE DIRECTOR'S REPORT S. Boyle	C. Drake, J. McKeegan and S. Boyle completed March issue of Business Magazine.	Copies will be distributed upon magazine's release.
	Association has standing offer from Commerce Magazine to submit articles.	Send case studies with before and after pictures to S. Boyle.
	Real Estate New Jersey requested articles.	One article prepared on brownfield redevelopment of remediated sites and how LSRPs move the projects faster.
	Contact S. Boyle if any young members from your company wish to be published.	
	Tiesha Green will work with Mark Pietrucha on Quickbooks.	
	Suggestion from members on developing a course on "everything you wanted to know on passing a Licensing Board audit".	Have DEP and Licensing Board representatives as presenters. Send idea to John Scagnelli and Risk Management Committee.
	George Nicholas working with sponsors on future breakfast topics and getting Licensing Board approval for these courses.	
SECRETARY'S REPORT S. Drew	December draft minutes were distributed.	Motion made and seconded to approve minutes.
	Last duty of outgoing Secretary tolled	D. Morris to take minutes henceforth.
TREASURER'S REPORT M. Pietrucha	Reported \$495,429.98 in reserve. Possibly \$400K remaining after conference expenses clear.	
	1099 tax forms for staff prepared.	
	Working on NJ Registry Services annual report that is due the end of March.	
	Should money be moved into an interest-bearing account.	Followup with PNC representative on what to do with excess funds.

CONTINUING EDUCATION COMMITTEE W. Call	Upcoming classes through March and other developments. Get classes on the roster with a goal of one per month. Two classes cancelled due to low enrollment.	Reason could be the location or timing of the Conference.
	Due Diligence in April and October. Exam Prep course in June.	B. Call will contact instructors. Exam Prep format needs to be revamped.
	Determine if overlap between NJDEP and LSRPA	
	Ethics course in September in the Meadowlands	Organize Committee in early March to revamp Ethics Course.
		Identify opportunities to partner with environmental eco organizations for upcoming courses.
	Intern is compiling course evaluations and will give S. Boyle names of the top ten suggested courses.	Ask Licensing Board if they accept electronic evaluation surveys.
SITE REMEDIATION CONFERENCE D. Hoffman	Budget summary	Income approx. \$170K with \$100K expenses.
	Lessons Learned. Conference was huge success with a 455 total attending.	A few logistical issues; keynote speakers should have their own time that doesn't overlap with other activities.
		Young moderators enjoyed the experience. Need to get younger members involved as volunteers and get them involved. Incorporate young members as moderators at upcoming seminars. Team up with presenters at Member Breakfasts.
		Have smaller event with a possible two-day event in three years.
	Certificate of Appreciation or card thanking volunteers for their work.	Compile a list of young professionals who helped during Conference and send to Board to disseminate to Committee Chairs. Put them on Aspiring Professionals Committee.
REGULATORY OUTREACH M. Fisher	Guidance General	Approximately 12 guidance documents under review for possible revisions. M. Fisher needs a list of all guidance documents, confirm our point people and ensure they receive information from DEP which will be given to the Committee.
	Vapor Intrusion	No public comment period before document was released. Feedback needs to be included in monthly email on status of documents. Possible elevate to Asst Commissioner Pedersen. If LSRPA is represented on Committee, feedback is needed.
	Ecological Guidance	Draft letter requesting extension for R. Ferguson to send. S. Posten will send bulleted items on issues that require further consideration, such as Eco Guidance.
	Licensing Board.	
SRRA 2.0 S. Senior	Status of Process	Position papers submitted to Sen Smith and shared with new Chair of Assembly Environment Committee.
		Possibly meet with Debbie Mans before becoming Deputy Commissioner.
	No change in Sen Smith's view to hold a hearing during March.	In waiting mode for DEP.
	S. Boyle wants to get Association on Commissioner's agenda. Will followup with Assistant Commissioner Pedersen.	What are the three things Association wants to see occur?
	SRRA 2.0 White Papers	LSRPA has not distributed White Papers to membership. Will start with eblasting summaries and post in Members Only section of website. Discussion on whether papers were vetted by the BOT. Cannot hold meeting until members see the White Papers.

EXTERNAL STAKEHOLDER FOMA, AEG, SRIN, TBA	J. Donahue advised that UHOT rules pushed back to May or June.	Addressing responses to comments and back to DEP in April.
	Discussed regulations that were adopted before Administration change.	
	R. DeLorenzo advised on 4th Annual Student night of her group.	
	J. Engdahl discussed guidance documents and SRRA 2.0 White papers. Meeting with Assistant Commissioner Pederson shortly. Assistant Commissioner wants to reactivate SRIN.	
	OPRA issue. Marty Judge of Builders Association circulated a draft position paper suggesting that SRRA be changed to include LSRPs as those subject to OPRA. Clarification needed legislatively now rather than wait for a lawsuit. OPRA ability has been expanded to include subsidiary public boards and commissions	Not in the best interest of LSRPs to join with the Builders since this could elevate our profile. We need to find out what the issue is, come up with a satisfactory middle ground, rather than agreeing or not agreeing, but be prepared realizing the issue will come up again.
	Issue is what information, if any, an LSRP has to give in response to an inquiry, which is the obligation of the Responsible Party. Need to hear the concerns of those advocating this issue.	What is the issue and what is the requested information in order to make an LSRP an active participant. Need to identify the issue and what information is needed for us to decide whether to be an active participant in what needs to be provided.
	Perception is LSRPs hold onto information. Client has the information. Information possessed by LSRPs is readily available due to their structured reporting frequency.	
RISK MANAGEMENT/LOSS PREVENTION J. Scagnelli	Reconstitution/Reinvigoration of RM&LP Committee in 2018.	Keith Gagnon will serve as Co-Chair of Committee since M. Pietrucha is continuing as Treasurer.
	Invitations sent out to 45 people regarding meeting in Red Bank with only 12 responding.	Will cull membership list.
	Issues to be addressed and topics will develop as new Administration becomes engaged.	
	Meeting quarterly with BIR.	
	Request input from BOT on issues Committee should address.	
	D. Warner presented summary of BIR meeting.	Non-responsiveness by LSRPs regarding deficiencies.
SOUNDING BOARD D. Warner	Approximately one inquiry per week received with no pattern of questions.	
LEGAL AND LEGISLATIVE COMMITTEE S. Senior	Advised of subpoena issue that was addressed. Details not discussed and LSRPA does not have information to respond.	Letter drafted with Legal Committee responding
MEMBERSHIP COMMITTEE C. Barnes	Wants to invigorate Aspiring Professionals Committee.	
	Member Breakfasts - Programs developed through November.	
	Trying to get member demographics.	
LSRP FOUNDATION K. Goldstein	K. Goldstein will speak with accountant regarding 501c(3) status. We can advertise Foundation as pending 501c(3).	
	Button on homepage to activate for making donations to Foundation.	Try to solicit donations at Member Breakfasts and other events.
GOLF COMMITTEE J. Postorino	Planning event for first or second week in October. In the process of selecting a venue, partnering again with SWEP, goal of \$22K and new committee members.	

COMMUNICATIONS COMMITTEE C. Drake	NJ Business wants to promote Foundation, doing introduction to our new President eblast as well as Meet the Newest Member of the Board; requirement to sample wells, nonrandom audits.	
	Eblasts on Conference were distributed on a steady schedule. Approximately 32 percent of eblasts are open.	
	Discussed whether eblasts should be sent outside the membership.	
	Social media was active during Conference with over 2000 Twitter postings.	
	Need to expand content on the website to drive people back to it. Develop more fact sheets; possibly set aside funds to attend events of other organizations.	
GOVERNANCE COMMITTEE J. Oberer	Include in the Bylaws two people from same company cannot serve on the BOT at the same time.	
NOMINATING COMMITTEE R. Hollender	Expanding role of the Committee.	Nominating Committee develop recommendation, send to Governance Committee for changes and then to the Board.
COLLEGE OUTREACH AND MENTORING B. Alter	2018 Goals. How to reach out to other students and get more applicants into the scholarship process. Article in Business Magazine regarding scholarships.	