



**CHRIS CHRISTIE**  
*Governor*

**KIM GUADAGNO**  
*Lt. Governor*

## State of New Jersey

Highlands Water Protection and Planning Council  
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**JIM RILEE**  
*Chairman*

### **MEETING AGENDA** **Thursday, June 19, 2014 at 4pm**

- CALL TO ORDER
- ROLL CALL
- OPEN PUBLIC MEETINGS ACT STATEMENT
- PLEDGE OF ALLEGIANCE
- APPROVAL OF MINUTES and EXECUTIVE SESSION MINUTES – May 15, 2014
- CHAIRMAN'S REPORT (and Council Member Reports)
- ACTING EXECUTIVE DIRECTOR'S REPORT
- COMMITTEE REPORTS

#### **HIGHLANDS DEVELOPMENT CREDIT (HDC) BANK COMMITTEE**

- Report

#### **PLAN CONFORMANCE COMMITTEE:**

- CONSIDERATION OF RESOLUTION – Approval Of The Minutes of the Plan Conformance Committee (*voting matter with public comment*)

#### **REGIONAL MASTER PLAN (RMP) UPDATE COMMITTEE:**

- Status Report
- PUBLIC COMMENTS (*to ensure ample time for all members of the public to comment, we will respectfully limit comments to three (3) minutes. Questions raised in this period may not be responded to at this time but, where feasible, will be followed up by the Council and its staff.*)
- FENIMORE LANDFILL
  - Executive Session
  - Vice-Chair Alstede – discussion item
- ADJOURN

NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL  
MEETING MINUTES OF JUNE 19, 2014

**PRESENT**

|                      |   |                 |
|----------------------|---|-----------------|
| JIM RILEE            | ) | CHAIRMAN        |
| KURT ALSTED          | ) | COUNCIL MEMBERS |
| TRACY CARLUCCIO      | ) |                 |
| MICHAEL R. DRESSLER  | ) |                 |
| TIMOTHY P. DOUGHERTY | ) |                 |
| ROBERT HOLTAWAY      | ) |                 |
| CARL RICHKO          | ) |                 |
| MICHAEL SEBETICH     | ) |                 |
| JAMES VISIOLI        | ) |                 |
| RICHARD VOHDEN       | ) |                 |
| ROBERT G. WALTON     | ) |                 |

**ABSENT**

|                 |   |
|-----------------|---|
| MICHAEL FRANCIS | ) |
| BRUCE JAMES     | ) |
| MICHAEL TFANK   | ) |

**CALL TO ORDER** 131<sup>st</sup> meeting of the New Jersey Highlands Water Protection and Planning Council to order at 4:06pm.

**ROLL CALL**

Roll call was taken. Council Members Dougherty, Dressler, Francis, James, and Tfank were absent. All other members were present. *The following staff members were present: Margaret Nordstrom (on-phone), Andrew Davis, Chris Danis, Kim Ball Kaiser, Corey Piasecki, Keri Benscoter, and Liz Carlson. Also present were Peter Simon, Governor's Authorities Unit, and Matthew Kelly, DAG.*

**OPEN PUBLIC MEETINGS ACT**

Ms. Tagliareni announced that the meeting is being held in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6. The Highlands Council sent written notice of the time, date, and location of this meeting to pertinent newspapers or circulation throughout the State and posted notice on the Highlands Council website.

**PLEDGE OF ALLEGIANCE** was then recited.

**APPROVAL OF MINUTES AND EXECUTIVE SESSION OF MAY 15, 2014**

Chairman Rilee announced that there will be a separate roll call vote for the Minutes and Executive Session Minutes of May 15, 2014. Chairman Rilee asked for a motion on the Minutes of May 15, 2014.

*Mr. Holtaway introduced a motion to approve the minutes of May 15, 2014. Mr. Richko seconded it.*

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*All members present voted to approve the Minutes of May 15, 2014. The minutes were APPROVED 9-0.*

Chairman Rilee asked for a motion on the Executive Session Minutes of May 15, 2014.

*Mr. Visioli introduced a motion to approve the Executive Session minutes of May 15, 2014. Mr. Holtaway seconded it.*

*All members present voted to approve the Executive Session Minutes of May 15, 2014. The Executive Session minutes were APPROVED 8-0, with one abstention, by Chairman Rilee.*

### **CHAIRMAN'S REPORT**

There was no Chairman report.

### **COUNCIL MEMBER REPORTS**

Member Richko asked if the Personnel Committee met to discuss the Executive Director position and what is the plan to hire a new Executive Director. Chairman Rilee responded that the Personnel Committee met about a month ago.

Member Richko commented that Council staff has not received a salary increase in the past 5-7 years and feels it is time that Council discusses this matter. Chairman Rilee responded that the policy in Trenton is no pay raises, but Council can have a conversation with Budget & Finance and Personnel Committee to discuss this matter.

### **ACTING EXECUTIVE DIRECTOR'S REPORT**

Ms. Nordstrom gave the Acting Executive Director's report via telephone conference to update the Council on some staff activities. Ms. Nordstrom announced that in Plan Conformance Implementation, Lebanon Township (Hunterdon County) adopted their Highlands Land Use Ordinance. Under Delegated Exemption Determinations, two exemptions were issued in Mahwah Township's Planning Area, and three exemptions were issued in Ringwood Borough's Preservation Area. Lastly, under the TDR program, six (6) allocation determinations were issued.

### **COMMITTEE REPORTS**

#### **Highlands Development Credit (HDC) Bank Committee**

Committee Chair Walton reported on the HDC Bank Committee meeting held on May 29, 2014 and highlighted some items in the committee minutes which Council received in their packets. Committee Chair Walton reported that the HDC Bank Committee is looking for discernable criteria to use to evaluate properties to give compensation which focus on environmental value and landowner compensation. Discussion items at the committee meeting also included receiving and sending areas with the TDR Program and the criteria to make that happen. Member Walton noted that regarding HDC allocation expiration dates, Council staff recommended in the future that allocations issued be done so without an expiration date since there is a secondary review step at the time of application for credits. Member Walton announced that the Bank will have a meeting this

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Monday, June 23, 2014 to address the Bank's approval on a previous hardship award and with which issues were raised prior to the closing. Committee Chair Walton also reported that the committee discussed landowner compensation and land preservation and how PSE&G funds could be used. Committee Chair Walton emphasized that partners in municipalities and counties that are not conformed to the RMP would not be excluded from the receipt of such funds and that this could be used as an incentive to comply. Lastly, Committee Chair Walton announced that the next committee meeting scheduled on June 26<sup>th</sup> is postponed and members will be contacted to reschedule.

**Council Comment**

Ms. Carluccio had concerns regarding the PSE&G mitigation funds and the importance of keeping in mind how those funds are to be used regarding the impacts of the project. Chairman Rilee responded that the committee has taken great steps to make sure the terms of the agreement are followed.

**Plan Conformance Committee**

**Resolution – Approval of the Minutes of the Plan Conformance Committee**

*Mr. Richko made a motion on the Resolution. Mr. Walton seconded it.*

Member Richko reported on the Plan Conformance Committee which met on June 12, 2014. Member Richko reported that there was a recommendation from staff that Alexandria and Sparta Townships be considered for Checklist approach and the committee voted unanimously to recommend to the full Council.

**Council Comment**

Member Carluccio expressed concerns regarding the use of the Checklist approach.

Chairman Rilee opened the meeting for public comment on this resolution.

**Public Comment**

**Wilma Frey, New Jersey Conservation Foundation** – Ms. Frey commented that she would like to see the background materials upon which the decision was made that this was appropriate use of the Checklist approach for Sparta Township. Ms. Frey submitted a one page memorandum for the record.

**Robert Bracken, Board of Directors, New Jersey Builder's Association** – Mr. Bracken commented that the last paragraph of the resolution reads Checklist Ordinance Committee, instead of Plan Conformance Committee.

*Member Richko made a motion to amend the resolution to change the words "Checklist Ordinance Committee" to "Plan Conformance Committee" in last paragraph of resolution. Member Walton seconded.*

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Member Carluccio does not feel Council should vote on this resolution due to the fact that a presentation was not given to the full Council.

*A roll call vote was taken. The resolution vote was 7 in favor and 2 opposed. Accordingly, the resolution did not pass.*

Chairman Rilee asked Chief Counsel Davis for advice on protocol in light of the vote. Chief Counsel Davis indicated he would review and report back to the Chairman.

### **Regional Master Plan Update Committee**

*Mr. Dougherty was present at 4:32pm.*

Member Alstede reported that in Council's packet there is a memorandum regarding the RMP Update Committee meeting held on May 14, 2014. Member Alstede then turned the meeting over to staff member Corey Piasecki.

Mr. Piasecki gave a presentation related to the Highlands Regional Master Plan Monitoring Program Timeline and Overview which may be found at the following link:

[http://www.highlands.state.nj.us/njhighlands/about/calend/2014\\_meetings/jun19/RMP\\_Monitoring\\_Program\\_Timeline\\_preso.pdf](http://www.highlands.state.nj.us/njhighlands/about/calend/2014_meetings/jun19/RMP_Monitoring_Program_Timeline_preso.pdf)

### **Council Comment**

There was Council discussion on the logistics of the RMP update process, when it will come to Council, and how members can participate in this process. Committee Chair Alstede emphasized that this is the beginning portion of collecting data, public input, reviewing, and approving the release of the data. Committee Chair Alstede also added that Council can engage as much or as little in the process as they like. For clarity purposes, page 4 of the presentation will be revised and posted to the website.

Chairman Rilee opened the meeting for general public comments. Chairman Rilee noted that comments regarding Fenimore should be held at this time, and Vice Chair Alstede will take over the meeting later to take comment on that matter.

### **Public Comment**

**Hank Klumpp, owns property in the Highlands Preservation Area** – Mr. Klumpp commented regarding the real estate tax value on his property. Mr. Klumpp also commented on the Minutes of May 15, 2014. The word “office” in his comment on page 6 of the minutes should read “open”. *[This typographical error was corrected].*

**Erica Van Auken, New Jersey Highlands Coalition** – Ms. Van Auken asked for clarification on the last agenda item “Regional Master Plan Update Committee”. Ms. Van Auken asked if the timeline refers to the Monitoring Program Recommendation Report (MPRR) or the Regional Master Plan (RMP). Committee Chair Alstede responded that it refers to the MPRR. Ms. Van Auken also

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requested that Council take public comment before Executive Session today related to Fenimore Landfill.

**Julia Somers, New Jersey Highlands Coalition** – Ms. Somers commented with regard to the Checklist approach.

**David Shope, owns property in Lebanon Township, NJ** – Mr. Shope asked Council to define the words “stakeholder” and “land preservation.” Mr. Shope submitted a document entitled “Lessons from New Jersey” which he would like to include in the RMP review process. Mr. Shope also asked if anything was done regarding Member Dressler’s request for a property compensation committee. Lastly, Mr. Shope provided the definition of the word “investigation” regarding issues raised by Mr. Moffitt.

**Wilma Frey, New Jersey Conservation Foundation** – Ms. Frey questioned the procedures for the Checklist approach as she recalls that Alexandria and Sparta Townships were approved by Council for Plan Conformance.

**Robert Bracken, Board of Directors of New Jersey Builder’s Association** – Mr. Bracken expressed concern with respect to the Council’s application of the checklist approach in the Planning Area of Rockaway Township. Mr. Bracken asked Council in the RMP Review to look at the smart growth issues.

*Chairman Rilee suspended the public portion of the meeting and recused himself from matters related to the Fenimore landfill. Chairman Rilee then left the meeting room.*

### **Fenimore Landfill**

*Vice-Chair Alstede took over this portion of the meeting relating to an Executive Session and public comments regarding the Fenimore landfill.*

Vice-Chair Alstede gave in overview of where Council is currently relating to the Fenimore Landfill matter, noting as follows:

- At the conclusion of Council’s meeting of May 15th, a motion was made by Council Member Carluccio to rescind the Council’s designation of the Fenimore Landfill as a Highlands Redevelopment Area. That motion was seconded by Council Member Dougherty.
- Vice-Chair Alstede then asked for legal advice on whether this would necessitate going into executive session to discuss the potential for litigation. Chief Counsel Davis responded that while the Council did have the ability to go into executive session for this purpose, he was concerned that there was no public notice that the Council would be considering rescinding the designation of the site.
- On that basis, Vice-Chair Alstede suggested that the Council table the motion of Council Member Carluccio, and consider it further at the next meeting (tonight). The motion to table was moved, seconded and adopted by the Council.

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**Resolution – Executive Session**

Vice-Chair Alstede recommended that Council enters Executive Session to discuss legal issues in connection with the Fenimore landfill.

Vice-Chair Alstede announced the Resolution and asked for a motion.

*Mr. Walton made a motion to go into Executive Session. Mr. Visioli seconded it.*

**Council Comment**

A discussion then ensued among Council Members regarding whether or not to take public comment on the Fenimore matter before or after going into executive session.

Mr. Davis then read the following resolution into the record:

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., permits the holding of closed sessions by public bodies in certain circumstances, and the Council is of the opinion that those circumstances presently exist; and

**WHEREAS**, the general nature of the subject to be discussed is pending and/or potential litigation in connection with the Fenimore Landfill, for which advice from counsel subject to the attorney-client privilege is required, and other matters involving attorney-client privilege.

**NOW, THEREFORE, BE IT RESOLVED**, that the Council may enter into closed session at its public meeting of June 19, 2014, for that purpose. It is anticipated at this time that the nature of the closed session will be made public upon completion or resolution of the issues to be discussed, except any matter protected by the attorney-client privilege will not be disclosed.

*A roll call vote was taken. The resolution was APPROVED 9-0.*

*Public portion of the meeting was closed at 5:13pm.*

*[EXECUTIVE SESSION]*

*Vice-Chair Alstede closed the Executive Session and resumed the New Jersey Highlands Water Protection and Planning Council meeting at 6:18pm.*

Vice-Chair Alstede stated that Council is concerned about the Fenimore Landfill issue and the impact it has had on personal lives, but Council also has concerns on different levels which go to the heart of the Act and RMP, and the Council's charge by the State Legislature and the Governor to protect the natural resources in the Highlands region. Vice-Chair Alstede then reviewed step by step where the Council is, the actions Council has taken, what authority Council has and does not have, and then went over what Council plans to do going forward. He then opened the meeting for public comment.

*Member Dressler was present at 6:20pm. It was noted that Member Dressler participated in the greater portion of the Executive Session.*

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Member Alstede opened the meeting to public comment specific to Fenimore Landfill and emphasized that comments are to be limited to three (3) minutes.

**Public Comment**

**George Stafford, Wharton, NJ** – Mr. Stafford commented that this remains a site that Council approved of as a redevelopment site. Vice-Chair Alstede responded what Council has approved is a concept of placing solar on a clean and properly capped landfill.

**David Peifer, Association of New Jersey Environmental Commission** – Mr. Peifer commented that he is disappointed with Council's decision about not rescinding the designation, but understood the Council's position and ANJEC would accept that explanation. Mr. Peifer is heartened that Council will have a dialog with DEP and hopes Council is able to provide oversight into the cleanup process with DEP as they move forward and to do that with the spirit that Council wants the Highlands preservation area to be protected.

**George Cassa, co-owner of Shannon's Fly and Tackle Shop, Califon** – Mr. Cassa commented that he has an economic interest in the quality of the headwaters of the Raritan River and is concerned about the future use of the property. Mr. Cassa had a different angle on Mr. Stafford's question regarding the status of that parcel as property that the Council considers eligible as a Highlands Redevelopment Area as opposed to a Highlands Redevelopment Area with a specific application. Mr. Cassa asked if it would be possible for Council to have approved that as a general area for redevelopment without knowing what the function would be when it was redeveloped.

Vice-Chair Alstede turned the meeting over to Chief Counsel Davis. Chief Counsel Davis passed the question to the Director of Planning & Science since it is more of a process issue. Ms. Danis, Director of Planning & Science, responded that currently the Highlands Redevelopment Area application and approval was specific to the activity of the placement of solar panels on a portion of the DEP approved Track One Brownfield site. The Council approval included specific conditions that were required within the delineated boundary approved by DEP as part of the Track One Brownfield site. The conditions included a landscaping plan, a stream protection corridor plan, a conservation management plan including a conservation easement area, and if any of those conditions changed then that would change the application and the Brownfield Area that was designated. Ms. Danis added that it is a two-step process, first DEP designation as a Highlands Brownfield site, and then Highlands Council's designation of the area as a Highlands redevelopment area.

**Victor Dean, Ledgewood, NJ** – Mr. Dean asked how can we be sure DEP is telling the truth. Mr. Dean commented on his granddaughter's health issues.

*Mr. Visioli left the meeting at 6:43pm.*

**Marion Emery** – Ms. Emery submitted her medical records from the past couple of years. Ms. Emery commented that rescinding the resolution would have given her and her family hope in the system. Ms. Emery commented that Council should not believe what they read in the newspapers.

Vice-Chair Alstede responded that Council is not rescinding the resolution now.

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**Kathy Panetta, Ledgewood, NJ** – Ms. Panetta commented that when Council listens to the DEP about statistics think about it logically.

**Carl Panetta, Ledgewood, NJ** – Mr. Panetta commented on Governor Christie's comments related to the Fenimore Landfill issue.

**Ken Collins, Andover, NJ** – Mr. Collins commented that he thanks Council for their ongoing concerns regarding the Fenimore Landfill and asks that Council return the landfill to the benign wooded lot it was five years ago. Mr. Collins requests that Council reconsider the decision to rescind next month. Mr. Collins asked under what circumstances Council will reconsider rescinding the redevelopment designation for Fenimore Landfill going forward.

Vice-Chair Alstede responded that Council has not established any benchmarks at this time other than a commitment to monitor the situation and place it on the agenda on an ongoing basis, and review the status of the capping and cleanup operations.

*Mr. Dougherty left the meeting at 6:53pm.*

**Donna Zimmer, Succasunna, NJ** – Ms. Zimmer thanked the Council for the opportunity to express concerns, fears, and wishes of her community. Ms. Zimmer is concerned about the health impacts and effects of hydrogen sulfide related to the landfill and the testing that has not been done. Ms. Zimmer submitted her comments and the Roxbury Environmental Action Coalition Report for the record.

**Bob Schultz, Succasunna, President, REACT** – Mr. Schultz thanked the Council for listening to the concerns, fears, and anxieties of those present and expressed disappointment that Council is not voting to rescind. Mr. Schultz commented that the DEP is only addressing the air quality, but are not addressing the soil and water. If Council personally cares, Mr. Schultz asks Council to join their fight to help the quality of life for the children.

**Ms. Woods** – Ms. Woods commented if it is Council's job to protect our air, land, and water, will the Council get the soil tested properly.

### **Council Comment**

Member Carluccio commented that she still believes Council should rescind and Council will continue to work with DEP.

Member Richko commented that DEP has to make the final approval, but Council may want to consider having this looked at by a federal agency.

*Mr. Walton made a motion to adjourn the meeting. Mr. Holtaway seconded it. The meeting was adjourned at 7:05pm.*

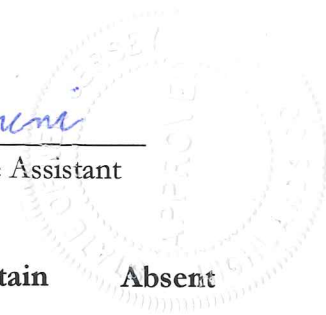
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**CERTIFICATION**

I hereby certify that the foregoing is a true copy of the minutes of the meeting of the Highlands Water Protection and Planning Council.

Date: 7/22/14

Name: Annette Tagliareni  
Annette Tagliareni, Executive Assistant



**Vote on the Approval of These Minutes**

|                         | <b>Motion</b> | <b>Second</b> | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>Absent</b> |
|-------------------------|---------------|---------------|------------|-----------|----------------|---------------|
| Councilmember Alstede   |               |               | ✓          |           |                |               |
| Councilmember Carluccio |               |               | ✓          |           |                |               |
| Councilmember Dougherty |               |               | ✓          |           |                |               |
| Councilmember Dressler  |               |               |            |           |                | ✓             |
| Councilmember Francis   |               |               |            |           | ✓              |               |
| Councilmember Holtaway  |               |               | ✓          |           |                |               |
| Councilmember James     |               |               | ✓          |           |                |               |
| Councilmember Richko    |               |               | ✓          |           |                |               |
| Councilmember Sebetich  |               |               |            |           |                | ✓             |
| Councilmember Tfrank    |               |               | ✓          |           |                |               |
| Councilmember Visioli   |               | ✓             | ✓          |           |                |               |
| Councilmember Vohden    |               |               | ✓          |           |                |               |
| Councilmember Walton    | ✓             |               | ✓          |           |                |               |
| Chairman Rilee          |               |               | ✓          |           |                |               |



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**JIM RILEE**  
*Chairman*

### MEMORANDUM

**To:** HDC Bank Committee

**From:** Margaret Nordstrom, Acting Executive Director

**Subject:** Committee Meeting Minutes – May 29, 2014

**Date:** June 5, 2014

A Highlands Development Credit (HDC) Bank Committee meeting was held on Thursday, May 29, 2014 at the Highlands office in Chester. Committee Members present: Committee Chair Walton, Council Chairman Rilee (via phone), Member Dressler (via phone), Member Francis, and Member Visioli.

Staff Members present: Margaret Nordstrom, Andy Davis, Chris Danis, James Humphries, and Annette Tagliareni.

Also present: Peter Simon, Assistant Counsel, Governor's Authorities Unit (via phone).

Committee Chair Walton opened the meeting at 11:32am and presented to the committee members the proposed mission statement and what the HDC Bank Committee is charged with:

#### HDC Bank Committee Proposed Mission Statement:

- Serving as liaison between Highlands Council and Highlands Development Credit Bank
- Reviewing relationship between Council and Bank and making recommendations to Council with respect to any changes in Bank's authority, operations, management, and the like.
- Reviewing and recommending criteria for the distribution and award of funds that may arise out of:
  - TDR Grant Program (\$250,000 level grants)
  - Mitigation Funds (i.e. PSEG and other mitigation/compensation requirements)

Committee Chair Walton discussed the Bank's need for discernible criteria that can be used to make awards. Ms. Nordstrom added that Council staff plans to work with other agencies to assist with the development of criteria for long term. Committee Chair Walton suggested that staff start with the county programs. Chief Counsel Davis noted that as discussed with the DAG's office, the criteria decision should be based on land use factors and not on who owns the land. Member Dressler asked about the application process. Council staff will provide a draft of the application process at the committee's next scheduled meeting.

Member Dressler asked if the committee has other sources besides the PSE&G mitigation funds. Ms. Nordstrom responded that Council staff is looking to partner with others for the funding which will bring more options to the table regarding the criteria to establish for the Bank. Committee Chair Walton suggested a focus on environmental concerns and landowner compensation. Committee Chair Walton asked Council staff to contact six northern NJ counties, in particular, to review existing county open space programs and criteria used in those programs.

There was continued discussion regarding the criteria. Council staff will provide some examples for the committee to review at the next scheduled meeting to assist in developing criteria.

#### Receiving Area Implementation:

Ms. Nordstrom noted that Passaic and Vernon are moving forward and accordingly, the Council should consider adopting criteria for allocation of funding for such grants. Mr. Humphries added that procedures would be approved by the Council establishing the process for the designation of these HDC Receiving Areas in municipalities statewide. Council staff will provide guidelines to the committee at the next scheduled meeting.

#### Sending Area Market:

Regarding the Sending Area Market, Mr. Humphries reported that a mechanism with parameters needs to be established. The total potential supply estimated from the Preservation Area is significantly greater than the demand that initial receiving areas will be able to generate. To create a viable market for both the sender and receiver in the HDC process the staff will seek the assistance of professional consultants, as was authorized by the Highlands Council at a recent Council meeting.

#### HDC Allocation Expiration Dates:

Mr. Humphries reported that the standard practice has been to issue HDC Allocations with a 3 year expiration date. There is no requirement for this expiration date in either the Highlands Act or the RMP. As there is a secondary review step at the time of application for Credits, there appears to be no need for this expiration date. It was recommended by the staff that in the future, any allocations issued be done so without an expiration date. Instead of an expiration date, it was recommended that conditions under which the allocations were issued be subject to confirmation at time of application for Credits.

Committee Chair Walton asked committee members if they had any objections to this new process. There were no objections.

### Valley Road Closing:

Committee Chair Walton gave an overview of the Bank's approval of the Valley Road application. Chief Counsel Davis reported that based upon information that the Council staff learned in preparation for a previously authorized closing of credits on this property, the closing was cancelled. Title issues exist with respect to this property. Next steps are being internally considered, and the Bank board will be briefed on legal issues at the next Bank meeting scheduled on June 23, 2014.

### Land Owner Compensation and Land Preservation

Ms. Nordstrom gave an overview of how the PSE&G funds could be used in accordance with the agreement between the Highlands Council and PSE&G to address land owner equity, stewardship of preserved lands and the promotion of tourism and protection of scenic resources. Ms. Nordstrom added that establishing an open space matching fund and funding for TDRs gives Council and Bank board the greatest amount of flexibility for future funding.

Member Francis asked if staff can prepare a flow chart/table showing the different funding mechanisms, and Ms. Nordstrom agreed that such a chart can be prepared.

Committee Chair Walton asked if partners in municipalities and counties that are not conforming to the RMP will be excluded from the receipt of such funds. Ms. Nordstrom responded that under the PSE&G agreement, conformity with the RMP is not explicitly addressed, but that these funds may be a mechanism to assist them in the conformance process if they haven't already done so.

### Meeting Schedule

The committee decided to schedule future meetings on the 4<sup>th</sup> Thursday of the month at 3:00pm. The next meeting is scheduled on June 26, 2014.

*The HDC Bank Committee adjourned at 12:24pm.*



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**JIM RILEE**  
*Chairman*

## MEMORANDUM

**To:** RMP Update Committee

**From:** Margaret Nordstrom, Acting Executive Director

**Subject:** Record of RMP Update Committee Meeting – May 14, 2014

**Date:** 6/5/2014

The RMP Update Committee met on Wednesday, May 14, 2014 at 1:00pm at the Highlands Council office in Chester. Committee Members present: Council Chairman Rilee (by phone), Council Vice-Chairman and Committee Chair Alstede; Members Sebetich and Vohden.

Highlands Council Staff Members present: Margaret Nordstrom; Andrew Davis; Chris Danis; Judy Thornton; Corey Piasecki; Jim Hutzelmann; and Annette Tagliareni.

Also present: Peter Simon, Assistant Counsel, Governor's Authorities Unit (by phone).

The following issues were discussed:

1. Committee Chair Alstede called the meeting to order at 1:05pm.
2. Margaret Nordstrom provided the committee members a draft timeline which encompasses tasks assigned to Highlands Council, Council staff, Consultants, and RMP Update Committee over the next seven months. Ms. Nordstrom added that since the committee meetings are scheduled so shortly before regular Council meetings, the committee may wish to report out to Council at its meeting of the following month. Ms. Nordstrom also stated that lighter anticipated meeting agendas over the summer offer opportunity to bring Council up to speed on matters the RMP Update Committee have discussed thus far. Member Vohden asked if Council will receive the timeline and Ms. Nordstrom responded that the full Council will receive the timeline.
3. Corey Piasecki reviewed the draft timeline. Mr. Piasecki informed the committee that based on the Council's schedule and the statutorily required Governor's review period, Council staff anticipates that contract documents will be signed and project work will begin between

60-90 days from the Council's award of contracts via resolution. Mr. Piasecki noted that the veto date pertinent to Council's approval of the contract for the MPRR ended today, May 14, 2014 so Council staff will begin the process of working with the consultant to prepare a draft scope of work/services. Council staff will provide the draft scope of work in advance of a committee meeting for discussion.

4. Regarding the timeline, Member Sebetich asked what the difference is between public outreach and stakeholder meetings. Mr. Piasecki responded that the public outreach meetings are larger meetings which will be publicly noticed and may or may not have specific topics. The stakeholder and technical advisory meetings are more technical in nature and/or more focused on specific attendees. Professionals in specific fields will be invited to technical advisory meetings, for example, while state agencies and municipal and county officials would constitute stakeholder groups.
5. Mr. Piasecki then discussed the status of contracts. Approval of the contract for development of the Fiscal Impact Assessment was tabled at Council's April meeting and will be considered by the Council at the May 15<sup>th</sup> meeting. Committee Chair Alstede asked the committee members if they had questions or issues regarding staff's recommendation. The members expressed no concerns. The committee also agreed to the process of reporting out to Council during the next month's meeting, since the RMP Update Committee meetings are scheduled so shortly prior to Council meetings (e.g., committee report for this meeting will be presented to Council during June's meeting).
6. Regarding the Monitoring Program Recommendation Report, Mr. Piasecki stated that over the next thirty (30) days Council staff will present a draft scope of work for review and discussion at the committee's June 11<sup>th</sup> meeting.
7. There was discussion regarding the impacts of the Highlands Act and RMP on the Highlands Region, positive or negative, and what types of milestones and indicators should be tracked going forward. Chief Counsel Davis noted it is important to differentiate between what has happened due to the RMP and the effects of outside influences, such as the state/national economy in general. Committee Chair Alstede asked how we measure the impact that the Act and RMP have had on the sustainability of the Region. Chair Alstede added that concepts regarding what the Region should look like are varied within the RMP itself, and different for all who consider it. There was also discussion about the Highlands TDR Bank and HDCs that have been allocated. Committee Chair Alstede noted that Council has the responsibility to identify receiving zones for TDR, specifically to include 4% of the Region's land area.
8. Mr. Piasecki noted that the consultants for the Web Portal, Fiscal Impact Assessment, and MPRR may be brought in to discuss the overall scope of work at the Council August 21<sup>st</sup> meeting.
9. Committee meeting was adjourned at 2:22pm. The next RMP Update Committee meeting is scheduled for June 11, 2014 at 1:00pm. The committee agreed that upcoming meetings will be scheduled for the second Wednesday of the month as listed below:

June 5, 2014  
Page 3

June 11, 2014  
July 9, 2014  
August 13, 2014  
September 10, 2014  
October 8, 2014  
November 12, 2014  
December 10, 2014



CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

## State of New Jersey

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JIM RILEE  
Chairman

### MEMORANDUM

**To:** Plan Conformance Committee

**From:** Margaret Nordstrom, Acting Executive Director *MN*

**Subject:** Committee Meeting Minutes— June 12, 2014

**Date:** 6/16/2014

A Plan Conformance Committee meeting/call was held on Thursday, June 12, 2014 at 3:00pm at the Highlands office in Chester. Committee Members present: Members Rilee (Chair) (by phone), Richko (by phone), Tfank (by phone), Vohden (by phone), and Dressler (by phone).

Staff Members present: Margaret Nordstrom, Chris Danis, James Humphries, and Sabina Martine.

Also present: Peter Simon, Assistant Counsel, Governor's Authorities Unit (by phone).

The only item on the agenda for discussion was staff's recommendations for the use of the Checklist Ordinance approach for two municipalities. The overall basis for this recommendation is the extremely limited development potential of these towns. The two municipalities are:

- Sparta Township (Sussex County) – 1 parcel/213 acres
- Alexandria Township (Hunterdon County) – 1 parcel/143 acres.

The analyses for each township were distributed to committee members.

Mr. Humphries discussed Sparta Township and the analysis employed in reaching the recommendations for use of the Checklist approach.

Ms. Danis discussed Alexandria Township and the analysis employed in reaching the recommendations for use of the Checklist approach.

June 16, 2014  
Page 2

A resolution will be considered by Council at their June 19, 2014 meeting to accept the minutes of the Plan Conformance Committee meeting regarding the two municipalities recommended for Checklist Ordinance approach.

After discussion, the Committee unanimously agreed with the staff's approach for checklist ordinance use in the Township of Sparta and the Township of Alexandria. The Committee intends to report on this discussion at the June 19, 2014, council meeting and will seek the Council's concurrence with the findings in these minutes.

The Plan Conformance Committee adjourned at 3:15pm.

**TOWNSHIP OF SPARTA, SUSSEX COUNTY**  
**HIGHLANDS CHECKLIST ORDINANCE APPROACH**

***Highlands Checklist Ordinance Approach***

The Township of Sparta (Sussex County) petitioned the Highlands Council for Plan Conformance with respect to lands within the Preservation Area. The Township's Petition for Plan Conformance was approved by the Highlands Council on September 15, 2011 and memorialized in Highlands Council Resolution 2011-30. On June 4, 2014 the Sparta Township Planning Board adopted a resolution recognizing the Township's limited development potential in the Preservation Area and requesting the Highlands Council review the Township's utilization of the Checklist Ordinance approach.

Development potential within the Township Highlands Preservation Area is extremely limited. In the Preservation Area only the existing Sparta High School is served by sewer infrastructure. Also, the entire Preservation Area is subject to the New Jersey Department of Environmental Protection (NJDEP) Preservation Area Rules (N.J.A.C. 7:38). Additionally a significant portion of the Preservation Area is preserved land. Over 5,046 acres (approximately 44 % of the Township Preservation Area) are preserved lands.

The Highlands Council Municipal Build-Out Report (2009), which provided an analysis of buildable lots in the municipality, incorporating NJDEP Highlands Rules parameters, indicated that in the Preservation Area there were 6 potential residential septic units for development. Based on NJDEP Preservation Area Rules and removing for Highlands Act exemption eligibility, only one large parcel of mostly undeveloped land appears to have development potential. That parcel is known as Block 19 Lot 38, which is approximately 213 acres in size. This is the only parcel that would be subject to the Highlands Land Use Ordinance or Checklist Ordinance with a potential yield of 3 residential dwelling units.

In sum, the Highlands Council anticipates that proposals for development in this area that do *not* qualify for Highlands Act exemptions (and therefore not subject to the Highlands Regional Master Plan) will be limited to only 1 parcel.

| <b>Factors</b>                                 | <b>Developable Land Potential (# of parcels/acres)</b> |
|--|--|
| Disturbance of one acre or more of land        | 0  |
| New Impervious Surface ¼ acre or more          | 0  |
| New or expanded use not permitted by ordinance | 0  |
| 3 or more dwelling units if residential        | 1/213 acres  |

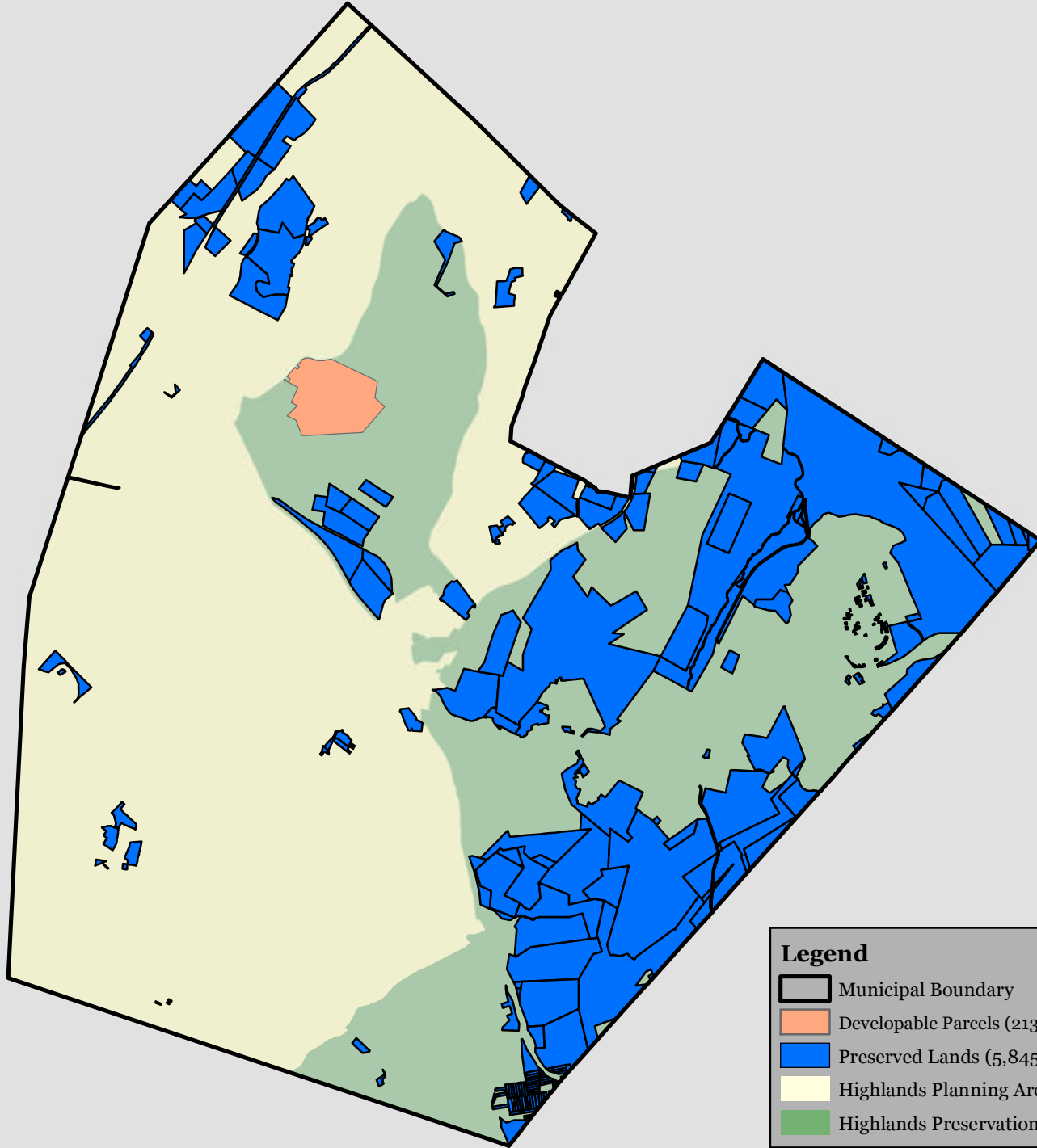
***Recommendation***






Recognizing the constraints that already exist in the Preservation Area, the recommendation is for Sparta Township (Sussex County) to follow the modified approach, known as the Checklist Ordinance Approach. This approach authorizes the Township to adopt a Highlands Preservation Area Checklist Ordinance, which would remain in effect indefinitely, in lieu of adopting the standard Highlands Preservation Area Land Use Ordinance. The use of the Highlands Preservation Area Checklist Ordinance, in conjunction with the NJDEP Highlands Preservation Area Rules, will ensure the protection of Highlands Resources in the Township while efficiently and appropriately implementing the Highlands Regional Master Plan at the local level.

# Exhibit A: Sparta Township Parcels



1 inch = 6,336 feet



| Legend  |   |
|---|---|
|  | Municipal Boundary                                  |
|  | Developable Parcels (213 Acres/<1% of Municipality) |
|  | Preserved Lands (5,845 Acres)                       |
|  | Highlands Planning Area (13,335 Acres)              |
|  | Highlands Preservation Area (11,488 Acres)          |

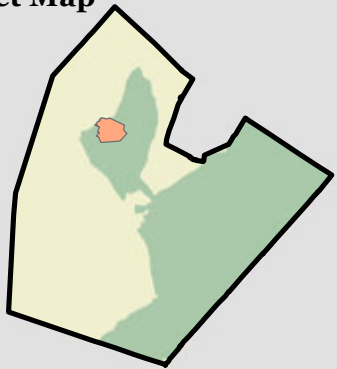
# Exhibit B: Sparta Township Parcels



1 inch = 667 feet






Block 19 Lot 38  
(213 Acres)

## Inset Map



Developable Parcels

## Legend

-  Municipal Boundary
-  Developable Parcels (213 Acres/<1% of Municipality)
-  Preserved Lands (5,845 Acres)
-  Highlands Planning Area (13,335 Acres)
-  Highlands Preservation Area (11,488 Acres)

**TOWNSHIP OF ALEXANDRIA  
HIGHLANDS CHECKLIST ORDINANCE APPROACH**

***Highlands Checklist Ordinance Approach***

The Township of Alexandria (Hunterdon County) petitioned the Highlands Council for Plan Conformance with respect to lands only within the Preservation Area. The Township's Petition for Plan Conformance was approved by the Highlands Council on April 19, 2012 and memorialized in Highlands Council Resolution 2012-12.

Development potential within the Township Highlands Preservation Area is extremely limited. No portion of the Preservation Area is served by sewer infrastructure and the entire Preservation Area is subject to the New Jersey Department of Environmental Protection (NJDEP) Preservation Area Rules (N.J.A.C. 7:38). Additionally over 430 acres (approximately 16% of the Township Preservation Area) are preserved lands.

The Highlands Council Municipal Build-Out Report (2009), which provided an analysis of buildable lots in the municipality, incorporating NJDEP Highlands Rule parameters, indicated that in the Preservation Area there were 13 potential residential septic units for development. An updated planning analysis of undeveloped lands within the Township's Preservation Area revealed that additional parcels have come under preservation since the original Build-Out Report, which reduced the yield to 9 units. Based on NJDEP Preservation Area Rules and removing for Highlands Act exemption eligibility, only one large parcel of mostly undeveloped land appears to have development potential. That parcel is known as Block 4 Lot 20, which is approximately 143 acres in size and is actively used for agriculture. One home is located on the parcel. This is the only parcel that would be subject to the Highlands Land Use Ordinance or Checklist Ordinance with a potential yield of 3 residential dwelling units.

In sum, the Highlands Council anticipates that proposals for development in this area that *do not* qualify for Highlands Act exemptions (and therefore not subject to the Highlands Regional Master Plan), will be limited to only one parcel.

| <b>Factors</b>                                 | <b>Developable Land Potential (# of parcels/acres)</b> |
|--|--|
| Disturbance of one acre or more of land        | 0  |
| New Impervious Surface ¼ acre or more          | 0  |
| New or expanded use not permitted by ordinance | 0  |
| 3 or more dwelling units if residential        | 1 parcel/143 acres                                     |

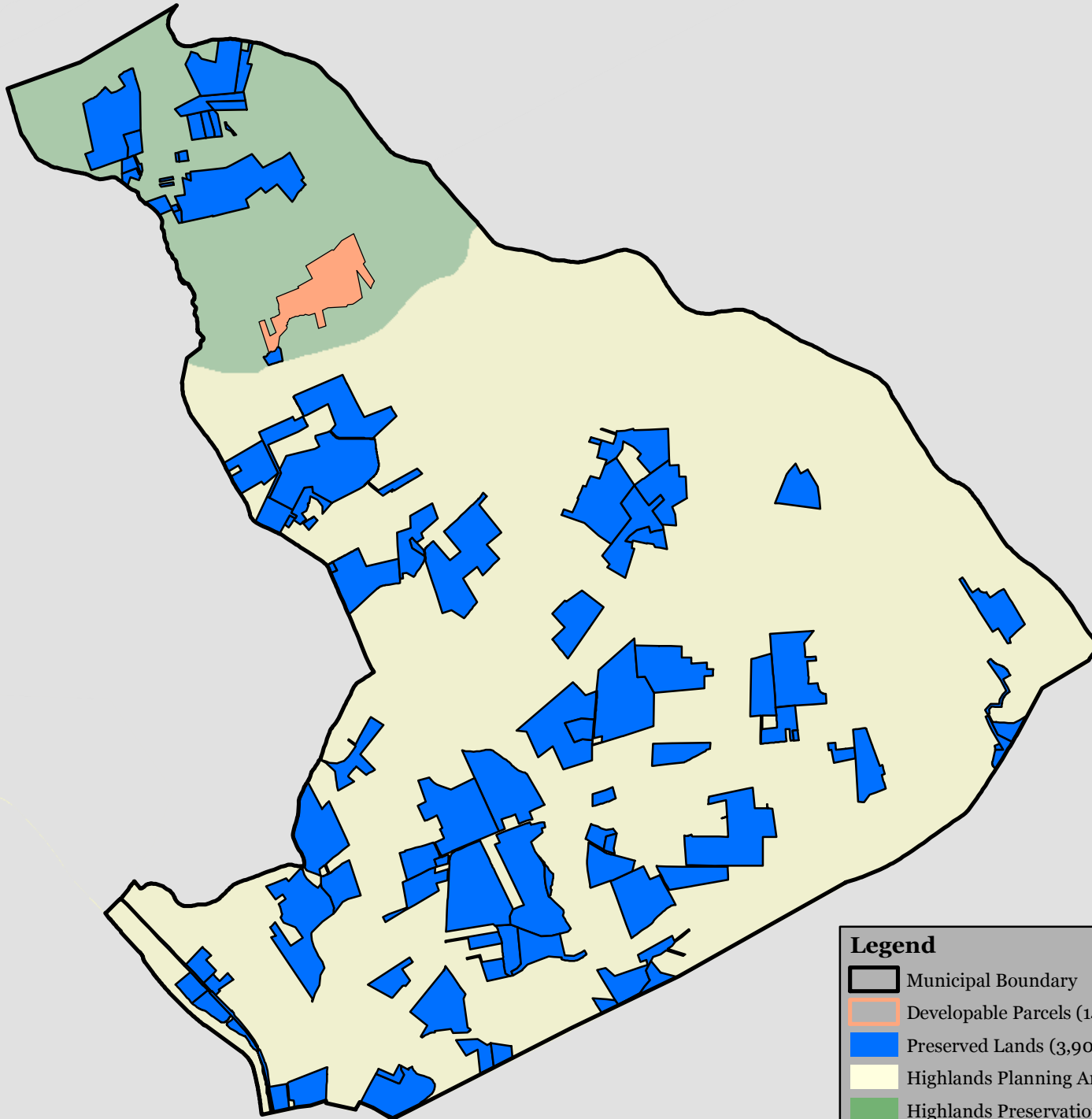
***Recommendation***

Recognizing the significant constraints to development in the Township Preservation Area, the staff recommends that the Township follow the Checklist Ordinance Approach to Plan Conformance. This approach authorizes the Township to adopt a Highlands Preservation Area Checklist Ordinance, which would remain in effect indefinitely, in lieu of adopting the Highlands Preservation Area Land Use Ordinance. The use of the Highlands Preservation Area Checklist Ordinance, in conjunction with the NJDEP Highlands Preservation Area Rules, will ensure the protection of Highlands Resources in the Township while efficiently and appropriately implementing the Highlands Regional Master Plan at the local level.






# Alexandria Township Parcels



1 inch = 5,475 feet



**Legend**

-  Municipal Boundary
-  Developable Parcels (143 Acres/<1% of Municipality)
-  Preserved Lands (3,904 Acres)
-  Highlands Planning Area (15,038 Acres)
-  Highlands Preservation Area (2,721 Acres)

# Alexandria Township Parcels



1 inch = 587 feet






Block 4 Lot 20  
(143 Acres)

## Inset Map



Developable Parcels

## Legend

-  Municipal Boundary
-  Developable Parcels (143 Acres / <1% of Municipality)
-  Preserved Lands (3,904 Acres)
-  Highlands Planning Area (15,038 Acres)
-  Highlands Preservation Area (2,721 Acres)



# Highlands Council Meeting

**Thursday, June 19, 2014**



# Highlands Regional Master Plan Monitoring Program

## Timeline & Overview



# What is the Monitoring Program?

- Addresses periodic RMP update requirement in the Highlands Act (Act).
- Consists of three main components:
  - Public Outreach and State Agency Coordination
  - Fiscal Impact Assessment
  - Monitoring Program Recommendation Report

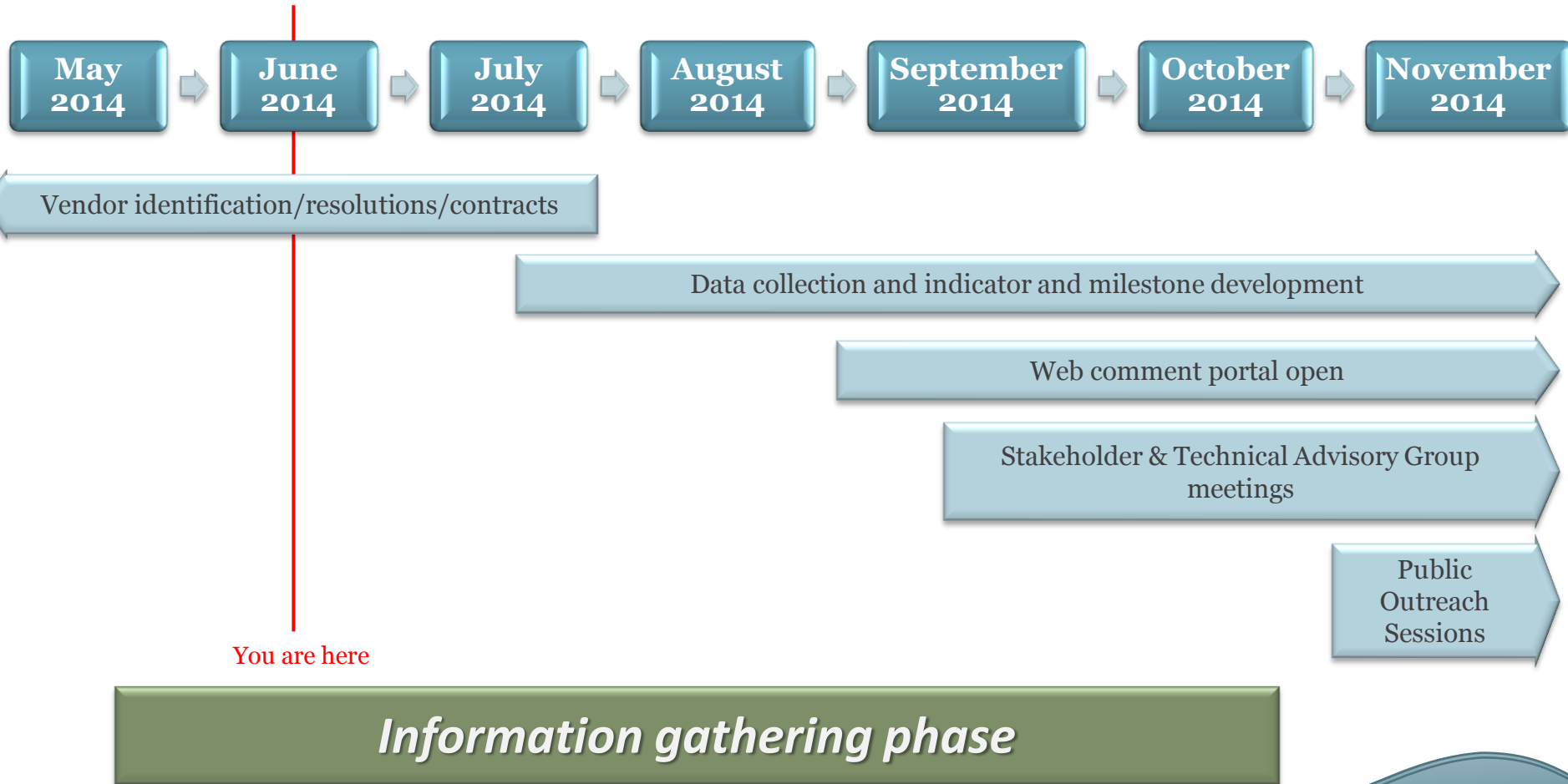


# What is the Monitoring Program?

- Not intended to amend the RMP, but rather develop factual foundation for potential amendments to the current or future iterations of the RMP.
- Indicators and milestones will help to identify where RMP policy is most effective, and where amendments may be called for.
- Based on factual outcomes Council may choose to make policy or programmatic changes to the RMP or recommend further study

# RMP Monitoring Program Timeline

## 6-Month Window





# RMP Monitoring Program Timeline

## December 2014 - 2015

- Drafting of Monitoring Program Recommendation Report (MPRR), Fiscal Impact Assessment (FIA), Research Program
- Council vote on public release of drafts for comment
- Public hearings on drafts
- Revisions and release of final MPRR, FIA and Research Program
- Final MPRR, FIA, and Research Program for Council vote on approval

*Recommended next steps based on data and stakeholder input*



# Highlands Regional Master Plan Monitoring Program

## Timeline & Overview



# Highlands Council Meeting

**Thursday, June 19, 2014**

## RESOLUTION 2014-20

### NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL EXECUTIVE SESSION

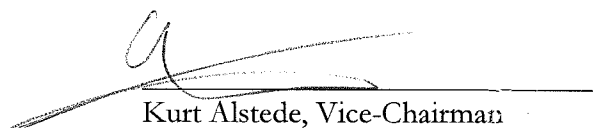
**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., permits the holding of closed sessions by public bodies in certain circumstances, and the Council is of the opinion that those circumstances presently exist; and

**WHEREAS**, the general nature of the subject to be discussed is pending and/or potential litigation in connection with the Fenimore Landfill, for which advice from counsel subject to the attorney-client privilege is required, and other matters involving attorney-client privilege.

**NOW, THEREFORE, BE IT RESOLVED**, that the Council may enter into closed session at its public meeting of June 19, 2014, for that purpose. It is anticipated at this time that the nature of the closed session will be made public upon completion or resolution of the issues to be discussed, except any matter protected by the attorney-client privilege will not be disclosed.

#### CERTIFICATION

I hereby certify that the foregoing Resolution was adopted by the Highlands Council at its regular meeting held on the 19<sup>th</sup> day of June, 2014.

  
 Kurt Alstede, Vice-Chairman

**Vote on the Approval of  
These Minutes**

|                         | Motion | Second | Yes | No | Abstain | Absent |
|-------------------------|--------|--------|-----|----|---------|--------|
| Councilmember Alstede   |        |        | ✓   |    |         |        |
| Councilmember Carluccio |        |        | ✓   |    |         |        |
| Councilmember Dougherty |        |        | ✓   |    |         |        |
| Councilmember Dressler  |        |        |     |    |         | ✓      |
| Councilmember Francis   |        |        |     |    |         | ✓      |
| Councilmember Holtaway  |        |        | ✓   |    |         |        |
| Councilmember James     |        |        |     |    |         | ✓      |
| Councilmember Richko    |        |        | ✓   |    |         |        |
| Councilmember Sebetich  |        |        | ✓   |    |         |        |
| Councilmember Tfank     |        |        |     |    |         | ✓      |
| Councilmember Visioli   |        | ✓      | ✓   |    |         |        |
| Councilmember Vohden    |        |        | ✓   |    |         |        |
| Councilmember Walton    | ✓      |        | ✓   |    |         |        |
| Chairman Rilee          |        |        |     |    |         | ✓      |



**CHRIS CHRISTIE**  
*Governor*

**KIM GUADAGNO**  
*Lt. Governor*

## State of New Jersey

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**JIM RILEE**  
*Chairman*

### MEMORANDUM

**To:** Council Members

**From:** Margaret Nordstrom, Acting Executive Director

**Subject:** Resolution – Authorizing Contract to Develop a Fiscal Assessment of RMP and Act

**Date:** 5/6/2014

The attached resolution would authorize the award of a contract to a consultant to assist the Council and staff with the preparation of a fiscal analysis of the impact of the Regional Master Plan and the Highlands Act. This analysis is a key component of the RMP update which is now under way. An RFP was issued requesting proposals on December 18, 2013. Four responses were received by the closing date of February 7, 2014. The responding entities, and their proposed costs, were as follows:

- Regional Plan Association (with Econsult Solutions and University of Pennsylvania's Institute for Urban Research as subs) (\$150,000)
- The Louis Berger Group (\$149,854)
- 4Ward Planning (with Econsult Solutions as a sub) (\$127,422)
- PlaceWorks/DC&E (with Mercer Associates as a sub) (\$136,455)

The entities that received the highest technical ratings were all very closely grouped, and the fourth firm's score was significantly lower. The top three firms (RPA, 4Ward and PlaceWorks) were invited in for interviews, at which time staff posed a series of identical questions to each respondent, in order to better understand the terms of each respondent's submission.

The results of this analysis were presented to the Budget and Finance Committee of the Council, as well as the RMP Update Committee of the Council prior to the Council's April 17, 2014 meeting. At the April 17, 2014 Council meeting the Budget and Finance Committee reported the results of its meeting at which it reviewed the process and the staff's recommendation to award the contract to PlaceWorks/DC&E, and the Budget and Finance Committee recommended that the Council award the contract to this firm.

May 6, 2014  
Page 2

Pursuant to some questions raised by Council Members at the April 17, 2014 meeting, the Chairman tabled the resolution, and carried it to the May 15, 2014 meeting. In the intervening time, the staff responded to certain concerns raised by certain Members, and we are now bringing the matter back before the Council with our recommendation to award the contract to Placeworks/DC&E.



**CHRIS CHRISTIE**  
*Governor*

**KIM GUADAGNO**  
*Lt. Governor*

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**JIM RILEE**  
*Chairman*

### MEMORANDUM

**To:** Budget & Finance Committee  
**From:** Margaret Nordstrom, Acting Executive Director  
**Subject:** Committee Meeting Minutes – April 15, 2014  
**Date:** 4/15/14

A Budget and Finance (B&F) Committee was held on Tuesday, April 15, 2014 at 2:00pm at the Highlands office in Chester. Committee Members present: Members Holtaway (Chair)(by phone), and Rilee (by phone). Absent: Member James

Staff Members present: Margaret Nordstrom, Andy Davis, Chris Danis, Corey Piasecki, Nathan McLean, and Annette Tagliareni.

Also present: Peter Simon, Assistant Counsel, Governor's Authorities Unit (by phone)

Ms. Nordstrom began the committee meeting to discuss the first item on the agenda:

Grants program overhaul- pre-application process for ag sustainability and economic development.

Ms. Nordstrom gave an overview of approach for developing a pre-application process as outlined in the Committee's packets.

Member Holtaway asked if the check-off chart would be provided. Ms. Nordstrom said it would be provided to the committee members.

Modification of VERTICES, LLC Interactive GIS data Contract

Ms. Danis gave an overview of the VERTICES, LLC Interactive GIS data Contract as outlined in her memorandum to the Committee on April 1, 2014.

This municipal mobile application will allow municipalities to create a GIS map and image for the stormwater outfalls in their community that builds upon the NJDEP stormwater mapping requirement. Highlands Council staff recommends a modification to the Vertices data development and management services contract for a not to exceed amount of \$20,250 to develop a Stormwater Management Interactive Mapping application to enhance the existing Highlands GIS Interactive mapping data developed by Vertices. These monies are included in the Council's Regional Master Plan (RMP) budget. Mr. McLean explained that he evaluated potential alternative sources for this work and the costs would be approximately \$107,000 for a similar product.

Highlands staff also recommends a modification to the existing annual maintenance contract of \$2,400 to support the stormwater management web application. These monies are included in the Highlands Council Operating budget.

*Committee Chair Holtaway made a motion to approve the contract for Council's consideration at the April 17, 2014 meeting, Chairman Rilee seconded the motion and all approved.*

#### Fiscal Impact Assessment in Support of the RMP Monitoring Program

Mr. Piasecki gave an overview of the Fiscal Impact Assessment process as outlined in his memorandum to the Committee April 10, 2014.

The FIA component of the Monitoring Program is intended to demonstrate the economic effects of the Highlands Act (Act) and RMP on municipalities and counties wholly or partially within the region as compared to the State and other comparable regions. The FIA will identify the impact of the Act and RMP based on data available both pre-Act and post-Act and presumably into the future. In consideration of the requirements of the Act and RMP the Council released an RFP to develop a Fiscal Impact Assessment (FIA) of the Highlands Water Protection and Planning and Act (Act) and Associated Regional Master Plan (RMP) for public bid on December 18<sup>th</sup>, 2013. After extending the response deadline by one week to February 7, 2014, due to adverse weather conditions, the Council received four proposals. Each of the proposals met the technical response requirements outlined in the RFP and was reviewed by a staff committee of seven. Each proposal was scored using a standard pre-determined set of criteria resulting in the top three teams selected to participate in an interview held on March 31<sup>st</sup>, April 1<sup>st</sup>, and April 3<sup>rd</sup> of this year. Ultimately, staff recommended PlaceWorks for an award of contract. Working with Council staff PlaceWorks will prepare the final FIA, an executive summary, and technical data with succinct explanations of any methodologies used in completing their work. Furthermore PlaceWorks will, over the course of the project, work with the chosen consultant for the Monitoring Program Recommendation Report in developing appropriate economic indicators and milestones so as to reduce or eliminate any duplicative efforts. Based on the proposed scope of work the project is anticipated to be completed within a 10-12 month timeframe from the approval of the contract within a budget of \$136,455. However, based on the extent of the scope of work we request that the Council allocate a 10% contingency to supplement the contract for additional services as/if needed to effectively complete the Fiscal Impact Assessment task as required by the Highlands Act and RMP for a total budget of \$150,100.

*Committee Chair Holtaway made a motion to approve the contract for Council's consideration at the April 17, 2014 meeting, Chairman Rilee seconded the motion and all approved.*

### Monitoring Program Recommendation Report in Support of the RMP Monitoring Program

Mr. Piasecki gave an overview of the Monitoring Program Recommendation Report process as outlined in his memorandum to the Committee on April 10, 2014.

The Monitoring Program Recommendation Report will identify indicators and milestones based on public comment, State agency coordination, technical advisory committees and information developed in the FIA to generate the MPRR. Similar to the FIA the MPRR will identify key trends for the 2004-2014 time periods and anticipated conditions for the 2014-2024 periods. In consideration of the requirements of the Act and RMP the Council released an RFP to develop a Monitoring Program Recommendation Report of the Highlands Regional Master Plan for public bid in January 2014. After extending the response deadline by one week to March 7, 2014, due to adverse weather conditions, the Council received two proposals. Each of the proposals met the technical response requirements outlined in the RFP and was reviewed by a staff committee of eight. Each proposal was scored using a standard pre-determined set of criteria. Interviews were held each of the respondents on March 31<sup>st</sup> and April 4<sup>th</sup> of this year. Ultimately, staff recommended Regional Plan Association (RPA) for an award of contract.

Working with Council staff Regional Plan Association will prepare the final MPRR, an executive summary, and summaries of public comment as well as stakeholder and technical advisory committee input. Furthermore RPA will, over the course of the project, work with the chosen consultant for the Fiscal Impact Assessment in developing appropriate indicators and milestones so as to reduce or eliminate any duplicative efforts. Based on the proposed scope of work the project is anticipated to be completed within a 10-12 month timeframe from the approval of the contract within a budget of \$150,000. However, based on the extent of the scope of work we request that the Council allocate a 10% contingency to supplement the contract for additional services as/if needed to effectively complete the Monitoring Program Recommendation Report task as required by the Highlands Act and RMP for a total budget of \$165,000.

*Committee Chair Holtaway made a motion to approve the contract for Council's consideration at the April 17, 2014 meeting, Chairman Rilee seconded the motion and all approved.*

Chief Council Davis added that the RMP Update Committee met on April 9, 2014, and the committee members were in concurrence with the two recommended contract awards just discussed for Council's consideration at the April 17, 2014.

The Budget and Finance Committee adjourned at 2:23pm.