



**CHRIS CHRISTIE**  
*Governor*

**KIM GUADAGNO**  
*Lt. Governor*

## State of New Jersey

Highlands Water Protection and Planning Council  
100 North Road (Route 513)  
Chester, New Jersey 07930-2322  
(908) 879-6737  
(908) 879-4205 (fax)  
www.highlands.state.nj.us



**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.