



**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:** RMP Update Committee

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

**Subject:** Record of RMP Update Committee Meeting – March 19, 2014

**Date:** 4/14/2014

An RMP Update Committee meeting was held on Wednesday, March 19, 2014 at 1:00pm at the Highlands office in Chester. Committee Members present: Council Chairman Rilee (by phone); Council Vice-Chairman Alstede and Members Sebetich and Vohden.

Highlands Staff Members present: Gene Feyl; Margaret Nordstrom; Andrew Davis; Chris Danis; Judy Thornton; Corey Piasecki; Jim Hutzelmann and Carole Diction.

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

The following issues were discussed:

1. Gene Feyl thanked all the participants for attending, and then asked Margaret Nordstrom to go through a brief PowerPoint presentation regarding the RMP Update process.
2. Margaret Nordstrom gave an overview of the RMP Update process by presenting a PowerPoint presentation that was given to the full Council, approximately one year ago, at its March 2013 meeting. Ms. Nordstrom indicated that the overall process is proposed to remain the same.
3. Andrew Davis gave an overview of the legal context of the RMP Update. Mr. Davis noted that the Highlands Act calls for a process that results in an update at least every six years, and that the RMP itself contains certain policies and objectives that set out the framework for this process. The Act requires public hearings and consultation with governmental

agencies and professional, scientific and citizen organizations. The RMP itself calls for the preparation of a Regional Master Plan Recommendation Report (RMPPRR) that is to set out an analysis of indicators and milestones for the evaluation of regional conditions that will help inform the update. The RMP also calls for a fiscal analysis to assess the fiscal impacts of the RMP. Mr. Davis noted that professional assistance for these two elements has been requested through RFPs, and the staff is analyzing the responses received. Additionally it was noted that the Council had already authorized the award of a contract to a consultant for the purpose of establishing a Web-based portal through which public comments on the RMP update will be received and sorted.

4. Christine Danis discussed the overall process that was used during the preparation and adoption of the RMP, including the role of other public agencies and the public at large. Ms. Danis referred the Committee Members to the 2008 Technical Report entitled "Local Participation." That report sets out in detail, the process employed during the adoption of the original RMP. Ms. Danis noted that this was for historical and background purposes, as the Update process will be much more streamlined.
5. Corey Piasecki discussed the timetable for the update process, as well as the three RFPs that were issued and responses to those RFPs. As noted above, the RFP for the Web-based portal has resulted in a resolution authorizing the Executive Director to award a contract for that project, and the RMPPRR and Fiscal Analysis RFP responses are currently being evaluated by staff. It is the desire of the staff to have the analyses presented to the Budget and Finance Committee of the Council, and then have that Committee report out the results of its evaluation, and then recommend to the Council that contracts for both RFPs be authorized.
6. Margaret Nordstrom then asked Judy Thornton to briefly discuss the definition of "Regional Indicators and Milestones" that are to be evaluated in order to inform the update process. Ms. Thornton discussed such potential indicators.
7. Council Vice-Chairman Alstede noted that Council Chairman Rilee has asked him to Chair this committee, and that he has accepted that appointment. Mr. Alstede further indicated that he would like the committee, which is to be assisted by Highlands Council staff, to prepare an overall outline of the RMP update process, so that expectations can be set. Mr. Alstede also suggested that the staff go through the Act, at section 11 in particular, and attempt to determine which particular mandates there were addressed in the 2008 RMP, and which may not have been addressed or fully addressed.
8. The following meetings were scheduled for future RMP Update Committee meetings:

April 9, 2014 at 1:00pm

May 14, 2014 at 1:00pm

June 11, 2014 at 1:00pm