



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.nj.gov/njhighlands



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CARL J. RICHKO
Chairperson

LISA J. PLEVIN
Executive Director

MEMORANDUM

To: Budget & Finance Committee
From: Lisa J. Plevin, Executive Director *LJP*
Subject: Committee Meeting Minutes – May 8, 2019
Date: May 14, 2019

A Budget and Finance (B&F) Committee meeting/call was held on Wednesday, May 8, 2019 at 2:00pm. Committee Members present were: Member Visioli; and via phone Council Chair Richko and Committee Chair Holtaway.

Also, present via phone: Lauren Nathan-LaRusso, Governor's Authorities Unit Associate Counsel.

Staff Members present: Lisa J. Plevin, John Maher, James Humphries, Christine LaRocca, Kelley Curran, and Annette Tagliareni.

Committee Chair Holtaway opened the meeting at 2:01pm.

Contract for Water Quality Management Planning/GIS Services

Ms. Plevin gave a summary for the first agenda item regarding a contract for Water Quality Management Planning/GIS Services. Ms. Plevin noted that the committee is reviewing a sole-source contract with Ziggy Spatial LLC (former GIS Specialist II of the Highlands Council – Ralph Zagha). Highlands Council is required to update Wastewater Management Plans (WMPs) for eighteen (18) municipalities by June 30, 2019. This deadline does not provide enough time to go through a competitive process. Mr. Zagha has detailed knowledge of the Regional Master Plan (RMP) and regulatory requirements. Mr. Zagha also possesses unique skill set and created an automated buildout process used in the WMPs. Council Legal Staff discussed this sole-source contract with the DAG. DAG reviewed the contract and determined Council could proceed and ratify later by Council resolution. The contract is for a not-to-exceed amount of \$12,500 through December 31, 2019.

Staff member James Humphries emphasized that this sole-source contract is the only way the Council can meet the regulatory deadline of June 30, 2019. Mr. Humphries also added that after the WMPs are submitted to the Department of Environmental Procedures (DEP), the DEP will have comments.

Committee Member Visioli asked what will Council staff present by June 30, 2019. Mr. Humphries responded that WMPs for 24 municipalities will be presented. Committee Member Visioli also asked how many hours per week/per month will be needed. Mr. Humphries responded that it varies depending on DEP's comments after we submit the WMPs.

Mr. Humphries added that the contract cost of a not-to-exceed amount of \$12,500 comes from the RMP account, which is surplus monies from the Council's Operating Budget (\$1.26M).

Committee Chair Holtaway asked if former employee (Ralph Zagher) will train an existing employee on his skill set. Mr. Humphries responded that staff is currently in the process of hiring a GIS Specialist. Mr. Humphries also added that the role of a GIS Specialist has become very specialized and has gone from map making to computer programming.

Committee Chair Holtaway asked for a motion to approve the Contract for Water Quality Management Planning/ GIS Services to Ziggy Spatial LLC. Council Chair Richko made a motion and Committee Member Visioli seconded it. All were in favor.

Contract for Regional Stormwater Management Planning

Ms. Plevin gave a summary for the next agenda item regarding a contract for Regional Stormwater Management Planning. Ms. Plevin noted that the committee is reviewing a sole-source contract with Rutgers University Cooperative Extension (RCE) Water Resources Program. The RMP goal (2E) is to develop Regional Stormwater management plans. Council staff's focus is not on this goal at the present time. The RCE has significant expertise in Green Infrastructure and Stormwater Management having completed 65 similar studies/plans. The proposal targets the North and South Branch Raritan River watershed a.k.a. NJDEP Watershed Management Area (WMA) 8.

Council Legal Staff discussed this sole-source contract with DAG contracts liaison, who advised that when entering a contract with other state agencies, the Highlands Council is not obligated to go out for bids. Contracts between state agencies are looked upon favorably under State procurement policies. Ms. Plevin noted that after the Stormwater Utility legislation was signed, RCE added an addendum to their proposal detailing how their stormwater studies can be utilized by municipalities to assess possible involvement in Stormwater Utilities. The cost of the contract is a not-to-exceed amount of \$264,000.

Mr. Humphries noted that the contract is a tri-assessment approach based on the WMA 8. Council staff have been unable to do regional planning as plan conformance is municipal-based planning.

Kelley Curran (Senior Resource Management Specialist) noted that the RCE has proposes to conduct studies in 24 Highlands region towns; three (3) have already been completed- Hampton, Mount Arlington, and Mount Olive. The RCE project incorporates both conforming and non-conforming municipalities. Ms. Curran noted some ancillary benefits of the program including

opportunities for Sustainably Jersey points, projects for stormwater mitigation and funding projects with stormwater utility fees. Ms. Curran also noted that the program's tri-assessment approach includes the following tasks:

1. Preparation of an Impervious Cover Assessment (ICA) – acres of impervious surface and associated run-off volumes are calculated
2. Preparation of an Impervious Cover Reduction Action Plan (RAP) – digital imagery used to identify opportunities for implementing impervious cover management strategies (10-20 sites)
3. Development of a Green Infrastructure (GI) Feasibility Study based on ICA and RAP results

Committee Member Visioli asked since it is municipally charged, does it ensure consistency across the region. Ms. Curran responded that it is a target project based on WMA 8 and some municipalities may have more problem areas than others.

Mr. Humphries added that the contract cost of a not-to-exceed amount of \$264,000 comes from the RMP account, which is surplus monies from the Council's Operating Budget (\$1.26M).

Committee Chair Holtaway asked for a motion to approve the Contract for Regional Stormwater Management Planning to Rutgers University. Council Chair Richko made a motion and Committee Member Visioli seconded it. All were in favor.

The committee meeting adjourned at 2:21pm.