

Minutes
INTERSTATE ENVIRONMENTAL COMMISSION

Annual Meeting
Wednesday, June 6th, 2018
10:00 am

Hudson River Foundation
17 Battery Place
Suite 915
New York, NY 10004

1. Call to order and Roll Call

Commissioners in Attendance:

From New Jersey: Jill Lipoti, Chair (via phone), John Scagnelli (via phone), Bruce Friedman (via phone), Loel Muetter (via phone)

New York: Judith Baron, Vice-Chair, Robert Elburn, Rose Trentman (via phone).

Connecticut: Patricia Sesto (Vice-Chair), John Atkin (Treasurer, via phone), Denise Ruzicka (via phone), Pamela Scully (via phone), David Wrinn (via phone)

2. Approval of minutes from the March 7th, 2018 Quarterly meeting (Appendix A)

A motion, duly made and seconded, for the minutes from the March 7th, 2018 Quarterly Commission meeting to be approved. With no one opposing, the minutes were approved and filed.

3. Election of Vice Chairs and Executive Committee members (for those elections held over from March 2018 Annual meeting)

Elections for Vice-Chairs and Executive Committee members for New Jersey and Connecticut were again tabled until September 2018 so that statutory representatives could request guidance from Commissioners.

4. IEC Finances

Ms. Powers reviewed Appendix B, the IEC Treasurer's report for the period February 1, 2018 through April 30, 2018. The Commission has received FY18 appropriations from New Jersey and Connecticut. IEC's FY18 appropriation from New York (\$41,600) has been invoiced but not yet

received. A motion, duly made and seconded, to approve the Treasurer's Report (Appendix B) was made. With no one opposed the Treasurer's Report was approved and filed.

5. Director's Report

Ms. Powers reviewed the FFY 18 Second Quarter Report of Grant Activities (Appendix C). Project Highlights and Updates included:

- **Laboratory Certification renewals and Proficiencies**

The Laboratory's certification renewal from New York State for the period April 1, 2018 through March 31st, 2019 was received. The laboratory has submitted the renewal application to NJDEP OQA for the period July 1, 2018 through June 30, 2019. Connecticut DPH certification is up for renewal in March 2019.

- **FY18 Inspections Update**

IEC has completed the majority of inspections for the FY18 year. All inspections of municipal water pollution control facilities planned in Connecticut have been completed. Remaining inspections include industrial facility inspections in Connecticut (power plants) that are typically performed in Summer.

- **Summer Monitoring Projects**

IEC's monitoring season has begun with the Unified Water Study and RIBS monitoring. IEC is participating in the Unified Water Study for the second consecutive year, with participation expanded from one embayment (Little Neck Bay) in 2017 to two embayments (Little Neck Bay and Manhasset Bay) in 2018. Monitoring occurs twice per month in each embayment from May through October. IEC also completed one RIBS routine network monitoring survey at station A4 in western Long Island Sound in April 2018, with another scheduled for June 2018. Western Long Island Sound monitoring surveys are set to begin June 26th, 2018. Commissioner Scagnelli asked about laboratory capabilities and activities, how the Commission's laboratory is being utilized. Ms. Powers explained that the Commission's laboratory performs all analyses related to the Commission's monitoring and inspection activities. The laboratory is also performing chlorophyll a analyses

- **WLIS Data Synthesis and Analysis Final Report**

The WLIS Data Synthesis and Analysis Report, covering 25 years of IEC's monitoring in WLIS has been completed, along with the compilation of the data into a database. The report is available on the Commission's website. Industrial Economics, Inc., the contractor that performed the synthesis and analysis, gave a presentation at IEC's Technical Advisory Committee meeting in April and will give a presentation at the Long Island Sound Study's Science and Technical Advisory Committee meeting in June 15th.

- **Technical Advisory Committee Meeting April 2018**

IEC held a meeting of the Technical Advisory Committee on April 27th at EPA Headquarters in New York City. The primary purpose of the meeting was to solicit input on IEC's FY19 CWA Section 106 workplan. Minutes will be posted on IEC's website. Additional meetings with states to develop and solicit input on IEC's FY106 workplan are being scheduled.

- EPA Region 2 Citizen Science Workgroup IEC Lab visit
IEC participates in an EPA Region2 Citizen Science workgroup with EPA, New York and New Jersey.

- Partner Management and Workgroup Meetings

Ms. Powers attended the New Jersey Water Monitoring Council meeting on May 26th, on the topic of microbial monitoring. The Council meeting was also attended by Bruce Friedman and Loel Muetter and included a presentation on microbial monitoring methods by Loel Muetter (IEC NJDOH statutory representative). Upcoming meetings include the LISS STAC, HEP Water Quality Monitoring Workgroup, and HEP Management Committee meetings.

- Website Re-design Presentation Update from Dominic Ebanks, Acuta Digital
Dominic Ebanks from Acuta Digital, Inc. gave a presentation on the re-design of IEC's website. Although there were some technical difficulties with the GoToMeeting link from HRF, an overview of the website was presented. The website design phase is mostly complete with the development currently focusing on content. Commissioner Lipoti asked whether the website would contain IEC data. The website is set up for project data to be displayed, as content on project pages. Commissioner Lipoti also inquired whether there would be the ability for a user to sign up to receive email alerts when content had been added to the website. Mr. Ebanks explained that that is something that is not specifically in the design, but there may be a way to link website material to an email newsletter distribution (such as constant contact). Mr. Elburn asked about security, as the website language is Drupal, which is open source. Mr. Ebanks explained that although the website contains several security features, and maintenance will automatically detect and correct security issues and updates, no website is completely secure from being hacked.

- Summer intern

IEC is still in need of a Summer intern. Although a position was posted and a candidate hired, the candidate had a family emergency out of the country and informed IEC at the end of May that he would not be able to take the position. Ms. Powers will distribute the posting to Commissioners.

7. Grants and Funding Update

Ms. Powers reviewed the FFY18 consolidated budget report (Appendix D). Ms. Powers also updated IEC's current and pending grant funds. In addition to IEC's FFY18 EPA CWA Section 106 Grant which is pending (\$665,000), the LISS Management Committee has also approved \$159,133 in FY18 Base and Enhancement funding to support IEC's monitoring in western Long island Sound in support of the Long island Sound Study. As mentioned during the Director's report, IEC again received funding to perform monitoring in two embayments in support of the Unified Water Study (\$34,312). IEC has also submitted proposals to two other funding opportunities, for which funding decisions are still pending: Five Star and Urban Waters Restoration Program Grant Submitted (submitted January 31st, funding requested \$49,533). EPA Environmental Education RFP submission pending (submitted April 11th, funding requested \$91,254).

8. Transition to Independence

Ms. Powers updated the progress toward transitioning towards independence and away from a program of NEIWPCC. Ms. Powers met with NEIWPCC administrative staff, including Program Manager Heather Radcliffe, NEIWPCC Comptroller Linda Agostinelli, and NEIWPCC Human Resources Manager Selene Lehmann on April 3rd to address transition issues and timeline. Ms. Powers explained that although the current FY18 106 grant will close September 30th, 2018, staff will transition to IEC employees on September 10th, 2018. IEC District staff last day of employment at NEIWPCC will be September 7th, with the last NEIWPCC payroll processed September 21st, 2018. Ms. Powers indicated that due to the timeline, additional Commission meetings will need to be held via phone prior to the September 7th meeting in order to develop an FY19 IEC overall budget and other administrative matters.

Milestones:

- a. Grants.gov registration updated
- b. Provisional Indirect Rate Approved
- c. FY17 Long Island Sound Monitoring Budget Award (for Summer 2018 monitoring).
- d. Transition Plan to EPA
- e. Staff Transition Date (9/7/2018)
- f. Approval of FY18 CWA Section 106 workplan and partial award
- g. Quality Management Plan Approved by EPA Regions 1 and 2
- h. Grants Meeting at EPA Region 2 April 2018

Next Steps:

- a. Final FFY18 106 Award and FY19 IEC Budget
- b. Identify FFY19 CWA 106 Grant Match
- c. Commissioner briefing book
- d. Employee handbook and Administrative SOPs
- e. Payroll company (ADP)
- f. Part-time bookkeeper
- g. Insurance

9. Old Business

Commissioner vacancies remain in New Jersey (1 vacancy) and New York (2 vacancies). Executive Committee vacancies remain in Connecticut and New Jersey and will be taken up at the September meeting.

10. New Business

No new business was reported.

11. Upcoming Meetings

Wednesday, September 5th, 2018

Wednesday, December 5th, 2018

Wednesday, March 6th, 2019

12. Adjourn

A motion, duly made and seconded, was made to adjourn. The meeting was adjourned approximately 12:32pm

APPENDICES:

A- March 6th 2018 Annual Meeting Minutes

B- Treasurer's Report of IEC finances (February 1st 2018-April 30th, 2018)

C- FFY18 Second Quarter Report of Grant Activities

D- FFY18 consolidated budget report

Respectfully submitted,
Evelyn Powers
Executive Director