



Notes
Quarterly Meeting
Wednesday, December 4th, 2019
10:00am

Please note: All voting items are indicated by an *

1. Call to order and Roll Call

The meeting was called to order at 10:05 am. As Chair Scagnelli was not present, Vice-Chair Sesto called the meeting to order and requested Evelyn Powers, Executive Director, to run through the agenda.

Members Present: Jeffrey Myers (NY), Philip DeGaetano (NY), Selvin Southwell (NY), Judith Baron (NY), Rose Trentman (NY), Robert Schuster (NJ), Loel Muetter (NJ), Patricia Sesto (CT), Philip Trowbridge (CT), John Atkin (CT), Pamela Scully (CT), David Wrinn (CT).

Others Present: Evelyn Powers (IEC)

A quorum was not present.

2. Approval of minutes from the September 4th, 2019 Quarterly Meeting (Appendix A)*

The minutes from the September 4th, 2019 quarterly meeting were not approved as there was not a quorum.

3. IEC Finances and Current Grant Funds Update

a. Balance Sheet (Appendix C)

Ms. Powers reviewed the Balance Sheet, which gives an overall picture of the Commission's finances as of September 30th, 2019. The Commission's bank accounts totaled \$609,663.70 as of September 30th, 2019. Additional available grant funds (not included in bank account totals) consisted primarily of \$490,755.73 remaining available in FY18 106 funds and FY18 Long Island Sound Funds. IEC's FY19 106 award (\$903,000) and FY19 Long Island Sound funding (\$220,303) are not included in the balance sheet, as the period covered ended September 30th, 2019, prior to the new awards being added to Accounts Receivable. Total assets, including bank funds (reserves) and available grant funds as of September 30th, 2019 were \$1,100,419.33.

b. Profit and Loss Statement and Open Grants (Appendices D and E)

Ms. Powers reviewed the Profit and Loss Statement (Appendix D) and Open Grants ("Open Invoices") Appendix E. The Profit and Loss statement provides line item expenditures for expense categories, divided into two broad categories: direct and indirect expenses. The period for the statement runs from October 1st 2018 through September 30th, 2019. Income included in the Profit and Loss Statement includes \$667,288 of income drawn down from grants. Total operating expenses include \$609,507.28. Ms. Powers will be meeting with the accountant on

December 13th, 2019 review the statements, particularly the Profit and Loss statement as certain items can be more appropriately classified (i.e. indirect personnel costs) and to update the FY19 grants budgets included in the Open Grants (Appendix E). Ms. Powers asked for feedback on the presentation of the financial statements. Commissioner Atkin, the Commission's Treasurer indicated the format, particularly of the Profit and Loss statement was appropriate and similar to the format used in other similar organizations. Commissioner Atkin indicated he would review the financials if provided in advance. Ms. Powers will be working with the accountant to enable more timely reports as well as to review classification of expenses to ensure that they align with how expenses are itemized and classified in grant budgets.

c. FY2019 Budget Update

Ms. Powers noted that the Commission's expenditures, as presented in the Profit and Loss statement, versus the Commission's FY19 budget of \$1,223,232. The Commission's FY19 expenditures of \$609,507 were approximately 50% of the approved FY19 budget. Ms. Powers explained that this is primarily due to vacant budgeted staff positions.

d. Funding Update

Ms. Powers reviewed the Commission's current and upcoming sources of funding. In addition to the remaining funding available in the Commission's FY18 106 and LISS awards (\$424,100 and \$68,293, respectively), the Commission has been awarded the following funds:

- CWA§106 FY19 Funding Award (\$903,000)
- LISS FY19 Funding Award (\$220,303)

In addition, the Commission has submitted applications for the following funding sources:

- §106 FFY20 Grant Application (\$728,000)
- LISS FFY20 Base Program Budget Proposal (\$192,797)

Additional potential sources of funding include:

- LISS FFY20 Enhancement Funding
- Connecticut Fund for the Environment/Save the Sound Funding

Philip Trowbridge (CTDEEP) noted the inclusion of data management in the revised workplan as per his comments, and emphasized the importance of this issue, which is similarly being elevated in Long Island Sound Study workplans. Philip Trowbridge also inquired about whether the Commission has its own research vessel for water quality monitoring. Ms. Powers explained that the Commission used to have a vessel, but it was disposed of in 2012 and the Commission has since been chartering boat services, which has worked well.

e. Appropriations Update

Ms. Powers reviewed the state appropriations received in FY 2019 and the outlook for FY20. The NYS SFY19-20 appropriation of \$41,600 was received on 10/29/19. The NJ SFY 18-19 appropriation of \$15,000 was received on 9/13/19. The CT SFY18-19 appropriation was not received as of the date of the meeting, but was subsequently received. Ms. Powers emphasized that the goal is to increase state appropriations to a level that would enable the Commission to meet its non-federal level of effort "match" requirement necessary to receive 106 funding, \$214,051, in a manner consistent with the funding structure outlined in the Tri-State Compact. Applying the Tri-State Compact funding structure to the match would result in New York and New Jersey each contributing 45%, or \$96,323 and Connecticut contributing \$21,405. Commissioner DeGaetano provided an update on efforts to increase IEC's appropriation in the upcoming New York State SFY20-21 Executive Budget, which will be released in January. In November, Commissioner DeGaetano met with Governor Cuomo's Assistant Secretary for

Energy and the Environment, Amanda Lefton. He provided information about the Commission's activities in New York State and funding structure. Ms. Powers followed up after the meeting, providing additional information about the Commission's activities that support gubernatorial initiatives in New York State.

4. Laboratory/Office Space Search

a. Update on Current Falchi Lease Negotiation status

Ms. Powers updated the Commission on the status of lease negotiations with the facilities in the Falchi building in Long Island City. Ms. Powers referred the Commissioners to Appendix B, the October Executive Committee meeting summary, which outlines the decision to terminate the counsel and hire new counsel to represent the Commission in the lease negotiations. With new counsel, the review of the lease has been expedited and focus will now be on the technical aspects of the lease, securing a turnaround of the lease from the landlord including a work letter that will enable the Commission to determine its buildout costs.

5. Director's Report (EPA Progress Reports, Appendix F and G

Ms. Powers provided an update on the following projects

a. Project and Updates:

- Long Island Sound Monitoring

The Commission completed its weekly Long Island Sound summer surveys on September 11th, 2019. Long Island Sound monitoring is continuing with the Commission performing monthly runs in Long Island Sound from October through May.

- 2019 Joint Season Summary (with CTDEEP)

The Commission is once again working with CTDEEP to incorporate its data into a joint season summary with CTDEEP.

- Unified Water Study

The Commission's monitoring in Manhasset Bay and Little Neck Bay in support of the Unified Water Study (a study of 39 LIS embayments) wrapped up at the end of October, 2019. Analyses on chlorophyll a and nutrient samples collected from study groups will continue throughout the winter.

- Coordinated Volunteer Pathogen Monitoring Program

The Commission wrapped up its third season coordinating a volunteer pathogen monitoring program in the shared waters in October. This season, participants included Fresh Kills Park Alliance, which participated in the program for the third year, and the Lower Raritan Watershed Partnership, new to the program this year. The program has received some fairly positive press coverage and staff will be presenting an overview of the program as well as some results from the 2019 season at the NY-NJ Harbor & Estuary Program Management Committee meeting on December 12th, 2019 week.

- Federal Urban Waters Partnership (USGS)

The Commission completed performing analyses on *Enterococcus* and *E. coli* samples collected by USGS from six surveys between June 2019 and October 2019. These analyses were supported with approximately \$5,000 of funding provided to the Commission by USGS, as part of its participation with the Federal Urban Waters Partnership grant program. Some additional analyses were performed on samples collected from the Harlem River.

- Industrial Inspections

The slate of inspections of planned for FY 19 in Connecticut were completed as of September 23rd, 2019. Inspections of facilities prioritized for FY20 have begun, with staff performing inspections at municipal water pollution control facilities.

b. Other meetings and project/grant updates

- Continuous Monitoring Subcommittee meeting with NY-NJ Harbor and Estuary Program

IEC has partnered with the NY-NJ Harbor & Estuary Program to form a Continuous Monitoring Subcommittee which consists of members of the IEC Shared Waterway Monitoring Workgroup and the NY-NJ HEP Water Quality Workgroup. The subcommittee is focused on strategically coordinating and expanding continuous monitoring in the shared waterways of the IED.

- NYSDEC meeting

Ms. Powers, Commissioner DeGaetano, Commissioner Myers and Robert Elburn participated in a meeting with NYSDEC Division of Water staff to discuss NYSDEC comments on IEC FFY20 106 draft workplan.

- Partner Management and Workgroup Meetings

IEC continues to participate on Management and Workgroup meetings of partner organizations. Ms. Powers presented IEC's Long Island Sound Monitoring program at the November 15th LISS STAC meeting, which included presentation from all the major monitoring groups that perform monitoring on the Sound.

- Other meetings

c. Staffing

As mentioned during the funding and budget update discussion, IEC remains under-staffed. Although there are vacant positions that have been budgeted for, it may be preferable to fill these positions with interns for the interim. This would have two benefits: First, it would enable the Commission to move, or at least determine a location and timeline for the move, before taking on additional full-time staff. The Commission has limited room available at its current facility for additional staff. Second, it enables the Commission to vet interns and possibly offer them full-time positions in the future if their capabilities match the Commission's needs and the resources are available.

6. Old Business

a. Commissioner vacancies

The Commission has two vacant positions for New Jersey members. Ms. Powers and IEC's New Jersey representative continue to communicate with the New Jersey Governor's Authorities Unit on status of nominations.

b. Town of Hempstead Laboratory

The Town of Hempstead continues to express interest in partnering with IEC in some capacity to operate its laboratory in Point Lookout, New York. Although the partnership, which is being promoted as a Mid-Atlantic Coastal Consortium with many potential state, interstate, local and academic partners, is an attractive opportunity, it is still unclear what the organizational structure of the partnership would look like. The laboratory clearly is very interested in gaining NYSDOH Environmental Laboratory Approval Program certification in order for NYSDEC to use,

and Ms. Powers has offered guidance on how to begin that process to David Berg and Tara Schneider-Moran of the Town of Hempstead Department of Conservation and Waterways.

7. New Business

8. Upcoming Meetings

January Executive Committee Call (TBD)
February Executive Committee Call (TBD)
Wednesday, March 4th, 2020
Wednesday, June 3rd, 2020
Wednesday, September 2nd, 2020

9. Adjourn

APPENDICES:

A- September 4th 2019 Quarterly Meeting Minutes
B- October 2019 Executive Committee Call Summary
C- Balance Sheet
D- Profit and Loss Statement
E- Open Grants Sheet
F- EPA 106 Progress Report
G- EPA LIS Progress Report
H- IEC EPA §106 FFY20 Workplan