



**Minutes  
Quarterly Meeting  
Wednesday, December 5th, 2018  
10:00 am**

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

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1. Call to order and Roll Call

Commissioners Present-Bruce Friedman (NJ via phone), Bob Elburn (NY via phone), Patricia Sesto (CT), Judy Baron (NY, via phone), John Scagnelli (NJ, via phone), Rose Trentman (NY, via phone), Pamela Scully (CT, via phone), David Wrinn (CT, via phone), Loel Muetter (NJ, via phone), Denise Ruzicka (CT, via phone), John Atkin (CT, via phone), Jill Lipoti (NJ).

Others in Attendance: Evelyn Powers (IEC), Lauren Nathan La-Russo (NJ GAU, via phone), Phil DeGaetano (NY-NJ HEP WQWG chair, via phone)

A quorum was present and the meeting was called to order at approximately 10:08am.

2. Approval of minutes from the September 5th, 2018 Quarterly meeting (Appendix A)

A motion was duly made and seconded to approve the minutes from the September 5<sup>th</sup>, 2018 quarterly Commission meeting. With no one opposed, the minutes were approved unanimously.

3. Transition from NEIWPC

Milestones:

- a. Approval of FY18 CWA Section 106 workplan
- b. Staff Transition, payroll company
- c. FFY19 CWA 106 Grant Application submitted (\$735,000)
- d. Insurance policies in place

Next Steps

- a. Bookkeeping/Accounting services

Five firms were contacted. Two declined to work with us. Two did not respond. A motion was duly made and seconded to go forward with accounting proposal from MBSATA to provide accounting services at \$100/hour for approximately 8-10 hours a month.

- b. Employee Handbook approval

Pending any revisions that may be necessary as a result of a legal review, the handbook was approved as draft. John Scagnelli agreed to review the employee handbook and provide comments within two weeks.

c. Commissioner briefing booklet

Briefing booklet. The Commissioner briefing booklet was an FY17 deliverable was completed as draft and will be an evolving document. Comments included developing a “binder” rather than booklet, enabling an easier update of only those items that change readily, rather than the entire booklet, with one year minutes included.

d. Bylaws Committee /Bylaws review

Commissioner Baron, Bylaws Committee Chair, indicated that the committee needs to do more work. Commissioner Atkin joined Bylaws Committee. A conference call will be set up for January. Evelyn Powers will review example bylaws from similar organizations, and bullet or highlight things to consider for incorporation into IEC’s bylaws.

4. IEC Finances and Current Grant Funds Update

a. Treasurer’s Report on IEC Finances (Appendix C).

A motion, duly made and seconded to approve the Treasurer’s report was approved. Commissioner Atkin and Evelyn Powers will work on more detailed Treasurer’s reports as the accountant comes on board.

b. FFY18 consolidated budget report (Appendix D)

Ms. Powers reviewed the FFY18 consolidated budget report, which reflects the complete drawdown of the FFY17 106 grant, which was administered by NEIWPC and closed 9/30/2018. All other grant funds transferred to IEC.

c. FFY19 IEC Budget (consolidated open grants)

Ms. Powers reviewed the FFY19 Budget, which represents the consolidated grant funds available to IEC. Pamela Scully asked why state contributions are not included in the financials. Ms. Powers explained that state contributions are not currently used towards operating expenses.

d. Western Long Island Sound (LISS) FY19 Base and Enhancement Funding (submitted November 28th)

In addition to IEC’s FY19 LISS Base funding request of \$181,190, funding to procure a Total Organic Carbon (TOC) analyzer (approximately \$40,000) was requested as an LISS enhancement fund request. Chair Lipoti asked if TOC would enable more work and partners. Ms. Powers indicated, yes, potentially. Justification for requesting LISS to fund this using enhancement funding was based on fact that currently, we only perform carbon analyses on LISS samples and we subcontract the samples as we do not have the equipment to do the analysis. The nutrient analyzer procured in 2015 was procured using special monitoring initiative funds (106), but we needed to combine two years of special monitoring initiative funds to do so. Commissioner Sesto asked if the TOC analyzer is something we should consider procuring through IEC funds. Ms. Powers indicated that would be the last resort. If LISS does not fund as an enhancement, and the demand is high enough (e.g. multiple states, multiple partners ask for IEC to develop capability to analyze TOC) then special monitoring funds could be used. IEC is developing a monitoring strategy as part of FY18 106 grant that will help inform how monitoring funds should be utilized. FY18 and FY19 (not yet approved) workplans do

include equipment for developing capabilities to analyze for additional parameters, such as cyanotoxins to assess HABs, and continuous DO, as per TAC and state input.

e. Unified Water Study funding

IEC completed its UWS monitoring in October, which included monitoring in Little Neck Bay and Manhasset Bay as well as performing chlorophyll a analyses on sample filters submitted to the laboratory by study participant groups. Ms. Powers recently had a conversation with Peter Linderoth with Save the Sound, where he indicated they would like to use IEC laboratory for Tier II nutrient parameters and all chlorophyll samples in 2019. Commissioner Sesto asked other than providing data, how does our involvement with UWS influence policy. Ms. Powers replied that the data collected through the UWS, as well as LISS data, is being used Nitrogen Reduction Strategy, LINAP, report cards, etc. UWS collects data using uniform procedures outlined in EPA-approved QAPPs. Part of the desire to contract with IEC's laboratory was so that the data would be generated by an ELAP-certified laboratory using EPA-approved methods and therefore accepted by NYSDEC.

5. Director's Report

IEC is producing a combined report with CTDEEP on the 2018 monitoring season which is in production. EPA region 2 has been very responsive and efficient with QAPP approvals. IEC submitted four QAPPs for approval since the transition and EPA has approved all of them within 30 days. Inspections of Connecticut wastewater treatment plants are in progress and the LISS December monthly run is scheduled for 12/6.

a. Other meetings and project/grant updates

IEC continues to participate in partner workgroups and committees, including the HEP Management Committee, LISS Management Committee, HEP Water Quality Workgroup and LISS Water Quality Workgroup.

b. IEC Website

To increase transparency, Chair Lipoti suggested that meeting schedules, minutes, agendas, and comment letters be posted on the website. Ms. Powers indicated this should be easy to do and will work with the website contractor to update the website.

c. Staffing

Jessica Haley re-joined IEC in October (10/22/2018) to back-fill one Environmental Analyst position, and Brett Dunkley was hired as of 12/3/2018 to fill the second open Environmental Analyst position.

g. Long Island Water Quality Monitoring (South Shore Nassau County) RFQ.

IEC submitted a proposal in response to an RFQ released by the Long Island Regional Planning Council in July to perform monitoring in the western bays of the South Shore Estuary. IEC was not selected as the contractor for the initial phase of the monitoring. The selected proposal was submitted by jointly by Hofstra University and the Town of Hempstead, a local partnership. However, LIRPC indicated that the IEC proposal was strong proposal, which well-documented the IEC's capabilities, and as LIRPC anticipate expanding the program in subsequent years, they will likely need increased capacity and will reach out to IEC.

6. BioBat Laboratory/Office Space Proposal

A presentation of the proposed new laboratory and office space outlined the need for a new space for IEC's office and laboratory headquarters. Facilities at the College of Staten Island are growing increasingly tight, with no additional space available and some consistent operational issues including insufficient heat, hot water and vacuum supply. In order to grow, increase capabilities, add additional equipment, and increase staff, the Commission needs new space in the near future. BioBat is facility being developed in stages at the Brooklyn Army Terminal by the NYC Economic Development Corporation (NYCEDC). They are currently completing basework and partitioning of 16,000 square feet on the second floor of the facility. A motion was duly made and seconded to move forward with exchanging non-binding proposals with BioBat, examine how operating costs and rent increase (approximately \$90,000) will impact budget, including indirect (overhead) rate.

7. Old Business

None.

8. New Business

EPA is soliciting comments on a draft Nitrogen Endpoint Memorandum, which is a deliverable as part of EPA's Nitrogen Reduction Strategy. The memo outlines a range of protective nitrogen endpoints. Comments are being sought through 12/14. Ms. Powers will send the link to the document.

9. Executive Session

The Executive Session was postponed.

10. Upcoming Meetings

January Executive Committee Call-Date TBD  
February Executive Committee Call-Date TBD  
Wednesday, March 6<sup>th</sup>, 2019  
Wednesday, June 5<sup>th</sup>, 2019  
Wednesday, September 4<sup>th</sup>, 2019  
Wednesday, December 4<sup>th</sup>, 2019

11. Adjourn

The meeting was adjourned at approximately 11:50am.

Respectively Submitted,  
Evelyn Powers  
IEC Executive Director

APPENDICES:

A- September 5th 2018 Meeting Minutes

B-Employee Handbook August 2018

C-Treasurer's Report of IEC finances (August 1<sup>st</sup> 2018-October 31<sup>st</sup>, 2018)

D- FFY18 consolidated budget report

E- FFY19 budget (consolidated report of open grants)

F- FFY18 Fourth Quarter Report of Grant Activities

G-BioBat Laboratory Space Proposal