

**MINUTES OF THE
INTERSTATE ENVIRONMENTAL COMMISSION**

Annual Meeting

Wednesday, March 7th, 2018

1. Roll Call and Call to Order:

Due to inclement weather, the meeting was held via conference call

Commissioners in Attendance:

New Jersey:

Judith Baron

Robert Elburn (NYSDEC)

Rose Trentman

New Jersey:

Jill Lipoti (Chair)

John Scagnelli

Bruce Friedman (NJDEP)

Connecticut:

Patricia Sesto

Denise Ruzicka

John Atkin

Pamela Scully

Others in attendance:

Evelyn Powers (NEIWPC-IEC)

Lauren La Russo (NJ Governor's Authority Unit)

Philip DeGaetano

2. Approval of minutes from the December 6th, 2017 Quarterly meeting (Appendix A)

A motion was duly made by Commissioner Baron, and seconded by Commissioner Trentman to approve the minutes of the December 6th, 2017 quarterly meeting. With no one opposed, the minutes were unanimously approved.

3. Election of Officers

A motion was duly made by Commissioner Sesto and seconded by Pamela Scully to confirm Jill Lipoti, who was effectively elected in the September 2017 meeting, as Chair. With no one opposed, the election was confirmed. IEC bylaws state that the executive committee should consist of one appointed "citizen" commissioner and one statutory commissioner from each

state. With Jill Lipoti elected as Chair, New Jersey's vice chair needs to be a statutory representative from either the NJDEP or NJDOH. Bruce Friedman (NJDEP) said he would be honored to serve but needed to defer until he received approval from upper management. Jill Lipoti requested that John Scagnelli continue to serve as vice-chair from New Jersey until such time as a statutory representative could be nominated and elected. Commissioner Scagnelli indicated he would be happy to continue to serve and no one opposed. Commissioner Sesto suggested that elections of Vice-Chairs and Executive Committee be postponed until Commissioner appointments at the statutory level were confirmed. Commissioner Baron suggested that the election for New York Executive Committee members go ahead. Commissioner Baron nominated Robert Elburn as vice-chair from New York. Commissioner Trentman and John Scagnelli seconded the motion. With no one opposed, Robert Elburn was elected vice chair from New York. Commissioner Sesto then nominated Judith Baron, as an appointed Commissioner, to serve on the Executive Committee from New York. The motion was seconded by Commissioner Trentman. With no one opposed, Judith Baron was elected as an Executive Committee member from New York.

At the conclusion of the elections, Evelyn Powers asked to read a resolution honoring and recognizing Patricia Sesto's service to the Commission as Chair for the past five years. The resolution (Appendix E) was read. Many Commissioners relayed their thanks, appreciation and regard for Commissioner Sesto. Commissioner Atkin made a motion that the resolution be adopted, which was seconded by Commissioner Baron. With no one opposed, the resolution was adopted, is included with the meeting minutes as Appendix E, and a duly signed and dated copy will be presented to Patricia Sesto at the next in-person meeting.

4. IEC Finances

a. Treasurer's Report (Appendix B)

A motion was duly made and seconded to receive and file the Treasurer's Report for the period of November 1st, 2017 through January 31st, 2018 (Appendix B). With no one opposed, the Treasurer's Report was received and will be filed.

b. State Appropriations Update

IEC continues to pursue increases in State appropriations. The goal is for state appropriations to total or exceed \$214,051—the non-federal match required to apply for and receive CWA Section 106 funding. New York-New York State's Executive Budget for SFY18-19 appropriated \$41,600 to IEC. Ms. Powers did forward a letter requesting an increase in the appropriation to \$96,323 (45% of required match, in accordance with compact structure) in the 30-day amendments to the Executive Budget. In addition, Ms. Powers reported she did testify at the NYS Joint Legislative Hearing on Environmental Conservation in Albany on February 27th 2018 in addition to reaching out to legislators—primarily Staten Island legislators—to inform them about the work of IEC in their districts. Commissioner Baron has also reached out to legislators in IEC's district.

New Jersey- The IEC appropriation from New Jersey for SFY17-18 was received. With the Gubernatorial transition in New Jersey, IEC is hopeful that there is the possibility of an appropriation increase. Acting Commissioner McCabe selected Debbie Mans, NJ Baykeeper

Executive Director, as Deputy Commissioner of NJDEP. NJ Baykeeper has been a partner of IEC's on projects, IEC recently submitted a joint grant proposal with Baykeeper, and Debbie Mans attended IEC TAC meetings in the past. Lauren Nathan LaRusso, who was assigned as IEC's representative in Governor's Authorities Unit for New Jersey, has been very helpful in relaying information and making sure requests get to the right people. Commissioner Scagnelli also indicated that he was hopeful that IEC and the laboratory would be seen by NJDEP as an important resource, and the changes in NJDEP with the Gubernatorial transition will be positive for IEC and its relationship with New Jersey and NJDEP.

Connecticut- Denise Ruzicka appreciated the acknowledgement that Connecticut has, historically, contributed above the statutory minimum, but indicated that it continues to be a tough fiscal time in Connecticut

6. Director's Report

a. FFY 18 First Quarter Report of Grant Activities (Appendix C)

Ms. Powers referred to the FFY 18 First Quarter Report of Grant Activities (Appendix C) for detailed explanations of the activities completed from October 1, 2017 through December 30th, 2017.

b. Update on Historical WLIS Hypoxia Data Synthesis Project

c. Project Highlights and Updates:

- 2017 western LIS Hypoxia Season Summary

The 2017 western LIS Hypoxia Season Summary was prepared jointly with CTDEEP and was distributed to the Commissioners. The report has also been posted on the Commission's website.

- WLIS Data Synthesis and Analysis

The data synthesis and analysis project on IEC's 27 years of WLIS data is wrapping up. The contractor completed a draft report, which Ms. Powers is reviewing. The scope of work includes a presentation of the database and report, which will likely occur at the next IEC TAC meeting.

- NYWEA Presentation on Coordinated Pathogen Volunteer Monitoring Program

Jessica Bonamusa, IEC environmental analyst gave a presentation at NYWEA's annual meeting in NYC in February on IEC's Coordinated Pathogen Monitoring Program. Ms. Powers ran met the newly-elected President of NYWEA while in Albany for the Joint Legislative Budget Hearing who recalled the presentation and mentioned that the presentation was very well received. Ms. Powers said that it is important that IEC's staff continues to submit abstracts and participate in regional meetings to the extent the schedule and resources allow to market the Commission's resources and inform partners on our projects and capabilities.

- FY18 Inspections Update

IEC continues to perform compliance inspections at water pollution control facilities and industrial facilities, primarily in Connecticut. IEC has completed seven municipal inspections and two industrial inspections in FFY 18. Ms. Powers completed the NYSDOH ELAP certification renewal application and finalized the corrective action report for the NJDEP OQA audit, including updated chlorophyll a and dissolved oxygen SOPs. The NJDEP OQA laboratory certification renewal is due by the end of March. IEC staff also

completed a NYSDOH ELAP non-potable water chemistry proficiency test and submitted the results to NYSDOH.

d. Other meetings and project/grant updates

- Partner Management and Workgroup Meetings
IEC continues to participate in partner workgroup meeting and committees, including the NY-NJ Harbor and Estuary Program (HEP) and the Long Island Sound Study (LISS). Ms. Powers presented an updated matrix of regional monitoring programs which IEC developed in conjunction with its Shared Waterways Monitoring Workgroup members at a meeting of HEP's water quality workgroup in January. The regional monitoring program matrix will be used to help inform HEP's development of a monitoring plan by HEP. IEC also participated in the LISS I-Team meeting (3/7-today), the LISS Science and Technical Advisory Committee (2/23/18), the New Jersey Water Monitoring Council (1/24/2018) and participated in the Unified Water Study Technical Advisory Committee meetings.
- Technical Advisory Committee Meeting April 2018
Ms. Powers is working with EPA Region 2 to secure space and dates for the next IEC TAC, which will be held in April. The TAC meeting will include a presentation by Industrial Economics, the contractor for IEC's WLIS data synthesis and analysis project and also discuss the process of developing the FY19 106 workplan.
- EPA Region 2 Citizen Science Workgroup Meeting (AT IEC) March 28th
EPA Region 2 Citizen Science Workgroup, which is coordinated by EPA Region 2's laboratory in Edison, NJ, is planning to hold its next meeting at IEC's laboratory on March 28th.

e. Update and Discussion on Website Re-design

- Schedule
The Commission's website redesign is continuing on schedule with a launch scheduled by the end of July 2018.
- Commissioner and stakeholder input
The contractor, Acuta Digital, Inc., put together a survey to receive stakeholder input from Commissioners and staff. There was good response from the survey. Ms. Powers is currently working with the contractor on the sitemap. The goal of the website redesign is to produce a website for IEC which is modern, current, less stagnant, with more opportunity for people to engage with IEC and readily access information such as data.
- Logo
IEC's logo has also been re-designed based on Commissioner and staff input.

7. Grants, Funding

a. FFY18 consolidated budget report (Appendices D)

Ms. Powers referred to presented an overview of the Commission's FY18 consolidated budget report. At the end of December 2017, IEC had \$1.2 million in available or pending grant funds, including approximately \$560,000 in FY17 106 funds available. In addition, IEC has applied for or plans to apply for the following funding opportunities:

- b. Western Long Island Sound (LISS) budget request for 2018 Base Funding (submitted January 31st)
 - \$89,395
- c. LISS FY18 Enhancement Funding Request (submitted January 31st)
 - \$69,739
- d. Five Star and Urban Waters Restoration Program Grant Submitted (submitted January 31st)
 - \$49,533
- e. Unified Water Study Funding Request submitted (submitted February 16th)
 - \$34,312 (for two embayments)
- f. EPA Environmental Education RFP submission pending (due March 15th)
 - Up to \$100,000

8. Transition to Independence

Milestones: The following are milestones and updates to milestones which were reported at the meeting:

- 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 (9/30/2018).
Ms. Powers has a meeting scheduled with NEIWPC in Lowell to review financials to assess the staff transition date.
- f. Approval of FY18 CWA Section 106 workplan and partial award.
EPA Regions 2 approved IEC FY18 workplan in January 2018 and sent an email indicating \$222,000 of the award was being made available to IEC as the federal FY18 budget was not final.
- g. Quality Management Plan Approved by EPA Regions 1 and 2

Next Steps:

- a. Identify FFY19 CWA 106 Grant Match:
Ms. Powers will be working with the states to discuss the FY19 workplan
- b. Commissioner briefing book:
The Commissioner briefing book is one of the few outstanding items in IEC's FY17 106 workplan
- c. Employee handbook and Administrative SOPs:
The IEC employee manual and administrative SOPs need to be updated prior to transition. As suggested by Commissioner Scagnelli, IEC's prior employee manual will be used as a template for revising the employee manual.
- d. Payroll company (ADP)
- e. Part-time bookkeeper
- f. Insurance

9. Old Business

a. Commissioner vacancies

Commissioner Lipoti has been reaching out to potential candidates and following up with those candidates that expressed an interest in serving as IEC Commissioner. Ms. Powers continues to communicate with Venetia Lannon, NYS Deputy Secretary for the Environment to urge candidates to fill NYS vacancies be forwarded to the Senate.

10. New Business

No new business was discussed.

11. Upcoming Meetings

Wednesday, June 6th, 2018

Wednesday, September 5th, 2018

Wednesday, December 5th, 2018

13. Adjourn

Commissioner Sesto made a motion to adjourn, which was seconded by Commissioner Baron. With no one opposed, the meeting was adjourned at approximately 11:45am

Respectfully Submitted,

Evelyn Powers
Executive Director

APPENDICES:

A- December 6th, 2017 Meeting Minutes

B- Treasurer's Report of IEC finances (November 1st 2017-January 31st 2018)

C- FY 18 First Quarter Report of Grant Activities

D- FFY18 consolidated budget report

E- Resolution Recognizing the Service of Patricia Sesto as Chair of IEC