



**Peconic Estuary Partnership  
Management Committee Meeting Summary**

January 13<sup>th</sup>, 2021, 10:00 am – 12:30 pm  
Zoom Conference Call

Attendees: Joyce Novak (PEP), Elizabeth Hornstein (PEP), Lauren Scheer (PEP/CCE), Sarah Schaefer (PEP), Dawn McReynolds (NYSDEC MC Rep), Kevin McDonald (TNC/CAC Chair and MC Rep), Matt Sclafani (CCE/ TAC Chair and MC Rep), Richard Friesner (NEIWPCC MC Rep), Emma Gildesgame (NEIWPCC), Shane Nelson (USEPA Acting MC Chair), Aimee Boucher (USEPA), Scott Russel (Town of Southold/ Local Government PC Rep) , Peter Brandt (USEPA), Robert Nyman (USEPA), Holly Sanford (PLT), Al Krupski (SC Legislator District 1), Gwynn Schroeder (SC Legislator Al Krupski's office), Theresa Masin (Town of Southampton), Ken Zegel (SCDHS MC Rep), Patricia Aitken (PE Protection Committee), Lauren McGrath (LI Farm Bureau), John Bouvier (Southampton Town Councilmember/Local Government MC Rep), Irene Donohue (SC Legislator Bridget Fleming's office), Kim Shaw (Town of East Hampton), Peter Topping (Peconic Baykeeper), Rebecca Shuford (NY Sea Grant), Dean Paul Shepson (SUNY Stony Brook University), Scott Curatolo Wageman (CCE), Chris Gobler (SUNY Stony Brook University), Joseph McLoughlin, Michael Collins (Town of Southold)

1. Welcome and Introduction- **Shane Nelson** (USEPA)

- Shane Nelson is filling in for Aisha Sexton-Sims (MC Chair) today. Shane is the Acting Section Chief for the New York Watershed Management Section, USEPA Region 2 as Aisha is working on a 90-day developmental detail in the USEPA's State Revolving Fund section.
- Management Committee Voting Member Role Call was conducted.

1. Discussion and Approval of [Meeting Minutes from October 14th 2020 MC meeting](#) – **Shane Nelson**

- The meeting summary from October 14<sup>th</sup> was approved by the MC.

2. Host Entity Presentation- **Robert Nyman**

- At the recommendation of the Management Committee and the Policy Committee the USEPA began the process of identifying PEP program host options last year. The USEPA received nine host entity nominations submitted from the Management Committee members- (The Research Foundation of SUNY Stony Brook University, SUNY Stony Brook School of Marine and Atmospheric Sciences (SoMAS), Hofstra University, NEIWPCC, Peconic Baykeeper, Group for the East End, Cornell Cooperative Extension, Seatuck Environmental Association, and the Long Island Aquarium). USEPA sent a Request for Statement of Interest (SOI) to the nine potential hosts. The answers to any questions that were asked by any entity about the SOI were passed along to all nine entities. Two entities

submitted proposals on the due date- November 6<sup>th</sup>, 2020. The Research Foundation at SUNY Stony Brook (SUNY RF) and NEIWPCC.

- The USEPA thoroughly reviewed both proposals. Both entities were invited to participate in online interviews with a uniform set of questions. The Policy Committee was invited to participate in the online interviews.
- Based on the proposals that were submitted, the online interviews, and Policy Committee input, the USEPA selected SUNY RF.
- USEPA intends to assist with the transition, the process will take time.
- USEPA has met with the Grants and Audits Management Branch and will start discussions with NEIWPCC regarding the existing USEPA Section §320 grant funds awarded to NEIWPCC.
- NEIWPCC/PEP staff plan to meet with NEIWPCC Human Resources next week to discuss the transition and personnel matters.
- A portion of the FY21 USEPA grant workplan and budget will be submitted by SUNY RF and a USEPA award will be made to SUNY RF by October 1, 2021.
- There is flexibility on what existing USEPA Section §320 grant funds and when the funds with NEIWPCC can be transferred to SUNY RF. The USEPA is limited to transferring the funds from NEIWPCC to SUNY RF one time.
- Dean Paul Shepson of SUNY Stony Brook School of Marine and Atmospheric Sciences (SoMAS) and Chris Gobler of SUNY Stony Brook, who submitted the SUNY RF proposal, introduced themselves on the call.

### 3. PEP Project Updates – PEP Program Office- **Sarah Schafer** (PEP Program Coordinator)

- PEP distributed the [PEP January Program Update](#) with the meeting materials. Sarah presented a review of the status for all of PEP ongoing projects and new projects. Updates not included in the table are listed below:
  - A training workshop for the Critical Lands Protection Strategy and Climate Ready Assessment Tool will be held on January 27<sup>th</sup>, 2021.
  - PEP Water Quality Monitoring Collaborative meeting will be held on January 29<sup>th</sup>, 2021.
  - PEP and Suffolk County Department of Parks, Recreation and Conservation were awarded a grant from the Southampton Town Community Preservation Fund WQIP grant opportunity for the Woodhull Dam Fish Passage construction project.
  - An advertisement for the post-doctoral position for the Peconic Estuary Ecosystem Study has been advertised, applications are due April 4<sup>th</sup>, 2021: Stony Brook Postdoctoral announcement:  
[https://stonybrook.taleo.net/careersection/2/jobdetail.ftl?job=2002687&tz=GMT-05%3A00&tzname=America%2FNew\\_York](https://stonybrook.taleo.net/careersection/2/jobdetail.ftl?job=2002687&tz=GMT-05%3A00&tzname=America%2FNew_York)
- Matt Sclafani, PEP Technical Advisory Committee (TAC) Chair, provided a detailed update on the PEP Water Quality Monitoring Strategy, PEP Water Quality Monitoring Collaborative and PEP USGS Solute Transport Model, and PEP Scallop Technical Review Committee.
- Ken Zegel stated the Suffolk County Subwatersheds Wastewater Plan is starting to develop the Long-term Monitoring Plan for this effort and will be developing a central Long Island-wide water quality monitoring database. Efforts are going to be happening in parallel to PEP's Water Quality Monitoring Collaborative efforts. The final Suffolk County Subwatersheds Wastewater Plan was published on the County website in September 2020

and was approved as a NYSDEC 9 Elements Watershed Plan. The shapefiles are available upon request. An interim Monitoring Report will be developed in summer 2021.

- Kevin McDonald, PEP Citizens' Advisory Committee (CAC) Chair, suggested PEP and Ken Zegel develop a narrative about the Subwatersheds Wastewater Plan with management implications for the Peconic Estuary watershed to provide a tool for the local governments to take action and make specific wastewater policy change. The County has used the information from the Subwatersheds Wastewater Plan to make wastewater policy changes. Kevin also suggested that the PEP consider including language in public education and communication about the risks associated with consuming drinking water that has concentrations of nitrate higher than 3-5 mg/L (USEPA, under the authority of the Safe Drinking Water Act (SDWA), has set the Maximum Contaminant Level Goal (MCLG) for total nitrate/nitrite at 10.0 mg/L). Joyce responded that this could be a topic that the PEP Water Quality Monitoring Collaborative reviews to bring to the TAC.
- Lauren Scheer, PEP Education and Outreach Coordinator, provided an overview of the achievements of the PEP CAC. Average attendance at meetings has tripled since 2018. The 2020 Virtual CAC meeting topics included: Long Island Native Plant Workshop, Diamond-back Terrapin Workshop, Suffolk County Septic Improvement Program Workshop, and Estuary Day Workshop. The PEP Conference will be held on April 14<sup>th</sup>-16<sup>th</sup>, 2021. The PEP Education and Outreach Program will also focus on the Wildlife Monitoring Network this year.

#### 4. PEP Workplan and Budget discussions- **Joyce Novak**

- The Draft PEP FFY21 Budget and Budget Detail document (attached) was presented and discussed.
  - The PEP FFY21 Budget is awarded October 1, 2021.
  - The PEP will be changing hosts from NEIWPC to SUNY RF over the year. As a result, there are still unknown details and the proposed Draft PEP FFY21 Budget is subject to change. The PEP Program Office will remain at the Suffolk County Department of Health Services in Riverhead.
  - The Draft PEP FFY21 Budget is being presented for review by the PEP Management Committee, the PEP Management Committee will be asked to review and approve a final Draft PEP FFY21 Budget at the April Management Committee meeting when details are more finalized.
  - The PEP Management Committee bi-weekly conference calls can be used to discuss the budget details and host transition process.
  - The Program Office is continuing to work with the East End towns to make the Community Preservation Funds (CPF) available to the PEP. Joyce has been working with the Town of Southampton on determining the correct mechanism to allow the CPF to be used by PEP. Funds from CPF would be allocated according to a PEP Management Conference approved workplan, potentially as a section of the USEPA Section §320 Fund Workplan. Annual reporting and accounting on expenditures on CPF projects would be provided to East End Towns.
  - John Bouvier stated the Town of Southampton is agreeable to providing the portion of the CPF allowable to the PEP now that the host transition is in progress.
- The [Draft PEP FFY21 PEP Workplan](#) was circulated prior to the meeting.

#### 5. PEP Finance Plan discussion- **Joyce Novak**

- The [Draft PEP Finance Plan](#) was circulated prior to the meeting and discussed.
- Joyce presented a [power point presentation](#) to provide an overview of the document.
- Objectives of the Finance Plan:
  - Fulfills a requirement as part of the CCMP
    1. NOT a Business Plan
    2. NOT meant to chronicle all projects and funds that have contributed to PEP or dollars leveraged
    3. NOT meant to calculate the total financial needs of PEP over a ten year timeframe
    4. IS a Guidance Document outlining and rating existing and potential funding sources in order for PEP to achieve the actions outlined in the CCMP
      - Reviews current organizational structures and other potential barriers to funding expansion
      - Makes recommendations for new organizational and committee based changes to achieve funding
  - Required/Key elements outlined by EPA
    1. Identify Organizational and Program Priorities for Funding (short and long-term needs),
    2. Identify Current Funding Options
    3. Evaluate Existing and New Funding Opportunities, and
    4. Develop Actions to Pursue the Most Promising Funding Options with an Indicated Timeframe.
  - Follows EPA Funding Guidance 2020-2024
  - Follows EPA recommendations from 2012 and 2017 Program Evaluations
- Further detail on the organizational and program priorities for funding, evaluation of existing and new funding opportunities, and actions to achieve the priorities are included in the linked power point presentation.
- Joyce requested that members of the Management Committee volunteer to be part of a small group to further develop of the Finance Plan and move the actions forward.
- Joyce will send out an email with the Finance Plan power point and ask the Management Committee to volunteer their time to a subset of the Management Committee to work on the Finance Plan. Kevin McDonald stated he would be part of the group.

## 6. Public Comments

- Joyce announced that Suffolk County was awarded a National Estuary Program Coastal Watersheds Grant- \$250,000. This project proposes a regional collaboration between the Suffolk County Department of Health Services, the Stony Brook University Center for Clean Water Technology, the Town of Charlestown, Rhode Island, the University of Rhode Island's Laboratory of Soil Ecology and Microbiology and the New England On-site Wastewater Training Program. The project will be conducted in part of the Long Island Sound Study watershed, the Narragansett Bay watershed, and the Peconic Estuary watershed and will involve evaluating Layered Soil Treatment Area Septic Systems.
- The PEP Conference will be held on the date of the original April Management Committee meeting (April 14<sup>th</sup>, 2021). PEP proposes the April Management Committee meeting be held on April 21<sup>st</sup>, 2021.

## 7. Adjourn

DRAFT PEP FFY 2021 Budget for January 13th MC Meeting											
		EPA §320 Grant Request		ULO				Partner Contributions			
Description	Cost	Suffolk County EPA §320 Grant Request	Stony Brook EPA §320 Grant Request	NEIWPCC EPA §320 ULO to be used	NEIWPCC ULO EPA §320 funds (as of 10/7/20)	Suffolk County ULO EPA §320 funds	NYSDEC ULO (PEP EPF) (anticipated)	NYS DEC (PEP EPF)	Suffolk County Personnel Capital	USGS Cost Share	CPF
<b>Program Office</b>											
Program Director	\$120,000		\$100,000	\$20,000							
NY State Coordinator	\$80,000		\$71,000	\$9,000							
Program Coordinator	\$80,000		\$71,000	\$9,000							
Fringe (42%)	\$117,600		\$101,640	\$15,960							
<b>TOTAL</b>	<b>\$397,600</b>		<b>\$343,640</b>	<b>\$53,960</b>	<b>\$277,441</b>						
Office Supplies	\$0		\$0		\$8,294						
Travel	\$2,500		\$2,500		\$19,628						
Other	\$7,281		\$7,281		\$7,989						
sub-total	\$407,381		\$353,421								
Indirect (26%)	\$105,919		\$63,616	\$42,303	\$69,420						
<b>TOTAL</b>	<b>\$513,300</b>		<b>\$417,037</b>	<b>\$96,263</b>	<b>\$382,772</b>	<b>\$0</b>					
<b>Monitoring</b>											
Water Quality Monitoring - Suffolk County	\$263,233	\$137,463							\$124,870		
SAV Monitoring - Cornell Cooperative Extension	\$30,000	\$30,000									
NADP Monitoring - Wisconsin State	\$10,000	\$10,000									
Water Quality Monitoring - USGS	\$167,371							\$200,000**		\$27,660	
Suffolk County Capital Budget Project (New USGS Monitoring station equipment)	\$150,000								\$150,000		
<b>TOTAL</b>	<b>\$620,604</b>	<b>\$177,463</b>	<b>\$0</b>	<b>\$0</b>				<b>\$200,000**</b>	<b>\$124,870</b>	<b>\$150,000</b>	<b>\$27,660</b>
<b>Contracts</b>											
Homeowner Rewards Program	\$3,500		\$3,500	\$0	\$6,852						
Education & Outreach	\$102,000		\$102,000	\$0							
Meetinghouse Creek (FY18 Design funds)	\$150,000		\$0	\$150,000	\$208,999						
NYS/PEP Project TBD	\$140,000						\$140,000				
<b>TOTAL</b>	<b>\$395,500</b>		<b>\$105,500</b>	<b>\$150,000</b>							
<b>TOTAL</b>	<b>\$1,529,404</b>	<b>\$177,463</b>	<b>\$522,537</b>	<b>\$246,263</b>	<b>\$598,623</b>	<b>\$0</b>	<b>\$140,000</b>	<b>\$200,000**</b>	<b>\$124,870</b>	<b>\$150,000</b>	<b>\$27,660</b>
** NYSDEC (OGL) \$200,000 covers cost of USGS Monitoring and remaining funds will be rolled over to future budget years.											
<b>TOTAL EPA §320 FUNDING REQUEST</b>		<b>\$700,000</b>									
Light blue cell = Stony Brook Request			<b>\$522,537</b>								
Green cell = Suffolk County Request			<b>\$177,463</b>								

PEP FFY 2016-FFY 2020 US EPA §320 Funds Budget Summary					
Tasks	2020 EPA §320 Funds	2019 EPA §320 Funds	2018 EPA §320 Funds	2017 EPA §320 Funds	2016 EPA §320 Funds
<b>Desc.</b>					
Program Office	\$427,380	\$416,720	\$284,300	\$375,000	\$380,000
Monitoring	\$133,120	\$40,000	\$40,000	\$125,000	\$120,000
Education & Outreach	\$102,000	\$102,000	\$102,000	\$100,000	\$100,000
Homeowner Rewards Program	\$0	\$6,000	\$0	\$0	\$0
Additional EPA Assistance	\$0	\$0	\$50,000	\$0	\$0
Implementation Projects TBD		\$35,280	\$173,700	\$0	\$0
<b>Total</b>	<b>\$662,500</b>	<b>\$600,000</b>	<b>\$650,000</b>	<b>\$600,000</b>	<b>\$600,000</b>



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## Budget Detail FFY21

Peconic Estuary Program Management Committee Meeting

January 13<sup>th</sup> 2021

### **Total EPA 320 Grant request for FY21: \$700,000**

On January 5, 2021 Stony Brook University was chosen by EPA and the PEP Policy Committee to be the new host of PEP. As such, the FY21 EPA 320 Grant will be awarded to Stony Brook University and Suffolk County. At this time we do not know the agreed indirect rate for Stony Brook and there are other potential costs which we may be unaware of at this time. For this draft budget the FY21 rate (26%) has been used as a place-holder. Other potential increased and decreased costs are unknown.

### **Suffolk County Grant Request: \$177,463**

- As discussed last year, in FY21 the Unliquidated Obligations (ULOs) held by Suffolk County have run out. As such, PEPs contribution to water quality monitoring in the watershed, as carried out by Suffolk County, is no longer subsidized by ULOs and the portion of the EPA grant going directly to Suffolk County has increased. Additionally, the salaries associated with the positions partially funded with the PEP Grant have increased. This has caused a decrease in funding available from the Stony Brook FY21 Grant request for the program office and other operational and implementation costs. The Suffolk County request includes the following continuing costs:
  - Partial salary boat operator and chemist: \$137,463 (increase of \$77,063 from FY20)
  - SAV Monitoring: \$30,000 (no increase)
  - NADP monitoring: \$10,000 (no increase)

### **Stony Brook Grant Request: \$522,537**

- Program Office:
  - Staff salaries: The budget this year includes the approval of potential salary increases for the PEP Director, PEP Program Coordinator, and PEP State Coordinator to ensure appropriate employment placement within Stony Brook (appropriate salary ranges and 'room for growth'), the continuation of annual cost of living increases, and uncertainty as to the provision of benefits on par with what staff is currently receiving. We have included the current Stony Brook fringe rate of 42% listed separately (in previous years this has been combined with salary). Past NEIWPCC salary information is not accurate and increases and/or decreases is not listed here.
    - Director: \$120,000
    - Program Coordinator: \$80,000
    - State Coordinator: \$80,000
    - Fringe (@42%): \$117,600
    - Travel: \$2,500 (we have \$19,628 in ULO with NEIWPCC)

- Other: \$7,281: Website updates will need to occur and the estimated cost is \$5,000-\$10,000. (We have \$7,989 in ULO with NEIWPCC which is partially slated for the April Conference)
- Indirect: \$105,919: This assumes an 26% indirect. At this time, we do not know this amount.(We have \$69,420 in ULO with NEIWPCC)
- Homeowner Rewards Program: \$3,500: (We have \$6,852 in ULO with NEIWPCC)
- Education and Outreach: \$102,000 continuing same level of service
- NEIWPCC's has approximately \$382,772 in ULOs associated with Program Office costs (FY19) and \$215,851 in contract/project funds associated with Homeowner Rewards and Meetinghouse Creek (FY18 and FY19). The contract for Meetinghouse Creek is in process and \$150,000 has been earmarked for this purpose and will run through FY20 and FY21. These numbers are based on the October 7, 2020 quarterly spreadsheet provided to the program office; more recent numbers will be available when the next quarterly report is forwarded. This does not include FY20 funds.
  - In the Stony Brook request, and due to insufficient funds available from the EPA grant for FY21, we have indicated in the Program office costs which items and for which amount would be drawn from the ULOs currently held by NEIWPCC.
    - Total ULO for Program office: \$96,263
    - Total ULO for Meetinghouse Creek: \$150,000

#### NYSDEC (PEP EPF Funds)

PEP receives \$200,000 annually from the NYSEPF. Currently there is \$140,000 unspent. This number is approximated and will be confirmed in the Spring near the end of the NYS budget cycle.

#### Partner Contributions

Partner Contributions are listed accordingly.