

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
Jan. 27, 2009

Committee Members Present: Fluhr, Roeder, Bowers, Richardson, Wieland, Shafer
Committee Members Absent: Niflot
Partner: Martinez
Staff: Douglass, Soete, Coney, Ramie
Guests: S. Schultz, F. Peckham, D. Keesler

Committee Chairperson Alan Bowers called the meeting to order at 6:36 p.m. A motion by Wieland seconded by Shafer to approve the Dec. 16, 2008 meeting minutes was carried with one abstention. There was no public comment on the agenda.

Election of 2009 Committee Chairperson and Vice-Chairperson: A motion by Wieland seconded by Roeder to nominate Fluhr as Chairperson was carried. Vote held; George J. Fluhr was elected as Committee Chairperson.

A motion by Fluhr seconded by Richardson to nominate Roeder as Vice-Chairperson was carried. Vote held; Harold Roeder Jr. was elected as the Committee Vice-Chairperson.

PR/Fund Raising Specialist's Report: Ramie reviewed her written report that was handed out. Review of dates to hold the annual UDC awards ceremony was discussed, and April 19 was chosen. Vendors will be contacted for availability. Keynote Speaker invitation will be produced and issued. The date of Aug. 2 for the annual UDC family raft trip was selected. River sections will be looked at later. The fiscal year 2008 annual report is at the printers and should be completed for handout at the Feb. 5 UDC meeting. Paperwork for NYS for grant M080103 will be mailed to the state once Douglass has completed the project budget. The town projects have already been approved by the Board. Orientation packets have been issued to the new UDC members. Ramie is participating in the Delaware River Sojourn meetings; staffed the UDC booth at the Jan. 17 Narrowsburg EagleFest and attended the D & H Transportation Heritage Council quarterly meeting in January at Shohola.

Executive Director's Report: Douglass reviewed his written report that was handed out. This report basically covers 2009 project tasks such as annual report, awards ceremony, staff evaluations, TAG program, Delaware River Sojourn, work plans/budget, family raft trip, annual audit, Delaware River Greenway, Government Officials Liaison Subcommittee (GOLS), NPS-UDC Cooperative Agreement, and CARI meetings. Richardson asked that the budget and work plans be reviewed by the committees in June instead of July. Fluhr mentioned that Mike Peifer and Lisa Baker offered to come to the UDC for issues discussions with the GOLS. Douglass handed out material from the recent CARI (Communities Against Regional Interconnect) activities.

Old Business

Update, Employees' Self-Directed Retirement Plan: As a follow-up to past discussion, Coney explained that the staff interviewed another retirement plan broker. Some staff members have decided to transfer their plan to a different vendor which is reflected on the summary of pending bills. There is no additional cost to the Council with this matter and all Council policies remain in effect.

FY2009 federal funding: Martinez explained the situation with the hold-up of partial federal funding to the Council. The Regional office is downsizing and this resulted in warranted personnel doing more with less staff. They were also operating under a congressional continuing resolution so that only partial funding was allowed. If this continuing resolution remains, payments will probably go to a quarterly basis. Martinez noted that Coney and Maciejewski have been doing a great job trying to get the funds disbursed. The Council has about two months worth of operating funds available. Martinez said he will again contact the Regional office on this matter and asked Coney to keep him advised of the Council's financial situation. The committee discussed obtaining a bridge loan to meet payroll if federal funds were not received. The

Council's auditor would be contacted for guidance. Richardson noted that the Council needs to look at outside funding sources beside the federal level.

New Business

Summary of pending bills / financial statements: The committee reviewed the abstract of bills. A motion by Wieland seconded by Roeder to approve the bills for payment was carried. The financial statements for period ended Dec. 31, 2008 were handed out for review.

Bookkeeping Vendor request for rate increase: The committee received a written request from the current bookkeeping vendor for a rate increase of \$50 a month. The committee discussed this request and decided to revisit the issue in March, on motion by Bowers seconded by Wieland and carried.

TAG payments - procedure change: The committee reviewed a proposal from staff to possibly streamline the payment schedule for projects completed under the Technical Assistance Grants Program from two months to one month. The consensus of the committee was to keep the procedure in place that UDC is currently following after a motion approving the change was not seconded.

Public Comment None

Adjourn A motion by Bowers seconded by Richardson to adjourn the meeting at 7:34 p.m. was carried.

Carol Coney, Office Manager