

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
July 24, 2018

Committee Members Present:	Aaron Robinson, David Dean, Al Henry, Harold Roeder, Jr, Jim Greier, Fred Peckham
Committee Members Absent:	Larry Richardson, Jeff Dexter
NPS Partner:	Carla Hahn, Jennifer Claster
Staff:	Laurie Ramie, Pete Golod, Linda Drollinger
Guests:	Roger Saumure

The UDC's Operations Committee held its monthly meeting on Tuesday, July 24, 2018 at the Council Office in Narrowsburg, NY. Chairperson Aaron Robinson called the meeting to order at 8:44 p.m.

Approval of June 26 Meeting Minutes: A motion by Roeder, seconded by Dean, to approve the June 26 meeting minutes was carried. There was no public comment on the agenda.

Executive Director's Report & Monthly Calendar:

F 2018 Federal Funding: Ramie submitted a revised budget, narrative, work plan, SF-424, 424-A, 424-B and Certificate of Lobbying forms for Modification 9 to the Cooperative Agreement to enable access to the \$148,429 balance (including the \$7,829 added for the Unrestricted Fund Request Response) of our FY 2018 funding. Ramie signed the Modification prepared by UPDE Agreements Technical Representative Michelle Blockberger on 7/5. Execution by NPS Financial Assistance Awarding Officer Patrick Reidy is pending. The UDC is owed reimbursement of the \$5,155.05 balance from May, \$18,374.48 balance from June, and \$24,928.74 from July abstracts, for a total of \$48,458.27, when the federal account is replenished. As of 7/23, the zero balance remains. UDC financial and narrative progress reports for the third quarter (April through June) will be submitted to NPS by 7/31. Blockberger has agreed to inform Ramie when the account has been funded.

Capital Project: The UDC received stamped engineering plans for the construction of a permanent attic staircase on 7/2. Two sealed bids were received in response to the UDC's contractor ads. The UDC approved Resolution 2018-03 on 7/5, awarding the \$17,200 bid to Leavenworth Construction of Eldred. A final bill for \$1,156.87 was received from JHA Companies on 7/16, supplementing the \$500 retainer already paid. Henry donated his time and labor to make temporary safety improvements to the current stairs that included a railing around the attic stairwell and a sturdy handrail. Materials for the safety upgrade cost \$160 and all improvements were completed in advance of the file helper's start on 7/26. Henry recommended a simple hoist system to move heavy boxes from/to the attic. The hoist system will be ordered for about \$25, and Henry will install it upon delivery. Contractor Dave Leavenworth will start construction in September. A \$100 building permit will be required by the Town of Tusten.

Cintas Inspection: Cintas Fire Inspection conducted its annual inspection of the UDC's fire extinguishers and emergency exit light on 7/12. No deficiencies were found. However, another fire extinguisher was required to be installed in the attic, which Cintas didn't know existed until the technician saw the stairs down. All extinguishers were recharged and hydrottested. The emergency exit light was also inspected, and the UDC was advised to keep records of our monthly inspections for three years, as per OSHA requirements. The total bill was \$504.98.

Law Enforcement and Trash Removal Contracts: NPS Superintendent Heister's June 14 report on the history of NPS financial assistance with law enforcement and trash removal was circulated to member towns and townships on 6/29 for feedback since the UDC is assigned with a management function to make recommendations to NPS on this program.

The Upper Delaware: Ramie reported that she spent 40.5 hours on composing, layout and editing of the 30th Anniversary edition submitted on 7/16 to Courier Printing. The proof was reviewed and returned to Courier on 7/23. On 7/25, Drollinger will forward a list of subscribers updated since release of the Spring/Summer newsletter. The Anniversary Issue will be mailed on 8/6, but is already available on the UDC website. Robinson noted that the Committee owed Ramie a debt of gratitude for putting the issue together on such short notice. Ramie said was a good opportunity to memorialize UDC historical information that will be readily available in the future.

2018 Summer Events: Drollinger attended the UDSB's 7/21 event, "Dollars and Sense of Preserving Community Character" at the Narrowsburg Union for a Fall/Winter Upper Delaware newsletter article. Ramie and Drollinger staffed an information booth at Riverfest on 7/22. Ramie and Drollinger will host the 8/5 UDC Raft Trip, for which 51 reservations have so far been received. Drollinger issued a reminder news release on 7/12, to follow one sent in June. Reservations are due by 7/27.

August Calendar: Ramie noted that it looked less busy than July with fewer weekend events.

Old Business

UDC Records Management Project: Ramie met with Lisa Gambini of Damascus on 7/19 for orientation on the records organization and digitization project. After a tour of the office, Gambini signed a W-9 form as an independent contractor, and indicated a desire to work eight-hour days Monday through Thursday until her 160 hours have been met. Her first day will be Thursday, 7/26. Ramie noted that documents dating back to Citizen Advisory Council (CAC) days are in the attic and are a treasure trove of UDC pre-history. Henry asked if Ramie had emphasized to Gambini that workers' compensation and other employee benefits are not available to independent contractors; Ramie said that disclaimer appears in the temporary help description.

Other:

Law Enforcement/Trash Removal Funding: Robinson said towns and townships are frustrated because they are not able now to access funding for services once provided by NPS. Robinson said some of the services are unavailable because the bureaucratic demands for access of funding are excessive for towns with limited resources. The documentation requires so much time and effort that the towns can't meet the requirements. Robinson said if a contract is struck between parties and then one party creates obstacles to fulfilling the services guaranteed by it, that might be grounds for breach of contract. Ramie said NPS contracting requirements in place for other National Parks may not apply to the Upper Delaware where private property, not federal land, is involved. Henry said this issue should be brought to full Council attention.

Federal Funding: Robinson raised the issue of a new mechanism for federal payments to the UDC, as monthly reimbursement drawdowns from the federal funding system require the UDC to spend its limited funds and await retroactive reimbursement, which is not always timely. Noting that, if UDC did not have a small pool of unrestricted funds, it would have been out of business by now, Robinson proposed that a new funding model be developed. A motion by Henry, seconded by Roeder, to direct a letter to the NPS Northeast Regional Director requesting another method of UDC funding, was carried, with Peckham abstaining.

New Business:

UDC Operational Funding Letters to NY and PA: Draft letters to the governors of NY and PA were included in the meeting packet. Ramie told the Committee that Greier was the inspiration for them, having made a passionate plea at the July 17 WU/RM meeting for advising New York's governor, who has made clean water a high priority, that his state has been in arrears to an organization working for 30 years to that end. A motion by Henry, seconded by Roeder, to recommend these letters to the full Council for endorsement at its August 2 meeting was carried unanimously.

River Cleanups: Damascus Completion; Deerpark Extension Request: Damascus Township has completed its clean-up work. It spent \$862.09. The grant amount was for \$750. The clean-up area started at Callicoon and went to Skinners Falls Access. Their grant was used for boat rentals from Lander's River Trips and the purchase of insect repellent, sunscreen, reflective vests, rotating grabbers and gloves. A motion by Henry, seconded by Peckham, to approve payment of the \$750 grant to Damascus was carried unanimously. Ramie said that leaves three towns to complete their projects: Lumberland, Tusten, and Deerpark. On 7/10, the Town of Deerpark requested a deadline extension beyond 8/17 to complete a third Hawks Nest clean-up for the same grant award. Ramie proposed 9/14 as the new deadline, closing out this FY 2018 program within the fiscal year. A motion by Roeder, seconded by Peckham, to extend the deadline for the remainder of the \$2,960.58 award was carried, with Dean abstaining. Dean said monthly clean-ups could be done at Hawks Nest year-round, as motorists stopping to admire the scenery too often litter.

Other: None

Summary of Pending Bills: A motion by Roeder, seconded by Peckham, to pay bills as noted on the July 31, 2018 Abstract of Bills handout, was carried.

Financial Statements 07-31-18: The Financial Statement was provided in the meeting packet for individual review.

Public Comment: None

Adjournment: A motion by Roeder, seconded by Greier, to adjourn the meeting at 9:33 p.m. was carried.

Minutes prepared by Linda Drollinger, 07/31/18