

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
April 24, 2018

Committee Members Present: Aaron Robinson, Larry Richardson, David Dean, Al Henry, Jeff Dexter  
Harold Roeder, Jr., Fred Peckham, Jim Greier  
Committee Members Absent: None  
NPS Partner: Kris Heister  
Staff: Laurie Ramie, Pete Golod, Linda Drollinger  
Guests: None

The UDC's Operations Committee held its monthly meeting on Tuesday, April 24, 2018 at the Council Office in Narrowsburg, NY. Chairperson Aaron Robinson called the meeting to order at 8:10 p.m.

**Approval of March 27 Meeting Minutes:** A motion by Roeder, seconded by Henry, to approve the March 27 meeting minutes carried, with Richardson abstaining. There was no public comment on the agenda.

**Executive Director's Report & Monthly Calendar:**

**FY 2018 Federal Funding:** Superintendent Heister provided the following update regarding the availability of the balance of FY 2018 funding. "The WASO Budget Office has submitted the Service's spending plan to the Department and is waiting for a response. Once that happens, we need to receive Treasury warrants. Prediction is another couple of weeks for all that to be finalized." Ramie said that after withdrawing \$23,159.60 on 4/23 to cover the March abstract of bills, the balance is now \$14,414.87, insufficient to cover May monthly expenses. The UDC's SF-425 financial and narrative progress reports for the second quarter (January through March) will be submitted to NPS by 4/27.

**Unrestricted Fund Probe:** The NPS response letter dated 4/17, requested by UDC and included in members' packets, summarized the NPS response as follows: "In the revised budget, budget narrative and 424A dated 2/16/18, the funds from the disallowed Berlin TAG Grant in the amount of \$3,517.00 were moved from Object Class Other and added to Contractual to cover a portion of Unrestricted Fund request response costs of \$7,828.96, which left a balance of \$4,311.96. Additional funding to cover the remaining costs of \$4,312 is authorized." This will result in a total authorized FY 2018 budget of \$304,312.00.

**Administrative Tasks:** Regarding the 3/16 memo to UDC member towns/townships requesting confirmation on whether the potential highest UDC member fees exceed the compensation of the town/township supervisors and whether their representatives and alternates are being paid by the township on official business, Ramie reported that all except Lumberland have now responded. As a result, the UDC has changed practice for one town, Highland, which requested that its meeting fee be made payable to the town rather than the representative.

The Town of Tusten will be voting at its May meeting to appoint a UDC alternate as replacement for Tony Ritter. That person is interested in joining the Water Use/Resource Management Committee.

Chorba Consulting installed the Wi-Fi enhancement equipment for the UDC office on 4/10, as approved by the Operations Committee at last month's meeting. The password remains "Bald Eagle."

**Promotional T-Shirts:** Ramie said UDC first ordered promotional T-shirts in 2013 to commemorate the Council's 25<sup>th</sup> anniversary. Reprints have occurred as various sizes were depleted. Current inventory is: 1 small; 9 medium; 13 Large, 5 XL and 14 2XL. Ramie asked if the Committee favored ordering more shirts to increase inventory in depleted sizes. If so, Ramie proposed paying for them from the UDC's own funds, rather than from federal award funds. She said the sales goal would be to recoup purchase and printing costs and earn a profit from the \$15

suggested donation. Sales opportunities include the June 30 BioBlitz, 7/14 Zane Grey Festival, and 8/5 UDC Raft Trip, as well as through our website on an ongoing basis. Richardson asked Golod how many shirts are typically sold in one season. Golod said about 15. A motion by Richardson, seconded by Henry, to order two dozen shirts from a local vendor was carried.

**UDC Awards Ceremony:** Ramie did research, conducted interviews and solicited photos and testimonials for composition of the 15-page souvenir program finalized on 4/17. Drollinger collated 120 copies of the booklet printed and assembled in-house, maintained the guest list and prepared name tags for honorees, keynote speaker, UDC reps and elected officials. After receiving notification on 4/2 that NPS Northeast Regional Director Gay Vietzke would be the keynote speaker, Ramie issued a news release with Vietzke's photo and biography. Ramie was informed by NPS that Vietzke would not be allowed to receive a speaker's gift, even one of intrinsic value. Ramie prepared inscriptions for plaques and certificates on 4/10, to be produced by J&C Awards and Golod, respectively. Plaques were delivered on 4/13. Ramie wrote the script for introductions and abbreviated presentations, compiled honoree resolutions prepared by Senator Baker, Assemblywoman Aileen Gunther, Orange County Executive Neuhaus and Congressman Faso, and wrote thank you letters to each for the resolutions. The 4/22 ceremony was attended by 113 guests. Event photographers Dave Soete and Scott Rando forwarded photos to Ramie for circulation to honorees. She issued two photos with captions for the website and as a news release.

**The Upper Delaware:** Ramie said the Spring/Summer newsletter was mailed on 4/2. Overages were delivered to the council office on 3/30. UDC received a \$50 donation from Davis Chant Realtors for receipt of 50 copies of the new issue for placement in their real estate offices. The Fall/Winter issue will be due to the printer by 9/12, for a 10/1 release.

**Publicity:** Ramie issued four news releases: (3/29) "Upper Delaware Brochures Available"; (4/2) "The Upper Delaware Spring/Summer 2018 Newsletter Available Online and by Mail"; (4/4) "National Park Service Northeast Regional Director to Speak at UDC April 22 Awards: Reservations due by April 13"; and (4/23) "UDC Awards" with two photos and caption. Upon 4/23 request for a quote on Representative Faso's Advocacy Award, Ramie reviewed a news release by the congressman's office. On 4/24, Ramie also provided specific honoree photos for Sam Rowe and Carol Ann MacMaster in response to a Hancock Herald request.

**River Clean-up Grants:** Ramie reported that four applications were received by the 4/20 deadline and that she had prepared a report as handout for Committee consideration at its 4/24 meeting. She plans to prepare a resolution on the Operations Committee award recommendations for 5/3 UDC meeting action, to be followed by notification letters and payment reimbursement request forms to the recipients. Project completions are due by 8/17.

**Old Business:** None

**New Business:**

**2018 River Cleanup Grants:** Ramie reviewed a summary report describing the four applications received by the 4/20 deadline. Awards will be voted on at the 5/3 UDC Council meeting. A motion by Richardson, seconded by Henry, to recommend approving \$775 for the Town of Lumberland, \$2,960.58 for the Town of Deerpark (for one Spring Cleanup), \$900 for the Town of Tusten, and \$750 for Damascus Township, totaling \$3,905.29, was carried. Richardson said that the Town of Deerpark's request for a second cleanup in the fall could be revisited later in the budget year. Heister said with regard to the Damascus application that federal funds can't be spent on donations and volunteers can't get reimbursed for their labor. Ramie noted that the cleanup payment is payable to the township and not any volunteer group. Heister said receipts for direct costs are required. Dexter noted that the Calkins 4-H Club receives its materials and equipment through donations. He had calculated the value of their time as \$4,444.20, based on volunteer standards.

**NPS Response Letter Re Unrestricted Fund Investigation:** Ramie reiterated that NPS had authorized in its 4/17 letter using \$3,517.00 allocated for the disallowed Berlin Township TAG grant as partial reimbursement for

\$7,828.96 in unbudgeted expenses incurred by UDC during the unrestricted funds investigation. The remaining balance of \$4,312 would be authorized by NPS. Robinson said the NPS directive that denied TAG grant application funds be used to satisfy UDC debt caused by requirements imposed by NPS was unwarranted micromanagement; he said that decision should be made by the UDC Operations Committee, not NPS. Robinson said he wanted either full restitution of UDC unrestricted funds, or that NPS contribute half of the \$3,517 UDC outlay. A motion by Richardson, seconded by Greier to approve use of the TAG grant funding for investigation costs was carried. But discussion continued, with Henry saying that money should not be given to the federal government. A new motion by Dexter, seconded by Dean, for appealing the NPS directive failed to carry, with Peckham and Richardson voting aye, Henry, Dexter and Dean voting nay. Henry proposed sending a letter to Congressman Faso detailing the NPS directive to use funds allocated to TAG grants for reimbursement of investigation expenses. A motion by Henry, seconded by Roeder, to appeal the NPS decision and request reimbursement in full was carried, with Dexter, Henry, Dean, Roeder and Robinson in favor, Richardson, Greier and Peckham opposed. Henry said a new funding method, other than monthly NPS reimbursement, must be found. But in response to questioning, Heister said that is the national standard for Cooperative Agreement partnerships. Ramie said this payment method has been in effect since the procedure was modified in 2010.

**Summary of Pending Bills:** A motion by Richardson, seconded by Greier, to pay bills as noted on the April 24, 2018 Abstract of Bills handout, was carried.

**Financial Statements 04-30-18:** Robinson said members should review these at their leisure.

**Public Comment:** None

**Adjournment:** A motion by Roeder, seconded by Peckham, to adjourn the meeting at 9:06 p.m. was carried.

*Minutes prepared by Linda Drollinger, 4/26/18*