

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
March 27, 2018

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

The UDC's Operations Committee held its monthly meeting on Tuesday, March 27, 2018 at the Council Office in Narrowsburg, NY. Chairperson Aaron Robinson called the meeting to order at 8:28 p.m.

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

**Executive Director's Report:**

**FY 2018 Federal Funding:** A full federal budget for Fiscal Year 2018 was signed by President Trump on 3/23, as the fifth Continuing Resolution was set to expire and after two brief government shutdowns. This indicates that the UDC should expect to receive the balance of our \$300,000 annual allocation through 9/30, following the pending execution of a Modification #9 to our Cooperative Agreement. Modification #8 allocated an additional \$51,700 to the UDC, supplementing the \$5,462.98 remaining in our federal account. After a \$19,588.51 drawdown on 3/26 to cover the March bills abstract, the balance is \$37,574.47. The UDC's SF-425 second quarter financial and narrative progress reports are due to NPS no later than 4/30. Heister announced that the unrestricted fund probe has concluded with a determination that there was no UDC improper use of funds. Ramie asked Heister for a formal written response attesting to that. Henry added that he'd like to see that response come from the NPS Regional Director. When asked if requested reimbursement of UDC expenses incurred in responding to the NPS inquiry would be forthcoming, Heister said that is still under consideration, but she won't write a check to UDC if she can't cover it; and UPDE is currently experiencing a cash shortfall.

**NY/PA State Funding:** Ramie reported she's received from PA Dept. of Conservation and Natural Resources Secretary Cindy Adams Dunn a response to our 3/1 budget request letter for PA state funding; Dunn advised that although the DCNR supports UDC mission and initiatives, it cannot lend monetary support at this time. It would, however, be willing to support a legislative route to UDC funding from PA. A follow-up letter was sent to Commissioner Basil Seggos of New York State Dept. of Environmental Conservation requesting an update on the status of the UDC's 9/7/17 project funding request letter. The committee received copies of both letters.

**Secretary Position:** Ten applications were received, six candidates were interviewed after a prescreening review, and two candidates had a second interview on 3/9. An offer was extended to Linda Drollinger, who started on 3/19, and will be probationary until 9/19.

**Administrative Tasks:** Ramie reported that she had created meeting attendance and travel logs for committee meetings, to better track member participation for auditing purposes. She issued a 3/16 memo to UDC member towns/townships seeking input to identify areas of concern with the River Management Plan and/or Land and Water Use Guidelines by a 4/27 deadline. She issued a 3/20 memo to UDC member towns and townships requesting confirmation by 4/20 of 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 town/township on official business. She requested an update on the status of the 2018 vacancies for Town of Lumberland UDC representative and alternate on 3/20. On 3/26, she circulated electronic copies of the 2018 Local Officials Directory

prepared by NPS staff to all UDC representatives and alternates. Print copies are available on request. "The Upper Delaware" Spring/Summer 2018 newsletter was posted to the UDC website on 3/23 after 37.5 hours of writing, editing, and proofreading. The database of mail records was forwarded to Courier Printing on 3/21 and delivery of print copies is expected on 4/2.

**UDC Awards Ceremony:** A definitive response to the UDC's keynote speaker invitation to Secretary of the Interior Ryan Zinke is still pending; his office hasn't declined, but cannot confirm either. DOI has offered to find a surrogate to fill in if Zinke can't make it; Ramie accepted that offer, but if no one can be found, she must find an alternate. Henry suggested NPS Northeast Regional Director Gay Vietzke. Ramie noted that she had compiled a list of honoree nominations and, after research, presented recommendations to the Awards Subcommittee (Robinson, Richardson and Peckham) on 3/19. Following its approval, she called honorees on 3/22. Ramie prepared the 2018 invitation/reservation form and a directory of the awards slate on 3/26 and invitations were mailed the same day. She issued a news release announcing the honorees that same date.

**Publicity:** Ramie released three announcements: "River Valley Award Ideas due by March 16; (3/8); "Upper Delaware Council Hires Secretary" (3/20); and "UDC Announces Honorees for Awards Ceremony on April 22" (3/26). She provided requested information on 3/13 to the Sullivan County Democrat for an article about the Kellams-Stalker Bridge renovations and detour. She worked with Hahn of NPS on a joint invitation letter for the 4/5 GIS presentation at the UDC monthly meeting, issued on 3/21. Upcoming press release topics include: banquet keynote speaker; Awards Banquet reservations reminder; UDC 2018 Membership; River Clean-up Grants; 2018 TAG Awards; Project Review Guide.

**8/5 Raft Trip:** Ramie made arrangements made with Lander's River Trips for the 2018 raft trip to have available to publicize in Spring/Summer Newsletter. The paddle will be from Skinners Falls to Ten Mile River, with rendezvous at Lander's Skinners Falls Campground between 9-10 a.m. Cost: \$27 adults (ages 12 up); \$17 children (ages 5-12). Reservations will be due by 7/27.

Ramie noted additional tasks and updates were included in her written monthly report.

#### New Business:

##### **UDC Awards Banquet Update:**

Henry suggested honoree speeches be limited to less than five minutes. Ramie said they should be given ample time for gracious acceptance of their awards.

**2018 River Cleanup Grants:** Ramie issued a 3/23 memo to UDC member towns/townships to solicit proposals for the 2018 program's \$4,000 budgeted funds. The Payment Reimbursement Request Form was updated on 3/23, reflecting this year's dates. Applications are due by 4/20. Awards will be voted on at the 5/3 UDC meeting. Ramie reported that the Town of Lumberland submitted the first proposal for \$775 on 3/26. Proposals are due by April 20.

**UDC Member Participation Remuneration:** Ramie reported that she has heard back from Damascus, Berlin, Delaware, Cohecton, Shohola, Westfall, Hancock, and Deepark, to date This is eight out of the 13 towns and townships. Responses are due by April 20.

**Summary of Pending Bills:** A motion by Henry, seconded by Roeder, to pay bills as noted on the March 27, 2018 Approval of Bills handout, was carried.

**Financial Statements 03-31-18:** Henry said UDC should find a funding procedure to replace the reimbursement practice in place since 2013. He said that advancing our expense funds and waiting for monthly reimbursement from NPS puts our operation at risk. Robinson asked if UDC can stipulate a new process in the UDC/NPS Cooperative Agreement.

**Old Business:**

**Other:** Henry asked if the UDC had formally notified Berlin Township that its Technical Assistance Grant application was denied by the NPS. Golod said he had communicated that informally but would send a letter.

**Public Comment:** None

**Adjournment:** A motion by Roeder, seconded by Peckham, to adjourn the meeting at 9:02 p.m. was carried.

*Minutes prepared by Linda Drollinger, 3/30/18*