

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**June 28, 2016**

Committee Present: Fred Peckham, David Dean, Harold Roeder, Jr., Alan Henry, Aaron Robinson,  
Committee Absent: Larry Richardson, Jeff Dexter  
NPS Partner: Kris Heister  
Staff: Laurie Ramie, Cindy Odell, Pete Golod  
Guests: None

The UDC's Operations Committee held its monthly meeting on Tuesday, June 28, 2016 at the Council office in Narrowsburg, NY. Chairperson Peckham called the meeting to order at 8:32 p.m.

**Approval of May 24 Meeting Minutes:** A motion by Roeder seconded by Henry to approve the May 24 meeting minutes was carried. There was no public comment on the agenda.

**Executive Director's Report:** Referring to her written report, Ramie said she would address the financials at the end of her report. She reported that annual evaluations of eligible staff utilizing the new job performance-based evaluation forms took place on May 24 with the Secretary and June 2<sup>nd</sup> with the Executive Director. The Resource Specialist will be eligible for evaluation upon completion of his six-month probation term on October 23<sup>rd</sup>. The Personnel Subcommittee may opt to request an executive session at the end of this meeting, she added.

Ramie noted that Deb Conway has decided to terminate her membership on the Operations Committee. As a result, the total membership is now 7, requiring four for a quorum. The Project Review Committee consists of nine members requiring five for a quorum and the Water Use/Resource Management Committee consists of five members requiring three for a quorum. Peckham questioned if Ritter had been contacted. Ramie said that Boyar had reached out to him and Ritter stated he would be in attendance for at least the next two meetings and would like to retain chairmanship until the end of the year.

Ramie reported that contractor Tom Coacci completed work on June 5<sup>th</sup> to build the new lattice enclosure for the oil tank and remove the old material.

Ramie provided information on Governor Cuomo's Catskills Challenge activities scheduled to take place locally.

In terms of River Clean-up Grants, Ramie reported that the Town of Deerpark was reimbursed for phase one of its clean-up on May 25<sup>th</sup>. The second phase of Deerpark's clean-up and the projects by Lumberland, Tusten, Highland, and Damascus must be completed by August 15<sup>th</sup> to be eligible for reimbursement.

Ramie noted that the Town of Tusten Technical Assistance Grant payment was sent out upon receipt of confirmation that our attribution statement was added to the report.

Ramie said her written report contains a list of non-UDC Meetings or Events, and documents produced by her.

Ramie provided the projected surplus funding balance for Fiscal Year 2016 with three months left and referred to the 2016 Projected Surplus Report provided in members' packets. She reviewed the variances for a number of budget lines. The written report contained a list of potential project ideas for preliminary discussion. Those ideas include Outside Consulting Services, Equipment, Personnel, Education, and Office Supplies. Ramie reviewed the Outside Consulting Services ideas which included (1) Project Review Workbook Update; (2) New Land Uses Supplement to River Management Plan; (3) Substantial Conformance Review Assistance; (4) Records Management Phase 3; (5) GIS Mapping or Corridor Boundary Survey; (6) Emergency Alert System; and (7) Streams and Tributary Improvements. Members shared their thoughts and suggestions. After a very lengthy discussion a motion was made by Henry to issue Requests for Proposals (RFP) to develop costs in priority order for (1) Project Review Workbook Update; (2) Hire consultant to assist the UDC in developing review standards for new land uses not specifically cited in the River Management Plan and to perform substantial conformance reviews; (3) Design and implement a public notification process for river-related emergencies; (4) Provide a funding match to Shippensburg University to advance the readiness of the GIS Mapping Project for the Upper Delaware River Valley (no RFP required); and (5) Records Management Phase 3 professional librarian or

archivist. The motion was seconded by Peckham. Henry said it is important to find out how much each project would cost as soon as possible in order to determine how to proceed. A vote was taken and that motion carried. Ramie referred members back to her written report to review the rest of the list of potential project ideas. Those include the purchase of a new copier, performance-based bonuses based on FY 2016 evaluation recommendations, consideration of reimbursement of insurance deductible, convene a forum on solar technology or similar topic of interest, purchase UDC promotional items, make donations to non-profit organizations operating in the river valley, and the purchase of office supplies. Ramie provided the details of a quote from Kristt Company for a new color-capable copier noting that the current copier has made well over half a million copies to date. A brief discussion regarding the current service contract took place. Members discussed the idea of convening a UDC forum on solar technology or a UDC orientation/refreshers workshop for newer board members. A motion to purchase the new copier from Kristt Co. contingent upon the extension of the existing service contract term beyond the warranty phase was made by Peckham, seconded by Henry and carried.

Ramie referred members to the July 2016 calendar of UDC Meetings, Activities and Deadlines provided in their packets. She reported that a presentation on the Local Waterfront Revitalization Plan will be given by Heather Jacks at the July full Council meeting. July 13 has been confirmed as the date for the Upper Delaware River Bridges meeting to be hosted by representatives of both New York and Pennsylvania DOTs at the Tusten Town Hall. Two sessions will take place; one for municipal officials and emergency service providers at 3:30 and one for the general public at 6:30. Ramie said the UDC will have informational booths at the July 16 Zane Grey Festival and the July 24 Narrowsburg Riverfest. Staff will also attend the July 23 Grave of the Unknown Soldier and Battle of Minisink Observances to represent the UDC. The UDC Family Raft Trip is scheduled for August 7<sup>th</sup> with reservations due by July 29<sup>th</sup>. Peckham questioned the August 11 Congressional staff tour of the Upper Delaware. Ramie said National Parks Conservation Association is organizing an Upper Delaware River tour for legislative staff of federal and state elected officials. Heister said this event is also being sponsored by the Friends of the Upper Delaware River. Ramie said that she and Heister will both be presenting. Dean questioned who sponsors the Zane Grey Festival. Ramie said it is the National Park Service. Dean spoke of the many signs advertising this event.

### **New Business**

**Request for Weekend Use of UDC Parking Lot, Juliette Hermant:** Ramie referred to the letter of request provided in members' packets. Juliette Hermant is requesting use of the UDC parking lot for the customers of her proposed bar, café & small grocery at 226 Bridge St. in Narrowsburg called Fish & Bicycle, on weekends in order to upgrade her special use permit before the Tusten Planning Board. Peckham inquired about insurance. Ramie said her email stated that "when time comes, my insurance – Callicoon Cooperative would underwrite UDC parking lot in my own policy." A motion to deny the request was made by Henry. Roeder spoke of his concern over setting a precedent by allowing one commercial establishment to use the lot. He noted that once people become accustomed to using the lot, it would be difficult to enforce against encroachment that we already experience. Peckham recommended suggesting they use the relatively large municipal parking lot in front of the Western Sullivan Public Library. Members were uncomfortable with the open-ended timeframe of the request. Henry's motion to deny the request was seconded by Roeder. A vote was taken and the motion passed. Ramie said she would notify Juliette Hermant of the decision.

**Summary of Pending Bills 6-28-16/Financial Statements:** The committee was provided with the abstract of bills dated June 28 to review. A motion by Dean, seconded by Henry to pay the bills listed on the abstract was carried unanimously. Financial Statements as of June 30, 2016 were provided for individual review. Ramie referred back to her written Executive Director's Report for the explanation regarding tracking of unrestricted funds that committee members had asked her to seek. She explained that journal entries had recently been received for the year ending 9/30/15 which enabled a revision to the Unrestricted Fund balance that takes place at the end of the fiscal year to match the figure in the audit report. Regarding the idea of segregating the unrestricted funds into a separate bank account, Ramie said that could be done but the cash flow needs to be kept somewhat fluid to enable transfers to pay bills temporarily because the UDC federal payments occur on a monthly reimbursement basis. We are always 30 days behind in collecting funds from the NPS and sometimes much longer during any sequestration periods or Cooperative

Agreement processing delays. Ramie said bookkeeper Mike Poska and Accountant Dick Eckersley both advise against completely separating out the funds for this reason. Referring to the balance sheet, Robinson stated that it should reflect if part of the unobligated fund balance is adjusted. He said you currently can't determine where it's adjusted. Thoughts were shared on how this could be accomplished.

**Other:** Roeder referenced the forwarded email sent out on June 24<sup>th</sup> from Antonia Price of Shippensburg University to members regarding a latest survey for the Delaware River Basin Project- Land Use Dynamics. He accessed the survey. He noted it reads, "The Delaware River Basin (DRB) provides ecosystem services that support a wide array of commercial, recreational, and residential uses for more than 15 million people. This survey is part of a collaborative effort to map, model and monitor land use change in the DRB. Our goal is to identify a guiding vision to promote regional planning in the watershed, so that our civic and business leaders can make decisions which produce lasting benefits for the regional economy and quality of life." He spoke of his concern with the regional planning concept. It is his opinion that we conduct our planning in the Upper Delaware with the guidance of the River Management Plan. Ramie asked Roeder if he had attended the Nov. 10, 2015 "Watershed Identity and Scenario Development Workshop" that the UDC hosted in Narrowsburg for the DRB 2070 project. He said he had not. Heister said the survey is to gain input into the strengths, weaknesses, challenges and opportunities facing the Delaware River Basin in terms of land use.

**Old Business:** None

**Executive Session:** Due to the fact that some members of the Personnel Subcommittee were not in attendance, members decided to defer the Executive Session for the purpose of making their recommendations to the July 7<sup>th</sup> UDC meeting.

**Public Comment:** None

**Adjournment:** A motion by Henry, seconded by Roeder to adjourn the meeting at 9:45 p.m. was carried unanimously.

*Minutes submitted by Cindy Odell, 6/30/16*