

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
July 26, 2016

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

The UDC's Operations Committee held its monthly meeting on Tuesday, July 26, 2016 at the Council office in Narrowsburg, NY. Chairperson Peckham called the meeting to order at 8:51 p.m.

Approval of June 28 Meeting Minutes: A motion by Henry seconded by Robinson to approve the June 28 meeting minutes was carried with Richardson abstaining. There was no public comment on the agenda.

Executive Director's Report: Ramie referred members to the last page of her written report. The projected expenses for the remainder of the fiscal year and the projected FY 2016 surplus were provided. Henry suggested consulting the list of priority projects determined at the June 28th meeting and continuing working off of that. Richardson suggested that for the next fiscal year, we may want to consider moving additional funding over to the Technical Assistance Grant program. Henry suggested that staff have a list of options for expending the surplus funding ready for the August 4 full Council meeting for approval. Peckham suggested a museum grade display case for UDC historical photos and artifacts as a possible purchase at some point. Richardson suggested hiring a temporary employee to digitize UDC records.

Ramie said she provided bookkeeper Mike Poska with a memo outlining the July 7th vote of the UDC board to accept the recommendations of the Personnel Subcommittee regarding performance bonuses to be added to the next payroll and FY 2017 salary rates that will be effective October 1, 2016. Ramie and Odell thanked members for the performance bonuses noting they are appreciative of them.

Ramie noted that the new copier was ordered from Kristt Company. The machine is in stock but awaits the addition of document feeders before delivery and set-up will be arranged. Ramie said her written report contained information on other office equipment and minor furniture purchases.

Ramie reported it was a big month for news releases. The five released were "UDC Technical Assistance Grant Applications Due by Aug. 29", 6/30; "NYS Governor Cuomo Rafts Upper Delaware River in Catskills Challenge", 6/30; "UDC Welcomes Public on Aug. 7 Raft Trip", 7/5; "Reserve for UDC Raft Trip by 7/29" (reminder), 7/18; and "UDC Rallies Support for Reservoir Emergency Public Warning System", 7/22. Ramie said she also posted the NY-PA Interstate Bridges Timeline and July 13 Meeting Notes to the UDC website and fielded information requests from the *Sullivan County Democrat*, *News Eagle*, *Wayne Independent*, and *River Reporter* on bridges, sirens, and the Route 97 Visitor Center proposal.

Ramie said she participated in a July 19 conference call of the Scenic Wild Delaware River Geotourism Stewardship Council. She reported that the National Geographic link was added to the UDC website on July 5 by webmaster Dorene Warner of W Design.

Ramie reported that reservations for the August 7th 28th Annual Family Raft Trip from Skinners Falls to the Ten Mile River Access are due by July 29th.

Ramie said a memo reminding communities of the August 15 deadline to submit for reimbursement of their 2016 River Clean-up Grants was sent out on July 18th. Damascus Township submitted its \$750 payment request on July 20th with a report and photos of the Calkins 4-H group at work. She added that the Town of Tusten submitted their request earlier today, but it will not be paid until next month. Their request does amount to less than the amount awarded, Ramie noted.

Ramie noted that she prepared a support letter for a state grant application by Fish & Bicycle Café, Bar and Grocery of Narrowsburg on July 13th based on an email proxy vote. She prepared a draft letter of support for The Delaware Company's Battle of Minisink Fallen Heroes Monument Campaign for action at tonight's meeting. Ramie said she has also started an email conversation among involved parties to

consider specific project ideas to potentially apply for another Sullivan Leadership Service Project by the September 6 deadline. She shared some of the project ideas that were discussed.

Ramie referred to the August calendar of UDC Meeting, Activities and Deadlines provided in the packets and told members to contact her with any questions. She mentioned that she has received a preliminary agenda for the August 11th Upper Delaware Visit by Elected Officials organized by the National Parks Conservation Association. She provided some of the details of the itinerary.

New Business

TAG 2016-05 Town of Lumberland Request for Payment, \$1,500.00: A motion to approve the payment was made by Henry, seconded by Robinson and carried.

TAG 2016 Shohola Township Request for Payment, \$4,902.00: A motion to approve the payment was made by Henry, seconded by Robinson and carried.

Grant Support Letter for Minisink Battle Fallen Heroes Marker: A motion approving the grant support letter was made by Henry, seconded by Robinson and carried.

Letter of Appreciation to Gov. Cuomo: Upper Delaware River Valley Visit: A motion approving the letter of appreciation was made by Henry, seconded by Robinson and carried.

River Clean-up Grant Request for Payment, \$750.00 – Damascus Township: A motion to approve the payment was made by Henry, seconded by Robinson and carried.

Approve 9/19-20 Delaware River Watershed Forum Attendance & Costs: A motion to approve Golod's attendance and payment of costs was made by Henry, seconded by Robinson and carried.

Summary of Pending Bills 7-26-16/Financial Statements: The committee was provided with the abstract of bills dated July 26 to review. A motion by Robinson, seconded by Dean to pay the bills listed on the abstract was carried unanimously. Financial Statements as of July 31, 2016 were provided for individual review. Richardson questioned if it had been determined where the UDC's unobligated funds show up on the statements. Robinson noted the amount is listed as item 356 "Unobligated Fund Balance" under Equity on page one of the statements. A brief discussion about the monthly drawdown to cover expenses and journal entries took place.

Other: Henry said he spoke with NPS Upper Delaware Administrative Officer Karen Henry on the feasibility of having the UDC serve as a fiduciary pass-through for the local law enforcement funding in FY 2017. She advised him that she will have an answer back within two weeks, but was not feeling confident that it would be an option.

Old Business: None

Public Comment: None

Adjournment: A motion by Roeder, seconded by Robinson to adjourn the meeting at 9:20 p.m. was carried unanimously.

Minutes submitted by Cindy Odell, 8/1/16