

**Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
December 18, 2018**

Committee Members Present: Aaron Robinson, Larry Richardson, Fred Peckham, Jim Greier,
Harold Roeder Jr., David Dean, Al Henry, Steve Adams
Committee Members Absent: None
Staff : Laurie Ramie, Pete Golod, Ashley Hall-Bagdonas
NPS Partner: Kris Heister
Guests: Roger Saumure (Shohola alternate), Patricia Jeffer (Shohola
alternate), Cheryl Korotky

The UDC's Operations Committee held its monthly meeting on Tuesday, December 18, 2018 at the Council office in Narrowsburg, NY. Chairperson Robinson called the meeting to order at 7:05 p.m. A motion by Richardson, seconded by Roeder, to approve the Nov. 27th meeting minutes. There was no public comment on the agenda.

Executive Director's Report and Monthly Calendar:

Financial Status: On December 6th at the full council meeting Ramie informed all that UDC's modification had come through. That provides UDC with access to the 18.63% share of funding and the \$55,890 in funding was deposited shortly thereafter into UDC's account. Ramie had withdrawn the amounts for UDC October and November bills initially. On Monday, December 17th, when we had the December abstract, Ramie also applied for payment for those expenses. Out of that original \$55,890, UDC is down to about \$1,200. We had written our budget to take us through the end of December. It wasn't tied to this December 7th expiration date for the Continuing Resolution. Ramie said UDC spent what we thought we would for this period of time for these first three months of the fiscal year. None of us know quite yet what's going to happen on the December 21st. Ramie said we will hope that some resolution is reached before that time or shortly thereafter so that people are not inconvenienced and put out of work temporarily at the holiday time. Ramie withdraw the \$5,583.33 that was in UDC 2018 account that the UDC had left from the previous fiscal year. That covers the extension for the Damascus Technical Assistance Grant so that's not coming out of UDC's current expenses. Ramie reported that the 1st Quarter Progress and Financial Report must be submitted to NPS by January 30th.

Bank Balance: As of 12/17, the UDC had \$123,446.52 in its Jeff Bank accounts.

FY 18 Financial Review and Returns: Ramie had been in contact with Dick Eckersley and his firm about questions on the 990 form. UDC did pass a December 6th resolution conditionally approving the finalization of that document upon the satisfactory responses. Ramie also consulted with bookkeeper, Mike Poska, about her question regarding the compensation of officials. The firm has always put down the three officers on that line. Now our situation has changed with the member fees, which we don't consider as reimbursement; we consider that remuneration, as does the Park Service. Therefore, all of the board members need to be listed on the tax return now or at the very least, the officers and the amount of their compensation for meeting fees. That was Poska's interpretation as well. Ramie asked Poska to communicate those thoughts directly to Diana at Eckersley's office and they are revising the form to reflect that so the UDC's policy matches what UDC submits for federal returns. It's due by February 15th. The Financial Review for FY 2018 had no issues and is proceeding ahead. When Eckersley's team submits all of that paperwork back to us, Ramie will obtain the officer signatures as needed.

State Funding: Ramie is preparing fact sheets on state funding, which are meant to comprehensively outline what the intentions were for state operational funding in the River Management Plan, what has happened over the years, the status of the Executive Orders or the Pennsylvania Code, where we stand, and making UDC's justification so that we have a pretty solid document in hand to go to our state representatives and then to the governor offices and plead UDC's case. As Robinson has said, a new tactic seems to be wise. In the case of New York State, we have a new senator who is not seated yet. It makes sense to wait until she is so that we can approach Senator Metzger.

Administration:

Holiday Schedule: Ramie brought up the holiday schedule for the office with Christmas and New Year's falling on a Tuesday. That makes it difficult for staff, all of whom have travel plans. While we understand the Federal holiday just falls on one day she asked the committee to entertain the notion of an early release or any kind of administrative paid leave. A motion by Robinson, seconded by Greier to allow staff to have administrative paid leave on Monday, December 24, 2018 was carried.

Transitional Tasks: Year-end or beginning tasks for the UDC staff include: Distribute UDC membership appointment forms to all towns and townships by 1/1 in advance of their reorganizational meetings; provide Conflict of Interest Disclosure Statements for all representatives and alternates to return for review by the Executive Committee; plot all confirmed 2019 meeting, deadlines and activities on the master calendar and staff individual calendars; conduct a written ballot vote for election of officers on Jan. 3rd; prepare a resolution authorizing bank signatories for UDC accounts for the Jan 3rd meeting; obtain 2019 authorization forms from Jeff Bank and arrange for each officer to go into his nearest branch to sign signatory cards; send orientation packets to any incoming appointees and appreciation letters to outgoing board members; confirm an officiant for the swearing-in ceremony of officers on Feb. 7th, and arrange for the annual reception and board photo; issue a W-2 or 1099-MISC IRS forms to staff and board members by the end of January; establish committee memberships for quorum purposes, and vote on committee chairs and vice-chairs in January; compile the annual enforcement report for town/township zoning; and book venues for April 28th Awards Ceremony and August 4th UDC Raft Trip.

Building/Equipment: Ramie reported UDC is holding off on the work approved for the tile floors until our funding is secured. She had not planned on that work being done in the first three-month period. Ramie did notify Cellex Building Services their bid was accepted and he relayed the price he gave would be good for one year. Ramie asked the Committee to consider making a final determination on the proposed upgrade by Net-Tel Solutions to the office phone system. She said there haven't been any problems with the phones. The only motivation for going to this cloud-based system is that the current vendor is moving to Florida and he would like to keep our business and the only way to do that is to switch the phones to be internet-based. UDC would incur \$775 in new hardware costs and UDC would have to switch from our current internet service provider and another telephone service provider. Ramie feels like we could find someone local after Mike Egan moves if there is no service available for the phones. The committee agreed with maintaining the current system and service providers.

Health Insurance: Under the Affordable Care Act's 90-Day Health Care Coverage Waiting Period Limit, Hall-Bagdonas becomes eligible for the UDC health insurance plans by Jan. 15th based on her Oct. 15th hiring date. She is being enrolled in the MVP Health Care (medical), United Concordia (dental) and VSP (vision) group plans on the closest effective dates. Insurance broker Nancy Yoder facilitates the MVP and VSP plans, while the United Concordia coverage is through Chamber Choice/JRG Advisors.

Public Relations:

Elected Officials: Ramie sent appreciation letters to outgoing NYS Senator Bonacic and U.S. Congressman Faso (NY) on Dec. 10th and Dec. 11th. Ramie advised Rep. Faso's office on Dec. 10th that the UDC had received access to the initial share of its federal funding, as they had requested to be informed. A response to the UDC letter was received from Sen. Bonacic on Dec. 17th, providing his future contact information to receive information on the UDC Awards Banquet. Richardson noted that Bonacic did a lot for the river corridor. He recognized the importance of it and supported UDC on many programs throughout a lot of communities. He really is worthy of recognition. Ramie echoed Bonacic sponsored seven rounds of legislative member items to benefit the river-valley towns worth \$390,000 until funding dried up. He was still helping in subtle ways and found an alternative way to support UDC by using administrative funds when giving out those grants that UDC would administer. Richardson said Amanda Boomhower had been hired as the District representative for Congressman-Elect Antonio Delgado. UDC will be sending introductory letters to new state and federal representatives, and request meetings with our Government Officials Liaison Subcommittee. Staff will update the in-house Political Representatives list.

Publicity: One news release was issued: "Upper Delaware Council Hosts Meeting on Law Enforcement in River Valley", with photo, Dec. 7th. Upon request on Nov. 29th, Ramie contributed a UDC archival photo taken by Barbara

Yeaman in 1984 of President Jimmy Carter fishing on the Upper Delaware River to Ed Van Put to include it in an upcoming new exhibit at the Catskill Fly Fishing Center and Museum expected to open around Presidents' Day, February 19th. Ramie responded to informational requests from *The River Reporter*, *News Eagle*, and *Sullivan County Democrat* on various topics and contacted media to encourage coverage of the Dec. 14th NYC DEP meeting at the UDC office.

UDC T-shirt Sales: After Ramie issued the Nov. 23rd news release, "Upper Delaware River T-shirts Make Great Gifts, Benefit UDC" for a holiday promotion, the UDC has sold 18 shirts for a donation of \$15 each, generating \$270 in unrestricted fund revenue. Hall-Bagdonas is maintaining the inventory. Staff must consider the need to replenish the supply and size distribution in advance of the festival season.

Ramie asked the committee to review the calendar at their convenience. A presentation is scheduled for the January UDC meeting by Keith Pierson of Wayne Conservation District on Erosion and Sedimentation Control.

Old Business

Dec. 4th River-Related Law Enforcement Meeting Follow-Up: Ramie provided notes from the meeting and also shared a letter from Deerpark Police Department Chief RJ Szyndor thanking the UDC for holding the forum. He also expressed appreciation to NPS Chief Ranger Larry Neal who is retiring on Dec. 31st. Ramie said given that proposals go out in January there is limited time to give suggestions for any recommendations. It comes down to the individual towns and townships that have police or constables to decide whether it's worth their while to participate and submit a proposal. UDC played a role in bringing all the parties together to try to hash it out. Robinson agreed it's up to the Townships. The information, regulations and protocol are now well known. It was a good exchange of process between the Sheriff's Department and some of the towns. Henry referenced page five of the notes on the Law Enforcement Meeting and asked if there were six protection Rangers. Heister said when this was written there was the Chief, two permanent full time staff, two permanent subject to furlough staff and she counted the seasonal staff member.

Other: None

New Business

Damascus Township TAG 2018-02 - \$5,583.33 Payment Approval: Golod informed the Committee this is for Damascus Township's Comprehensive Plan update for 2018. UDC offered them an extension so that they could make the deadline as this was in conjunction with Manchester and Oregon Townships. Damascus Township met the criteria and submitted the proper receipts for reimbursement of payment. A motion by Richardson, seconded by Peckham to approve payment of Damascus Township TAG 2018-02 was carried.

Proposed Formation of UDC Executive Advisory Committee: At the Dec. 6th Council meeting Robinson recommended forming an Executive Advisory Committee, to act as a think-tank for the full council, a smaller group to focus in on issues that have a higher priority. Robinson mentioned the benefit and effectiveness of a committee like this from his experience on other boards. Issues can be discussed and information gathered before Council meetings. UDC will have its financial challenges and the Executive Advisory Committee can work on forming taskforces. Conversation ensued. Ramie reminded the committee there is an Executive Committee that is listed in the bylaws. Its current function is to review Conflict of Interest forms and select the slate of award recipients. Members are the chairs of the three permanent standing committees. Henry moved to utilize the existing Executive Committee, amending Bylaws if needed. The current Chairperson can include or add the prior Chairperson and Executive Director to the Committee for a year experimentally. Meetings will occur before full council meetings, as needed. Dean seconded the motion. On a vote of 4 aye, 3 nay, and one abstention, the motion did not carry. Richardson, Peckham and Greier voted no; Roeder, Robinson, Dean, Henry voted yes; Adams abstained.

Summary of Pending Bills 12-18-18: A motion by Henry, seconded by Peckham to approve the bills was carried.

Financial Statement 12-31-18: Robinson said the financial statement is offered for individual review.

Other: None

Public Comment: None

Adjournment: A motion by Peckham seconded by Greier to adjourn the meeting at 8:05 p.m. was carried.

Minutes prepared by Ashley Hall-Bagdonas, 12/28/18