

**Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
January 22, 2019**

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

The UDC's Operations Committee held its regularly scheduled monthly meeting on Tuesday, January 22, 2019 at the Council office in Narrowsburg, NY. Chairperson Roeder called the meeting to order at 7:39 p.m.

Election of Chairperson and Vice-Chairperson: A motion to nominate Harold Roeder Jr. chairperson of the Operations Committee for 2019 was made by Robinson and seconded by Greier. A motion by Richardson to nominate Greier as vice-chairperson of the committee was seconded by Henry. Roeder and Greier were elected by voice votes. Roeder conducted the remainder of the meeting.

Approval of December 18th Meeting Minutes: A motion by Greier seconded by Henry to approve the December 18th meeting minutes was carried. There was no public comment on the agenda.

Executive Director's Report and Monthly Calendar:

Financial Status: Ramie updated all that the government is still shut down, which means no income for UDC. UDC's policy has been business as usual for the time being, until that is no longer fiscally feasible. Immediately after our last meeting on December 18th, UDC did receive reimbursement of our 18.63% allowance for the time period covered by the first continuing resolution. Essentially UDC paid ourselves back for October through mid-December expenses and that's why our bank balance is roughly the same as last month when Ramie reported on it. That's before we pay our bills for tonight. After bills UDC will be minus approximately \$20,000 tonight. There was a second continuing resolution for FY19 approved to cover a two-week period from December 7th through the 21st, then the government shut down. The park service never had a chance to tell us what percentage that involves. It would have been pretty minuscule for us to put a budget together, but that is the process that we have to follow from now on. Anytime there's a discrete period like that, we have to conform our budget to that slice. Whenever park service operations resume again, Ramie believes that UDC will have to go through two modifications picking up from that time period onward. Even though there's nobody there on the receiving end, Ramie submitted the quarterly report. It took somewhat of three days to compile, going through all the minutes of every full council meeting, and all three committees for a three-month period as well as the financial end of it. Our bookkeeper, Mike Poska, does the financial part, which is predicated on the five-year Cooperative Agreement amount that you draw down from, even though our allocations are only annual.

Bank Balance: As of 1/18, the UDC has \$126,373.18 in its Jeff Bank accounts. The amount of the January abstract (\$19,832.51) will be deducted as these bills are paid.

State Funding: Ramie reported that UDC is making our full court press now, particularly in light of these circumstances, to go after the state operational support that was envisioned in the River Management Plan and other documents. The final versions of the funding report briefs dated January 14th, 2019, have been shared. Ramie also sent the reports to all of our 13 federal and state legislators with a cover letter explaining what they are. We have asked for meetings with the state lawmakers to explain it in person and those have started to be established. Ramie sent around the notice of invitation for the meeting with Senator Metzger, which is taking place on January 31st at 2:00 p.m. in her Middletown district office.

Today we were contacted by Assemblyman Cliff Crouch, who represents the northern reach of our district. His staff offered Thursday, February 7th in Binghamton at 9:30 a.m. Ramie will send out an official notice letting everyone know about that after tonight's meeting. We also had talked about soliciting support from our river valley counties the legislature level as well the towns and townships. It's just a question of how we want to do that and when. Previously when we've solicited resolutions of support we provide a sample resolution to make it as easy as possible. We could do that again. We could have these meetings first. We know it takes a while once you make a request for towns and townships to have their meetings and act on it. Ramie asked if anyone had ideas on how to proceed with seeking local support. Robinson said he think they are probably independent pursuits because the intensity should be directed at our lawmakers and whatever support we garner with counties or other organizations is supplemental. The main focus should be on those that can authorize the funding. Ramie said what we are specifically requesting is a mechanism to get a line item in the state budget. In Pennsylvania's case, it's February 6th that Governor Wolf will be making his budget address. Obviously this would not be included that soon. It might even take one whole cycle to get through once you introduce legislation like this. One of the questions that we will ask these legislators is how does it work once you introduce a bill, and what we can expect in the timetables which are different for each state with April and July budgets. That is the sort of advice and insight that we need from them as well as their support for championing our cause. Robinson said with Pennsylvania, it is his understanding that the DRBC is going to be getting a huge infusion of funds to the tune of \$2.4 million The recommendation that he got through a connection was that UDC try to garnish that \$2.4 million before it gets to the DRBC. Robinson's thinking is we can't get a legislative fix this year, but in Pennsylvania we attempt to seek support to divert UDC's \$100,000 out of the \$2.4 million. It's really terrific news. If that funding is out there anyway then we're not asking for new money, if it was already earmarked for that purpose Ramie said. Adams said the PA also got \$16.5 million from Wells Fargo from a fine, so that's found money that is going into the General Fund. There is no reason we can't skim off \$100,000. Roeder asked how we get to the Governor before the budget is done. Adams said Representative Fritz is on the Appropriations Committee and Representative Peifer used to be. Ramie said that Adams is working on securing a joint meeting together with Pennsylvania Representatives Fritz and Peifer so that we can talk to both of them.

Ramie received a call from Senator Baker's office from her chief of staff in Harrisburg and he said: "I'm looking over this report, so you're telling me Pennsylvania has never contributed." Ramie said, "No sir, never." And he replied: "Never?" He seemed really taken aback by it, just on the face of it, reading through and seeing the justifications and all of that. He said he is not in charge of scheduling a meeting, but he would certainly recommend to the district staff that they get on this right away too. Adams said as soon as he secures the Representatives Peifer and Fritz meeting he is going to see if Senator Baker can also attend that meeting. Roeder said it's important to go through all avenues to get this funding. Robinson said if Pennsylvania pays and New York doesn't, essentially Pennsylvania is subsidizing New York. Henry said if you're able to get your hands on the of amount of grants that all the different state agencies have doled out just to Wayne and Pike County, you are talking about millions of dollars; you see articles in the papers. Just to have those facts handy at the meeting Henry thinks would be beneficial. For the good that UDC has done and is going to continue to do it is worth it to have that information. How would you gather that kind of information about the grants that were given, Roeder asked. Henry said Rep. Fritz is on the Appropriations Committee.

Administration:

2019 Membership Updates: Continuing on in our 2019 transitions, now that towns and townships had reorganizational meetings we have two new board members. The Town of Hancock has named a new alternate, Tim Newman, who replaces Katt Judd, to whom we sent an appreciation letter. Westfall Township has filled the vacancy that has been longstanding since 2015 or so for alternate with Roland Edwards Jr. An orientation packet has already been sent to Newman and we're in the process of doing so to Mr. Edwards, whose address we just received today. The WU/RM Committee has added one member and they just last Tuesday had elected Andy Boyar as chair and Evan Padua as vice-chair.

2019 Mileage Rate: The IRS has increased the mileage rate for 2019, so UDC members will be getting a little boost in travel costs by 3.5 cents to 58 cents a mile, retroactive to January 1st.

Transitional Tasks: Tonight we are distributing 1099 forms. Those are to report miscellaneous income and they were prepared by our bookkeeper Mike Poska. It only applies if the income was over a threshold of \$600, so not everybody got them. If you attended all 12 meetings at \$35, it would be \$420, but usually we don't have all 12 meetings or people don't have perfect attendance and if you're on committees, of course that's a separate charge. If you did not receive a 1099 and feel like you were entitled to one, we can ask Poska to do an itemized breakdown of your attendance. That's why we keep these travel logs. He gets them after every meeting and he also checks them against the meeting minutes to make sure that everybody is accounted for at each time and is paid properly. We started that fee program in 2018, so this is the introductory period for it. The UDC's Form 990 and the New York State Charities Bureau filings have been done. Now they are getting to the appropriate hands with any fees that were required. We are fully authorized now with our Jeff Bank accounts. Roeder has confirmed that Town of Delaware Deputy Supervisor Al Steppich has agreed to come in at the February 7th meeting and officiate over the swearing-in ceremony. Unfortunately, Vice-Chair Dexter will not be here, so we'll have one empty chair at the table when we take our group photo, which is a shame.

Public Relations:

Elected Officials: Ramie has sent introductory letters to our new lawmakers at the federal and state level. She included copies in the meeting packet. She did try to personalize them for each individual. They welcome Congressman Cartwright, Congressman Delgado, and Senator Metzger to their new offices and request meetings with our Government Officials Liaison Subcommittee. The first one to respond was Senator Metzger. We issued our April 28th awards ceremony keynote speaker invitation to Congressmen Cartwright as well and that has been forwarded to his scheduler in Washington. Ramie asked for a reply by Jan. 28th so that we can have a plan B if necessary to move on with a subsequent invitation.

4/28 Awards Banquet: We've settled on the date of April 28th at Central House Family Resort in Beach Lake. The next thing Ramie will do is the timeline of activities. Nominations will be sought next month. Ramie asked the committee to start thinking about potential honorees.

Annual Report: Ramie is still going to do an annual report for FY-18, besides our required submission to NPS that was filed but all of the state funding information came up first, so that keeps getting pushed back on her list to some extent. Once that is available we'll post it online and distribute it.

"The Upper Delaware": Another "to do" item is issuing the Request for Proposals for printing and mailing services for the newsletter. We have until March to do that and we may end up staying with the same vendor. We have a five-year performance contract period and then we go out for bids just to stay competitive, to see who's out there and capable of doing quality work for us.

Ramie noted the February calendar, that also include the last week of January as well a preview of some of the major activities that will be coming up in March, is in the packets for review. Ramie said if there are any questions with the calendar to please ask.

Old Business

Other: Henry recommends UDC members review the PowerPoint presentation on Subcommittee on Ecological Flows that was given by Dr. Kolesar and James Serio at the January 15th WU/RM meeting. It is on our website along with the minutes.

New Business

State Funding Briefs and Legislator Meetings Status: Ramie spoke about this during Executive Director Report.

Directors & Officers Insurance Renewal Options: Ramie relayed on April 13th our insurance policy for Directors and Officers will renew. We have that through Mike Preis Insurance. This time they provided us with two options. First is our existing coverage for which the annual premium would be \$1,745 up from \$1,722. A second option is to add coverage for computer fraud, funds transfer fraud, and social engineering fraud. Ramie asked what social

engineering fraud was and they said it is: when an employee is intentionally misled into sending money or diverting a payment based on fraudulent information that is provided to them in a written or verbal communication such as an email, fax letter, or even a phone call. They said targeted attacks on businesses have risen 91% over the last year. That's one aspect of this additional coverage and the other part is cyber risk. That would cover such things as network and information security, communications and media regulatory defense expenses. It gives limits for each of these types of coverage, crisis management, event expenses, security breach remediation, computer program and electronic battery restoration expenses, computer fraud funds, transfer fraud, e-commerce extortion and business interruption. If you do elect to take that type of insurance, you have to fill out quite a few forms attesting to what your security measures are now for your computer systems. Ramie discussed this with Poska. He said his firm, because they deal with finances and handle payrolls for companies, took insurance of this sort and he said the reams of paperwork that came back set a really high bar to even qualify. The premium for this would be \$1,807. Ramie's recommendation, having personally read through it, is that she doesn't feel that it's applicable to UDC because of our checks and balances that we have in place for any sort of financial activity that we undergo, the fact that we don't generate our own payroll and she doesn't think any of us have been duped lately into signing over any money because somebody asked for it on the phone. Ramie said to the insurance agent that she would present it to Operations Committee for a determination. Her recommendation is to proceed with our current policy coverage. Robinson clarified that it was through Directors & Officers policy and said that often times through the General Liability Policy they do cover a lot of malicious activity. UDC may have it in another policy. Roeder asked if anyone was interested in pursuing this matter. Roeder said hearing none, let's move on.

Summary of Pending Bills 1-22-19: Ramie said we got an oil delivery from Firmstone Lakewood Fuels on 1-16-19 for \$823.05. Robinson asked about a real estate tax fee for \$200. Ramie said that is kind of a misnomer of describing it. UDC has to pay a Sullivan County waste fee even though we don't use the landfill. It used to be \$300 per year. A motion by Henry, seconded by Robinson to approve the bills was carried.

Financial Statement 1-31-19: Roeder said the financial statement is offered for individual review.

Other: Greier feels we should send a notice to all the towns and townships so they know about our banquet and can offer proposals as bids. Central House does a really nice job, Greier said, but he would like it to be fair to all the other member towns and townships. Ramie asked would we send it through the town as not every municipality has a restaurant that could handle a crowd of 100+. Discussion ensued. Ramie said normally she has solicited suggestions from everyone about places that would be suitable. Two venues were considered for 2019. Central House was selected based on its quality and price.

Ramie said another casualty of the shutdown is that we rely on NPS for our weather closures and delays. Of course we don't have their hotline for that guidance at this time. Our next level that we go to is the school districts. All three employees live in different areas and it's not always the same conditions. Today for example Sullivan West, where Ramie is, had a two-hour delay which was announced the night before due to the cold. Wayne Highlands however, which affects Golod and Hall-Bagdonas, was closed completely due to icy roads. Ramie didn't take the two-hour delay because she didn't think it applied to her situation and her opinion on the school closure is that we should take a two-hour delay and assess if the weather conditions are dangerous to travel. Ramie was concerned about the meetings that were tonight and said if she was not here at her regular time she would have never been ready in time and also someone has to be here to cancel the meetings if that's what we ultimately were going to do. Her interpretation of a school closing is it's not always because of the roads and sometimes the conditions are different from Lake Ariel or Narrowsburg. What should we do? Discussion ensued. Golod said NPS bases their initial decision off of Wayne Highlands and the superintendent makes the ultimate call on whether the park stays open or not. Members said ultimately if you don't feel comfortable driving on the roads, don't drive on the roads. It will be an individual decision with the staff communicating with each other. Ramie said Poska needs to know if it's authorized as administrative leave or not since he keeps our time. Henry said if they get out and find the roads are hazardous they can make a call to you or the office and after the day goes on and road conditions improve they can make another attempt into the office, if they know they have a meeting that day. Two-hour delay is not a bad call unless it's an ongoing storm, said Richardson. Many jobs don't offer that flexibility. Saumure said if it's to that point of a storm authorize administrative leave. All are professionals, use judgment, and make a call. Ramie said that is what we attempt to do but don't always agree on that call.

Public Comment: None

Adjournment: A motion by Greier seconded by Richardson to adjourn the meeting at 8:35 p.m. was carried.

Minutes prepared by Ashley Hall-Bagdonas, 2/5/19