

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
August 27, 2013

Committee Present: Jeffrey Dexter, Harold Roeder, Jr., Larry Richardson (6:32 p.m.), Nadia Rajsz (6:41 p.m.), George Fluhr, Fred Peckham, Debra Conway
Committee Absent: None
NPS Partner: Carla Hahn
Staff: Laurie Ramie, Travis O'Dell, Cindy Odell
Guests: None

The UDC's Operations Committee held its monthly meeting on Tuesday, August 27, 2013 at the Council office in Narrowsburg, NY. Chairperson Dexter called the meeting to order at 6:31 p.m.

Approval of July 23 Meeting Minutes: A motion by Peckham seconded by Conway to approve the July 23 meeting minutes was carried. There was no public comment on the agenda.

Executive Director's Report: Ramie referenced her written report and reported on the federal funding balance. The accuracy of the balance has been confirmed by our NPS Upper Delaware and Northeast Region agreement liaisons. Ramie noted that she has been advised to transfer over the remaining balance by September 17 due to the scheduled black-out of the ASAP system from September 24 – October 1. She said the UDC returned Modification #13 to its Cooperative Agreement with the NPS on August 16 authorizing FY 2014 funding. End of fiscal year budget status reviews took place with bookkeeper Mike Poska on August 16 and with auditor Dick Eckersley on August 26. A budget surplus report with recommendations is offered under New Business.

Ramie reported that Just-in-Time Contractors of Callicoon completed our office improvement projects on August 24th and American Electric of Lake Huntington began the installation of the new electric service on August 27th.

Ramie noted the UDC will receive a one-time refund from MVP Health Care. The currently unknown refund amount will appear as a credit on our September statement. The VSP Vision Care policy renews December 1, 2013 with a very slight increase.

Ramie reported on the current UDC vacancies and noted that Westfall Township Secretary Lisa Green has resigned after an 18 year tenure, and Board of Supervisors Chair Robert Ewbank and Vice-chair Paul Fischer will leave office as of December 31st.

Ramie said that three news releases were issued: "UDC Grant Applications due by Aug. 30", "UDC Raft Trip Attracts 93" and "Sponsor Upper Delaware Council Bi-state 5K Run/Walk by Sept. 1". She covered the subjects of the upcoming releases to be issued. A copy of the news release on the results of the 25th Annual Family Raft Trip was provided in members' packets and Ramie noted that informational booths were staffed at Narrowsburg RiverFest and the CCC Day at Ten Mile River Scout Camp.

Another round of sponsorship request letters for the Strides Across the Delaware 5K was sent out, thank you letters are sent as contributions are received, and invitations to participate in the event were mailed to our state elected officials in PA and NY. Ramie reported that staff met with Mark Hughes from FastFinishes on Aug. 19 and will meet on-site in Equinunk on Aug. 28. Event participants and volunteers for race day on September 28 are needed, she added.

"The Upper Delaware" Fall/Winter 2013 newsletter is due to Courier Printer by September 20 and will be released on October 1. Ramie has begun planning contents, uploading photos and making interview requests.

Ramie said the UDC is participating in a program called the New York State Grants Gateway. This allows the UDC to get all its documents in order so that if a grant opportunity were to arise, we would be prepared to file for it. She said that additional updates have been requested to the UDC's Document Vault and a series of policy adoptions for good governance of a non-profit organization of the UDC's size are required. She will look into this further and present drafts for the committee's review.

Ramie noted that her written report also contained information on Upper Delaware Scenic Byway activities, a list of special meetings or activities this period, and a list of documents produced by her. The September calendar of UDC meetings, deadlines, and activities was also included in members' packets.

Ramie noted that the Pond Eddy Bridge Design Advisory Committee is scheduled to meet on August 29th at 6 p.m. at the Shohola Township Building and she reminded members that applications for the 2014 Technical Assistance Grants program are due by 4:30 p.m. on August 30th.

Approval of FY 2013 UDC Budget Modifications: Ramie said the letter notifies the Park Service of the final revisions to the FY 2013 budget. The adjustments are based on an analysis conducted of any 10% + differences in actual budget expenditures. Ramie noted the transfers reflect financial projections from now until the end of September. A motion to approve the FY 2013 UDC budget modifications was made by Roeder, seconded by Richardson and carried.

FY 2013 Budget Surplus Status and Recommended Expenditures: A list of approved expenditures since June 25th when the projected surplus was first identified was provided. The newly-calculated surplus amount was provided along with additional recommended expenditures. Those recommendations included upgrades to the back bathroom for greater handicapped accessibility, pre-pay Lakewood Fuels for oil, add postage to the office meter, and purchase copy paper and office supplies. A quote from Just-in-Time Contractors for the bathroom renovations was provided in members' packets. After some discussion, a motion to proceed with renovations to the back bathroom to provide for greater handicapped accessibility was made by Rajs, seconded by Richardson and carried with Peckham voting no. Richardson suggested that the balance of the surplus should be sent to Lakewood Fuels for oil.

UDC Meeting Alternatives Discussion: A list of options for Upper Delaware Council meeting alternatives was sent out in advance for review and provided in members' packets. Also provided were comments from two members who are not on the Operations Committee. After a lengthy discussion, a motion to recommend the following alternatives to the full Council for approval was made by Richardson, seconded by Peckham and carried unanimously. Those recommendations were: (1) Limit presentations at the regular 7:00 p.m. meetings to approximately 30 minutes with question and answer time following; (2) Expedite the presentation of verbal committee reports to five minutes each by focusing on issues and actions taken. Allow no verbatim reading of the minutes; (3) Condense the Executive Director's verbal report and focus on new topics, keep the status reports of the Delaware River Basin Commission, New York State, Pennsylvania, and National Park Service unchanged; and (4) Try alternating the order of the Operations and Project Review Committees on the fourth Tuesday for a six month trial basis.

"Future of the Upper Delaware River" Conference Registration: T. O'Dell noted that the 4th Annual "Water Water Everywhere – Future of the Upper Delaware River" conference is scheduled for October 15th and 16th at Hale Eddy. He said the UDC has been asked to give a presentation on the operation of the Council at this conference. A motion to approve the payment of the conference fee for O'Dell was made by Rajs, seconded by Richardson and carried.

Summary of Pending Bills 8-27-13/Financial Statements: The committee was provided with an abstract of bills dated August 27 to review. A motion by Rajs, seconded by Peckham to pay the bills listed on the abstract was carried unanimously. Financial Statements as of July 31, 2013 were provided for individual review.

Other: None

Old Business

"Strides Across the Delaware" 5K Run/Walk Update: T. O'Dell referenced the copy of the most recent news release "Sponsor Upper Delaware Council Bi-state 5K Run/Walk by Sept. 1" and his written report provided in each members' packets. He noted more volunteers are needed for race day. O'Dell spoke of the sponsors to date, number of pre-registered participants and permit issues. He said the 5K will be a really nice event and he hopes that Council members will take pride in representing not only their towns and townships, but the role the Council plays in the valley and be present and actively volunteer. He added he currently has nine volunteers, but could use about 15 on race day. A brief discussion about sponsors took place. Hahn suggested that each representative could try and solicit sponsors from their own town or township. O'Dell said that would be strongly encouraged.

Other: None

Public Comment: None

Adjournment: A motion by Peckham, seconded by Rajs to adjourn the meeting at 7:47 p.m. was carried unanimously.

Minutes submitted by Cindy Odell, 8/29/13