

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
September 24, 2013

Committee Present: Jeffrey Dexter, Harold Roeder, Jr., Larry Richardson, Nadia Rajs, George Fluhr, Fred Peckham, Debra Conway
Committee Absent: None
NPS Partner: Sean McGuinness
Staff: Laurie Ramie, Travis O'Dell, Cindy Odell
Guests: None

The UDC's Operations Committee held its monthly meeting on Tuesday, September 24, 2013 at the Council office in Narrowsburg, NY. Chairperson Dexter called the meeting to order at 8:09 p.m.

Approval of August 27 Meeting Minutes: A motion by Richardson, seconded by Roeder to approve the August 27 meeting minutes was carried. There was no public comment on the agenda.

Executive Director's Report: Ramie referenced her written report and reported that we were within \$600 of meeting the budget target for FY 2013 as we approach September 30. The \$600 was satisfied through a Kristt Co. order for needed office supplies. She noted that allocation of FY 2014 funds depends on Congressional approval of a Continuing Resolution. We were previously advised that there would be a blackout on Financial Assistance agreements until Oct. 22, 2013 at minimum.

Ramie said that American Electric of Lake Huntington, NY began installing the 200 amp electric service on August 28th and worked intermittently to complete it on September 19th, including the necessary interface with NYSEG. Just-in-Time Contracting of Callicoon, NY began the upgrade of the rear bathroom on September 20th and will return to complete additional work. Ramie mentioned that both contractors did make monetary sponsorship donations to our upcoming 5K.

Ramie noted that T. O'Dell will mark his one-year anniversary on October 9th. She said the Personnel Subcommittee may wish to schedule an evaluation, perhaps in advance of the October 3rd UDC meeting. Current subcommittee members are Jeff Dexter, Larry Richardson, Fred Peckham, and Nadia Rajs. Ramie asked if the committee would like a letter sent out to Council members to see if there is any interest in joining the Personnel Subcommittee. Richardson said yes. She asked that the committee let O'Dell know if they would like to meet with him in advance of the Oct. 3 meeting.

The UDC's Market Stabilization Pool refund from its MVP Health Care policy totaled \$35.19, as credited on the September invoice.

Ramie reported that she logged 57.5 hours from August 20 through September 18 planning contents, gathering information, conducting interviews, formatting, laying out, selecting and uploading photos, composing, editing and packaging "The Upper Delaware" Fall/Winter 2013 newsletter. The file and photos were sent to Courier Printing on September 18th, Odell sent the updated mailing list on September 23rd and delivery is expected on or by October 1st. Ramie said she received and reviewed the blueline proof earlier today. A full-color version will be uploaded to the UDC website. A FY 2014 contract quote will be requested from Courier Printing for printing and mailing services for the April and October 2014 issues.

Ramie said that staff met in Equinunk on August 28 to walk the "Strides Across the Delaware" 5K course and plan logistics. A letter was sent to PennDOT on August 30th requesting that they address potholes and some road erosion on State Road 1023 before the UDC event. Those repairs were made. Copies of the request letter to PennDOT and the thank you letter after repairs were made were included in members' packets. Ramie said we are grateful for their responsiveness.

On page two of her written report, Ramie offered a brief report of the Mid-Hudson Regional Economic Development Council meeting that took place on August 14th at SUNY Sullivan and an update on the status of the Consolidated Funding Application (CFA) process. The Mid-Hudson Region covers seven counties, including Sullivan, Orange, Ulster, Westchester, Rockland, Dutchess, and Putnam. A record number of 380 regional CFA applications were submitted overall by the August 12 deadline. The Mid-Hudson REDC recently endorsed 21 projects as regional priorities, none in the Upper Delaware River Valley. Announcement of CFA grant awards is expected in December 2013. Ramie covered other

highlights of the meeting. Rajs, who was also in attendance at the meeting, said she felt the focus of the meeting was on the Mid-Hudson region and the Hudson River with little mention of the Delaware River.

Ramie reviewed the October calendar with members. She noted that Susan Beecher will give a presentation at the October 3rd full Council meeting on adapting to climate change and at the October 15th WU/RM Committee meeting, Heather Jacks will give a presentation on the Local Waterfront Revitalization Plan. The Friends of the Upper Delaware River "Water, Water Everywhere" conference is scheduled for October 15th and 16th. T. O'Dell will be offering a presentation with Sean McGuinness at that conference on October 16th about the Upper Delaware Council and National Park Service partnership. Ramie said the Sullivan County Historical Society's Annual Dinner will be held on October 26th at The Rockland House. Their History Preserver Award is going to Jack Niflot. A presentation at the November full Council meeting will be given on the new reservoir management plan. A speaker has not been determined yet.

Richardson questioned if the WU/RM Committee is the best venue for presentations in light of a quorum not being met at their last meeting at which there was a presentation on Japanese Knotweed scheduled.

Ramie said the next big project she will tackle will be the Fiscal Year 2013 Annual Report. Once completed, it will be posted to the Council website.

New Business

Draft Conflict of Interest and Code of Conduct Policies: Two draft documents, Staff Code of Conduct Policy and a Conflict of Interest Policy For Representatives, Alternates and Officers, were sent out to members in advance for review and copies were provided in members' packets. A very lengthy discussion took place and many different scenarios were covered. Ramie questioned if the Council were to move forward with these policies, who would be the individuals charged with making the decisions regarding conflict issues. Richardson recommended appointing the three committee chairpersons as an executive committee. A draft Upper Delaware Council, Inc. (UDC) Representative, Alternate, and Officer Annual Conflict of Interest Statement form was also included for review and discussion. Some committee members stated they would have their town attorney review any forms before they signed them. Referring to number 4a of the form, Peckham suggested removing the wording (current or potential). Ramie noted she would also change on that form "Date of Review and Approval by UDC Operations Committee" to "Date of Review and Approval by UDC Executive Committee". The Executive Committee would consist of the three sitting chairpersons. Richardson asked that the committee have more time to review the documents before moving forward with them. Ramie said that would be fine. The documents, once approved, will be added to New York State Grants Gateway Document Vault, she added. Ramie said this issue will be put on next month's Operations Committee agenda.

Summary of Pending Bills 9-24-13/Financial Statements: The committee was provided with an abstract of bills dated September 24 to review. A motion by Rajs, seconded by Roeder to pay the bills listed on the abstract was carried unanimously. Financial Statements as of August 31, 2013 were provided for individual review.

Other: None

Old Business

"Strides Across the Delaware" 5K Run/Walk Update: T. O'Dell referenced the news release provided in members' packets titled "Strides Across the Delaware 5K Run/Walk Set for Sept. 28" which does include a list of event sponsors. An in-house meeting will be held in the Council office on September 25 at 10 a.m. to go over last minute details. Volunteers are still welcome, O'Dell added, and he asked that they be at the Equinunk United Methodist Church between 7:00 and 7:30 the morning of the race.

Other: Rajs reported that on October 5th at 1:00 p.m. the Town of Hancock will dedicate their new town square during their Fall Festival which takes place from 10:00 a.m. until 4:00 p.m.

Public Comment: None

Adjournment: A motion by Rajs, seconded by Roeder to adjourn the meeting at 9:10 p.m. was carried unanimously.

Minutes submitted by Cindy Odell, 10/2/13