

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
May 27, 2014

Committee Present: Andy Boyar, Jeffrey Dexter, Harold Roeder, Jr., Larry Richardson, Nadia Rajsz, David Dean, George Fluhr
Committee Absent: Fred Peckham
NPS Partner: Malcolm Wilbur
Staff: Laurie Ramie, Travis O'Dell, Cindy Odell
Guests: Debra Conway

The UDC's Operations Committee held its monthly meeting on Tuesday, May 27, 2014 at the Council office in Narrowsburg, NY. Chairperson Boyar called the meeting to order at 7:53 p.m.

Approval of April 22 Meeting Minutes: A motion by Rajsz, seconded by Roeder to approve the April 22 meeting minutes was carried. There was no public comment on the agenda.

Executive Director's Report: Regarding funding, Ramie reported that the UDC has received the balance of the FY 2014 funding. She provided the balance remaining to be spent by September 30 and the balance of the UDC's bank account. She noted that the criteria for the River Clean-up Program was approved by the board on May 1st and a memo sent out to member towns and townships on May 2nd, with a reminder issued May 19th about the May 30th deadline for proposals. She said a Request for Bids for UDC office energy efficiency improvements was developed on May 6th, the legal notice was placed in three newspapers for two insertions each, and bids will be accepted until May 30th. The Application for Federal Assistance for FY 2015 is due to the Park Service by June 6th, Ramie reminded members.

Ramie provided the dates that the draft FY 2015 budget and work plans were shared with members. She noted that staff evaluations were conducted prior to the Project Review Committee meeting by the Personnel Subcommittee.

Ramie noted that four press releases were issued in the past month. They included, "UDC 2014 Honorees"; "Judges Announced for Zane Grey Catch-and-Release Fishing Derby"; "Join UDC for 26th Annual Raft Trip"; and "Replacement of Pond Eddy Bridge Projected Two Years from Starting".

Ramie reported on the final and follow-up tasks of the 26th Annual Awards Ceremony that took place on April 27th.

Ramie said she will be drafting a press release regarding the Zane Grey Fishing Derby prizes. She noted that anyone who enters the contest is eligible to win a canoe package worth \$800 which consists of an Old Town Canoe, two paddles, and two life jackets.

UDC informational booths are planned tentatively for the Upper Delaware BioBlitz in Tusten on 6/29, the NPS Zane Grey Festival in Lackawaxen on 7/12, and Narrowsburg RiverFest on 7/27.

Ramie reported that she participated in a April 30 webinar to get instructions on how to re-gain "prequalified status to do business with New York State". She uploaded the UDC's latest IRS 990, Audit, NYS CHAR 500 filings and various policies to the NYS Grants Gateway Document Vault on 5/12 and received a confirmation notice on 5/20 that the documents were reviewed and approved.

Ramie said her written report contains a list of Scenic Byway activities, a list of non-UDC meetings that she participated in including the Upper Delaware Scenic and Recreational River seasonal staff orientation, and a list of documents produced by her. Copies of any documents are available upon request, Ramie added.

Ramie referred members to the June calendar of UDC Meetings, Deadlines and Activities. Fluhr reported that the Grave of the Unknown Soldier Commemoration will take place on July 19th.

New Business

A motion to go into Executive Session for the purpose of discussing Personnel Issues at 8:02 was made by Richardson, seconded by Rajsz and carried.

A motion to come out of Executive Session at 8:20 was made by Rajsz, seconded by Conway and carried with no action taken.

Review of Draft FY 2015 Budget: Ramie referred members to the copy of the draft FY 2015 budget in their packets and explained changes in budget lines. She noted she had been advised to prepare the budget with an anticipated 1% cut to our Cooperative Agreement funding. A motion to move the draft budget to the full Council in June was made by Rajs, seconded by Dexter and carried.

Review of Draft FY 2015 Work Plan: Ramie referenced the draft Operations Work Plan in members' packets and previously circulated for advance review. It was decided to review the Plan page by page and for members to provide input as they felt necessary. A page by page review of the Plan took place. A motion to forward the FY 2015 Operations Work Plan to the full Council in June was made by Richardson, seconded by Rajs and carried.

Upper Delaware BioBlitz Sponsorship Request: Ramie referred members to the request from Steven Schwartz, the coordinator for the BioBlitz, in their packets. Ramie noted that the Upper Delaware BioBlitz was awarded the UDC Partnership Award at the April 27th banquet. The letter states that "Sponsors are requested to make a contribution to event expenses at the \$500 or \$1,000 level. Sponsors are acknowledged in all media, releases and in all event materials. At the higher sponsorship level you can set up a tent on site to promote UDC during the public portion of the event which takes place on Sunday, June 29th from 9 am to 3 pm at the head of Rock Lake." Ramie recommended that the UDC sponsor the BioBlitz at the \$1,000 level since this event contributes great scientific knowledge and the UDC had received an unexpected IRS refund for which there was no particular allocation. Dean questioned if we sponsored them at the lower amount, would we still be able to set up a tent. Ramie and O'Dell spoke of the great results from last year's BioBlitz held at the Norcross Wildlife Foundation property in Starlight, PA. O'Dell agreed with Ramie's recommendation of sponsoring at the higher level. Fluhr said that when Shohola Township is solicited for a contribution, they ask for a copy of the budget from the party that is requesting the contribution. He feels this is a very good policy. Dean agreed that is a logical request to make. A motion to sponsor the BioBlitz at the \$1,000 level was made by Rajs. The motion was not seconded. A motion to sponsor the BioBlitz at the \$500 level and to request a copy of the budget and a presence at the event was made by Dean and seconded by Dexter. Boyar questioned who would analyze the budget and asked Fluhr if he would be willing to do that. Fluhr said he would take a look at it, but feels it should be available to anyone who wants to look at it. Boyar disclosed that he is a member of the steering committee for the BioBlitz. Rajs asked him what the money is used for. Boyar said there are a ton of expenses and listed some of them. A vote was taken and the motion carried. Rajs noted that she would prefer to donate \$1,000.

FY 2014 Expenditure Proposals: Ramie referred members to the report of Pending and Recommended Expenditures provided in their packets. She noted that there is \$3,000 available to fund River Clean-up Projects. She said she received an inquiry from the Town of Delaware asking if Japanese Knotweed shoreline cleanup at Callicoon Creek Park would be eligible for this funding. After brief discussion, it was decided that the intent of the funding is for the clean-up of litter and trash. Members suggested that the Town could apply for TAG funding for a Japanese Knotweed project.

Ramie reported there is \$20,000 available for capital expenditures. Sealed bids for the energy efficiency improvements are due to the UDC by May 30th. Projects include insulating the attic and ventilation penetrations; insulating all exposed piping; replacing the front door with a 38" x 84" double glazed unit; weather-strip the windows; and install four ceiling fans.

Bids have been received for the attic clean-up project, interior painting, and installation of a heat/air pump. After some discussion, a motion to approve Tom Coacchi of Damascus, PA to remove the old mail in the attic as identified by UDC staff and transport it to the Wayne County Recycling Center at \$150 per truckload was made by Roeder, seconded by Dean and carried. Ramie noted that Coacchi expects to be able to remove all the mail in one truckload. After much discussion about the interior painting bid, it was decided that staff should solicit more bids. After brief discussion, a motion to approve Riverside Mechanical of Callicoon, NY to remove the outside unit for A/C and install a new unit that will run for heat and air conditioning was made by Rajs, seconded by Dean and carried.

Ramie listed proposed equipment purchases which include additional parking signs, a back-up digital recorder, and a desktop cellular amplifier to improve cellular phone performance in the UDC office. A motion to move the equipment purchases was made by Roeder, seconded by Rajs and carried.

Ramie noted there is funding allocated for Outside Consulting Services. It has been discussed to hire a consultant familiar with land use law and issues to evaluate the 1986 River Management Plan for congruency with current state and federal laws, regulations, UDC work plans, bylaws and associated documents. Ramie said specifications would need to be drafted and a Request for Professional Services issued. She reminded members that the work would need to be done within the current fiscal year which ends on September 30th. Fluhr suggested inquiring about some of the original planners that worked on the Plan when it was written. Dean suggested using the same consultants for the whole process as it will likely be done in steps and outlining what we are looking for in order to secure better results for our money. Wilbur said when the review of the Plan was first discussed, it was determined that a good first step would be to “identify the things that make this Plan hard to implement.” After brief discussion, it was decided that Ramie would draft a Request for Professional Services and send it out to the members for review in advance of advertising. Boyar suggested once the proposal is approved, mailing it to those known in the industry and advertising in a planning journal. Fluhr suggested that each member could look through the River Management Plan and document the discrepancies that they find. Richardson suggested moving forward soliciting bids.

Summary of Pending Bills 5-27-14/Financial Statements: The committee was provided with an abstract of bills dated May 27 to review. A motion by Rajszyk, seconded by Roeder to pay the bills listed on the abstract was carried unanimously. Financial Statements as of April 30, 2014 were provided for individual review.

Other: None

Old Business: None

Public Comment: None

Adjournment: A motion by Roeder, seconded by Rajszyk to adjourn the meeting at 8:48 p.m. was carried unanimously.

Minutes submitted by Cindy Odell, 6/4/14