

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**March 22, 2016**

Committee Present:	Fred Peckham, Alan Henry, Harold Roeder, Jr., Larry Richardson, Jeff Dexter, Aaron Robinson, David Dean
Committee Absent:	Debra Conway
NPS Partner:	Kris Heister, Carla Hahn
Staff:	Laurie Ramie, Cindy Odell
Guests:	None

The UDC's Operations Committee held its monthly meeting on Tuesday, March 22, 2016 at the Council office in Narrowsburg, NY. Chairperson Peckham called the meeting to order at 8:05 p.m.

**Approval of January 26 Meeting Minutes:** A motion by Henry seconded by Richardson to approve the January 26 meeting minutes was carried. The February 23 meeting had been cancelled due to inclement weather. There was no public comment on the agenda.

**Executive Director's Report:** Ramie referred members to her written report. She reported that we are doing fine with our balance through September 30<sup>th</sup>. The Jeff Bank account balances were provided.

Ramie reported that we received a total of 17 applications for the Resource Specialist position by the February 29<sup>th</sup> deadline. Interviews of six applicants have taken place and the process of filling the position continues, she added. Richardson commented there were a number of good applicants.

Ramie said she invested a total of 58 hours on the Spring/Summer issue of "The Upper Delaware" newsletter. The blueline proof was received from Courier Printing earlier today. Ramie said she reviewed it and has already returned it to them. Delivery of the newsletter is expected on April 1<sup>st</sup> and if it is received past that date, the late fee penalty will be imposed as set forth in the contract.

Ramie stated that award nominations for the April 24<sup>th</sup> Awards Banquet were accepted through March 14<sup>th</sup>. Quite a few nominations from the public were received this year. The Nominating Committee has chosen a slate of award recipients that was recommended by staff, she said. She is in the process of making those notifications. Ramie reported that NPS Superintendent Kris Heister will serve as the keynote speaker, offering information about the Park Service Centennial and some new initiatives for the Upper Delaware. Ramie spoke of the tasks that need to be completed for the banquet including conducting further research on honorees and requesting photos for the compilation of a souvenir awards booklet. The reservation deadline for the banquet that will take place at the Tennenah Lake Golf and Tennis Club will be April 15<sup>th</sup>.

Ramie noted that the Geotourism Stewardship Council will meet on April 6<sup>th</sup> in Barryville to put together some sample itineraries for the trip-building feature of the interactive MapGuide website. Also to be discussed will be the roll-out events tentatively set for May 4<sup>th</sup> and 5<sup>th</sup> in each of the three states of New York, Pennsylvania, and New Jersey that the nine-county Upper and Middle Delaware territory covers. Further review of the Scenic, Wild Delaware River Strategic Business Plan will also take place, she added.

The arrangements for the UDC Raft Trip were finalized so that information could be included in the upcoming newsletter. The 28<sup>th</sup> Annual Family Raft Trip will be held on Sunday, August 7<sup>th</sup> with Lander's River Trips as the host livery. The river section to be covered will be Skinners Falls to Ten Mile River with a 9-10 a.m. check-in at Lander's Skinners Falls Campground and an afternoon shuttle back from the Ten Mile River access. The cost will be \$26 for adults 13 and up, \$16 for children 5-12. Reservations will be due by July 29<sup>th</sup>. Peckham shared some ideas for advertising the raft trip.

Ramie said her written report contains the balance on the Environmental Planning & Design contract for the Project Review Workbook project. She said a motion concluding that EP&D has satisfactorily fulfilled its contract will be included on next month's Project Review agenda.

Ramie reported that the 2016 River Clean-up Grant memo was distributed on March 7<sup>th</sup> to solicit proposals from UDC member municipalities for river and shoreline clean-ups, with a deadline of April 18<sup>th</sup>. A copy of the memo was included in members' packets. She suggested that members could encourage their town or township to participate. \$3,000 has been allocated for this program.

Ramie noted that her written report contains a list of all documents produced by her. She referred members to the April calendar of UDC Meetings, Deadlines and Activities noting that many organizations hold their quarterly meetings that month. She announced that the Park Service will be holding their Water Safety Partners Annual Meeting at the UDC office on April 29<sup>th</sup>.

Roeder questioned when Sullivan County Commissioner of Public Safety Dick Martinkovic would be attending a UDC meeting. Ramie told him that he and 911 Coordinator Alex Rau plan to attend the June 2 meeting to discuss emergency services and the 911 towers being developed in the river valley region. She added that NPS Superintendent Kris Heister has asked for time at the May full Council meeting to address the Commercial Use Authorization changes that are proposed.

### **New Business**

**Personnel Subcommittee Report:** Henry reported that Ramie accrued 10 hours of overtime during the last pay period in order to meet certain deadlines. A motion to approve a one-time bonus for Ramie recommended by the Personnel Subcommittee was made by Richardson, seconded by Henry and carried. Henry thanked Ramie for her work.

**Budget Transfer for River Clean-up Program:** Ramie stated that funds need to be transferred into the Technical Assistance Grants line to cover the River Clean-up Grants and into the Auditing & Accounting line to cover the difference in cost between a financial review and the full audit to be done in FY 2016. She reported a current surplus in the Health Insurance line and recommended that the money be transferred from there. After a brief discussion, a motion to transfer \$5,000 from the Health Insurance line and allocate \$3,000 to Technical Assistance Grants and \$2,000 to Auditing & Accounting was made by Henry, seconded by Dexter and carried.

**Investment Options for UDC Unrestricted Funds:** Ramie referred to the Investment Options for UDC Unrestricted Funds report provided in members' packets, noting that the report had not been updated since the cancelled February Committee meeting but that the bank balances listed are similar to what the current bank balances actually are. She added that she researched past years in order to determine if UDC funds needed to be used as opposed to federal funding. She reported that in the past two years, the federal fund balances had become very low under Continuing Resolutions while awaiting passage of the federal budget to free up UDC funds, but the unrestricted funds did not need to be utilized. It came close. Ramie said she also consulted our bookkeeper Mike Poska for his opinion on investing funds and he told her he was not personally in favor of investing any amount of money as he feels we need it more fluid. Heister stated that it is an election year and she is uncertain what will happen with the budget. Robinson stated that he does not feel the UDC is in a position to put any money at risk. Henry stated that there is money to be made if you are willing to take a risk and the only way to increase the unrestricted funds is to grow it at a rate higher than .2%. After a lengthy discussion, it was decided that Ramie would advise Sage Investments when they call next that the UDC is opting against investing any portion of its unrestricted funds at this time.

**Summary of Pending Bills 2-23-16 and 3-22-16/Financial Statements:** The committee was provided with two abstracts of bills dated February 23 and March 22 to review. Ramie stated that the February abstract was included for approval as that meeting had been cancelled. A motion by Henry, seconded by Dexter to pay the bills listed on the abstract was carried unanimously. Financial Statements as of March 31, 2016 were provided for individual review.

**Other:** Dexter stated that as of this time, the budgets of the Ag Extension offices in the Commonwealth of Pennsylvania will zero out on May 1<sup>st</sup>. If this happens, employees will be laid off and the organized 4-H program of over 100 years as we know it will cease, he added. Dexter stated that Damascus Township would appreciate a letter from the UDC directed to Governor Wolf requesting that the Ag Extension 4-H programs be continued. Peckham stated that he agrees with a letter of support for the 4-H program. After a brief discussion, a motion to draft a letter for consideration by the full Council was made by Dexter, seconded by Henry and carried.

**Old Business:** None

**Public Comment:** None

**Adjournment:** A motion by Robinson, seconded by Roeder to adjourn the meeting at 8:45 p.m. was carried unanimously.

*Minutes submitted by Cindy Odell, 3/24/16*