

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
August 22, 2017

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

The UDC's Operations Committee held its monthly meeting on Tuesday, August 22, 2017 at the Council office in Narrowsburg, NY. Chairperson Greier called the meeting to order at 8:28 p.m.

Approval of July 25 Meeting Minutes: A motion by Roeder seconded by Dean to approve the July 25 meeting minutes was carried. There was no public comment on the agenda.

Executive Director's Report and Monthly Calendar: Ramie reported that she applied to ASAP on August 21 for a drawdown to reimburse the UDC for the amount of the August abstract of bills and she provided the balance in our account through September 30th. She noted that all ASAP accounts will be suspended from 5 p.m. on September 22nd through October 2nd to close out Fiscal Year 2017.

Ramie referred members to the Profit & Loss report provided in their packets and reported on the current projected status of FY 2017 expenditures.

Ramie stated that we continue to pursue potential avenues for state funding called for in the River Management Plan. She referred to a copy of a letter from NYS DEC Commissioner Basil Seggos responding to our July 6 letter to Governor Cuomo seeking a state funding contribution. The letter states in part that our request is too late for this fiscal year and adds "We will take your request into consideration as we develop our proposed budget request for State fiscal year 2018-19." Ramie said that upon the request of Assemblywoman Gunther's aide, she scanned and supplied the River Management Plan references to New York State's responsibilities and the cost-sharing plan for UDC operations for their additional research. She added that Pennsylvania UDC Representative Tim Dugan continues to research potential avenues for Pennsylvania funding. Ramie reported that the Council is going to resume the activity of our Government Officials Committee and funding is always topic number one when we approach anyone on the state level.

Ramie noted that our FY 2018 federal funding package has to be to the Park Service as soon as possible. She will meet with Superintendent Heister on August 24 to review the federal award requirements and the impacts of those on the preparation of the UDC's annual budget, narrative, work plan, and SF-424 forms.

Ramie stated that following the adoption of the new Member Participation Policy at the August 3rd full Council meeting, she mailed a memo on August 7th to local governments with a copy of the policy statement to notify them of this pending change effective with Fiscal Year 2018. She noted she has not received any response to this memo.

Ramie reported that we received notice dated July 31st from our vision health insurance carrier VSP Vision Care that the UDC's plan will be going up to \$6.02 per month from \$5.73 for a two-year period. She added that NYS Department of Financial Services announced approval of a 2018 premium rate change of 9.5% for our medical health insurance provider, MVP Health Care. This increase would be effective for the UDC on December 1, 2018. The 2017 premium change is 9.91%. Dean questioned if Heister would lobby for the federal government to increase their funding to the UDC in the future. Heister said that is a discussion for another meeting. A brief discussion about the hiring of outside consultants took place. Heister said the hiring of such services is a conversation that could be had on a case-by-case basis. Heister spoke of the \$30,000 surplus that the local unit of the Park Service returned to the U.S. Treasury. Richardson asked Heister if he was hearing her say that if we came up with a need and we could justify the need, that we could approach the Park Service about money above and beyond the \$300,000 for a specific project? Heister said yes, the Plan allows for that. A brief discussion about the process and timing for requesting additional funds took place. Peckham spoke of a request for monetary assistance from the National Park Service to help pay for attorney's bills back in November of 2011. Dean asked if a request

for additional funding could be made for operational expenses such as payroll and associated staff costs. Heister said that would be a base increase and would require a budget review to see where changes could be made to allow for such increases before making a decision to increase the base budget.

Ramie noted that the Personnel Subcommittee has recommended that the UDC resume its visits to federal and state elected officials who represent the Upper Delaware region to familiarize them with our organization, discuss funding, and issues of current interest. She added that we found out during our funding crisis that there is much unfamiliarity with who the UDC is, what we're here for and what we do, so she does feel like a re-education time is warranted. Ramie said she recommends determining which elected officials to start with first, then she will set up meetings, develop an agenda, and announce confirmed dates to board members to invite any interested participation. Henry recommended starting with U.S. Representative for Pennsylvania's 10th Congressional district Tom Marino and U.S. Senator for Pennsylvania Pat Toomey.

Regarding the Map and Guide brochure, Ramie said that we met our deadline for getting the 23 individual files to Spencer Printing on August 7th. She said we received the first draft color proof by email on August 10th and the second and third drafts on August 14th before signing off on production. We await the invoice and delivery of our 35,000 brochure order by September 1, Ramie added.

Ramie stated that our UDC Raft Trip from Staircase Access, NY to Matamoras, PA with Kittatinny Canoes took place on August 6th. A news release was issued on August 7th. Ramie said that this year's 137 guests compares to 88 in 2015 and 115 in 2016. She showed a photo of one of the large groups that participated that day and shared their positive feedback.

Ramie said that two news releases were issued this month: "UDC Raft Trip Attracts 137" with two different photos used with the newspaper submission and for the UDC website, August 7; and "Delaware River and Banks Cleaned Up Through UDC 2017 Grants Program", with photo on August 21st. A copy of the River Clean Up news release was provided in members' packets.

Ramie said the Fall/Winter 2017 issue of The Upper Delaware newsletter is due to the printer by September 13 for an October 2nd release.

Ramie said she accepted an invitation on August 17th from Susan Hawvermale from the Sullivan County Chamber of Commerce Foundation to participate in a panel discussion about the Upper Delaware River Valley to this year's Leadership Sullivan Class on September 19th at 2 p.m. at Bethel Woods Center for the Arts.

Members were referred to the very busy September calendar of UDC Meetings, Deadlines and Activities provided in their packets. Ramie said there is currently an opening for a presentation at the October 2nd full Council and asked members to share any thoughts for topics of interest with her.

New Business

TAG 2017-06: Town of Highland Request for Payment, \$10,000.00: A motion to approve payment for TAG 2017-06, Town of Highland, in the amount of \$10,000.00 was made by Peckham, seconded by Henry and carried.

TAG 2017-04: Town of Tusten Request for Payment, \$8,000.00: A motion to approve payment for TAG 2017-04, Town of Tusten, in the amount of \$8,000.00 was made by Peckham, seconded by Henry and carried.

TAG 2017-02: Shohola Township Request for Payment, \$4,675.00: A motion to approve payment for TAG 2017-02, Shohola Township, in the amount of \$4,675.00 was made by Peckham, seconded by Henry and carried.

River Clean-up Grant Request for Payment, \$775, Town of Lumberland: A motion to approve the payment was made by Peckham, seconded by Henry and carried.

River Clean-up Grant Request for Payment, \$750, Damascus Township: A motion to approve the payment was made by Peckham, seconded by Henry and carried.

FY 2017 Projected Expenses Analysis: Ramie stated that she covered the main points during her Executive Director's report.

UDC 2nd Draft Bylaws Amendments: Ramie noted that this draft has changed slightly from the copy that was sent out in advance to members. She reviewed the relative points and changes with members. Referring to page 2 under "Membership", she noted that the new system for reimbursement of member participation expenses has been added. On page 3 under "Government", Ramie said she is proposing to add a Section 5 which pertains to the "Upper Delaware Council, Inc. Conflict of Interest Policy for Representatives, Alternates and Officers" as adopted on January 9, 2014. Ramie shared her concerns with Article 5 of the Conflict of Interest policy with regards to compensation. Henry said that members are not compensated, they are reimbursed. Richardson suggested consulting with the UDC attorney on this question. Ramie said it is her intention to send the Bylaws amendments to our attorney for review. Henry, referring to Article VII "Quorum" of the Bylaws, recommended seeing if the UDC is obliged to set its quorum at one more than half, or whether it could instead be a majority of those present. Richardson commented that the Council operates under Roberts' Rules of Order. It was decided to ask this of the Council attorney as well. Ramie referred to page 4 to where Section 3 was added. The proposed section is to adopt a procedure for email voting. It reads, "Council members may utilize email voting procedures between meetings upon a determination by the Executive Committee that a particular action involving a routine or time-sensitive matter is appropriate for consideration without a meeting. Email votes to ratify the action require unanimous consent by all of the members who would be entitled to vote at a meeting for that purpose. The procedure shall include: sending an email to each member detailing the proposed action; requesting a return vote of yes, no, or abstain within 24 hours unless another deadline is provided; recording the collected responses; and documenting the vote outcome in the official minutes at the next available meeting." Henry questioned if email voting requires unanimous consent. Ramie said that is what she learned in her research; that it rises to a higher level because you're doing it by email. Heister believes that unanimous consent is required because you are eliminating the opportunity for people to discuss the issue. Ramie said she will include this in the list of questions for the attorney to address. A brief discussion about proxy voting took place. Ramie noted that a brand new Article XI. Duties of Representatives has been added to the Bylaws now that we have these available through our Member Participation Policy. Page 6 is a replica of what the Policy states. On page 7 under Article VII. Committees, a description of who composes the Executive Committee was added. It specifies that it is the chairpersons of the three existing standing committees. On page 11 Article XIX. Dissolution and Disposal of Assets, the National Park Service requested the addition of references in consultation with the Northeast Region Contracting Office and has requested confirmation from the NPS solicitor.

Ramie recommended that she take the list of questions that have come up and provide them to the UDC attorney and ask for written feedback. A motion to send the draft bylaws amendments, along with a list of the questions posed, to the UDC attorney for his review and written feedback was made by Richardson, seconded by Roeder and carried. Heister said she will also share these proposed amendments with the NPS solicitor.

Discussion of Personnel Proposals: Peckham stated that an Executive Session will be needed. Henry suggested taking care of the rest of the regular business before going into Executive Session.

Summary of Pending Bills/Financial Statement 8-31-17: The committee was provided with the abstract of bills dated August 22 to review. A motion by Peckham, seconded by Henry to pay the bills listed on the abstract was carried unanimously. Financial Statements as of August 31, 2017 were provided for individual review.

Other: Greier, referring to NYS DEC Commissioner Seggos' letter, suggested clarifying the UDC funding request. A motion to send a letter as a follow-up to the August 10th correspondence from NYS DEC Commissioner Seggos clarifying the UDC funding request, asking for the procedure for inclusion in the DEC 2018-2019 budget, and providing the relevant River Management Plan references to NYS responsibilities and the cost-sharing proposal was made by Roeder, seconded by Robinson and carried.

Old Business: None

Public Comment: None

A motion to go into Executive Session at 9:25 p.m. was made by Peckham, seconded by Richardson and carried.

A motion to come out of Executive Session at 9:53 p.m. was made by Peckham, seconded by Dexter and carried.

Adjournment: A motion by Peckham, seconded by Roeder to adjourn the meeting at 9:53 p.m. was carried unanimously.

Minutes submitted by Cindy Odell, 8/30/17