

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**September 27, 2016**

Committee Present: Fred Peckham, David Dean, Harold Roeder, Jr., Larry Richardson, Alan Henry, Jeff Dexter  
Committee Absent: Aaron Robinson  
NPS Partner: None  
Staff: Laurie Ramie, Cindy Odell, Pete Golod  
Guests: George Fluhr, Shohola Township Supervisor

The UDC's Operations Committee held its monthly meeting on Tuesday, September 27, 2016 at the Council office in Narrowsburg, NY. Chairperson Peckham called the meeting to order at 8:44 p.m.

**Approval of August 23 Meeting Minutes:** A motion by Richardson seconded by Henry to approve the August 23 meeting minutes was carried. There was no public comment on the agenda.

**Executive Director's Report:** Ramie reported that she obtained approval of a final spending plan by the Operations Committee and closed out the books with the total budget expended. The UDC requested its final FY 2016 federal funding drawdown on September 21. Based on an inquiry about when FY 2017 funds may be available, Ramie said NPS Administrative Officer Karen Henry advised her that, "Nothing can be processed until after October 13 or 14. I expect a continuing Resolution through December 9 of 19%." A brief discussion about a potential government shutdown and unobligated funds took place.

Ramie noted that Chorba Consulting installed the UDC's new computers transferring all individual data, software programs, setting up Panda anti-virus, and networking them to the printers and copier. She said we will be looking into the purchase of a new color laser-printer after October 1<sup>st</sup>.

Ramie said an ongoing discussion has been taking place with the UDC's webmaster, W Design, about adding a member portal through which representatives and alternates could access our indexed, digital documents. A subcommittee meeting will be held here on October 5<sup>th</sup> at 9 a.m. with Dorene Warner to further explore the idea. She told members they are welcome to join in the October 5<sup>th</sup> meeting if this subject is of interest to them.

Ramie reported that she logged 48 hours on the Fall/Winter 2016 issue of "The Upper Delaware" newsletter primarily between September 6<sup>th</sup> and 13<sup>th</sup> with the complete package being turned over to Courier on September 13<sup>th</sup>. Work included research, information-gathering, interviews, photo selections and conversions, formatting, layout, composition, proofing, and editing. The blue line proof was returned on September 19<sup>th</sup>. Delivery is due on October 3<sup>rd</sup>. The current issue will be posted on the UDC website Ramie said, and she will issue a press release announcing its availability. Ramie will seek quotes for the FY 2017 printing and mailing services for action by the committee and plan the schedule for the next two issues.

Three news releases were issued, Ramie reported. They were, "UDC Technical Assistance Grant Applications due by Aug. 29" on August 24; "River Communities Wrap Up UDC's 2016 Technical Grants" on August 25 with photo; and "Revitalizing the Monarch Butterfly; New Brochure Advises How to Help" on August 26 with photo. Ramie's written report contains information regarding other publicity matters handled by her during the month.

Ramie said the Council will be voting on October 6<sup>th</sup> on the 2017 Technical Assistance Grant program. The Project Review Committee met on September 13 to interview applicants and to make award recommendations. A resolution will be drafted for the October 6<sup>th</sup> meeting and contracts will be ready to allow the municipalities the full ten-month period to work on their completions.

Ramie said she researched, wrote, and submitted on August 31<sup>st</sup> the UDC's application for a Phase 2 Corwin Farm Canal Clean-up Community Impact Service Project to the Sullivan County Chamber of Commerce Foundation's Leadership Sullivan program. A decision is expected to be made in December 2016. Ramie added that we hosted the Leadership Sullivan class of 2017 here on September 21<sup>st</sup>. A 30-minute presentation about the river valley in general was provided by NPS Superintendent Kris Heister, Upper Delaware Scenic Byway Chairman Glenn Pontier, and Ramie on behalf of the UDC.

Regarding records management, Ramie reported that Iron Mountain Document Capture Services of Royersford, PA picked up the UDC's minutes and newsletters on September 1 to scan, digitize, and

index into searchable files. FY 2016 funding has been encumbered for this project. Dean questioned if the originals will be destroyed. Odell said they are to be returned to us.

Peckham suggested considering allocating more funding to the Technical Assistance Grant program budget line in the future. Ramie said the next opportunity to do this would be for the FY 2018 budget. A brief discussion about this suggestion took place.

Dexter said he knows they are working on the Skinners Falls bridge, but questioned if there has been a completion date announced. Ramie said she has heard October 31<sup>st</sup>. The Park Service received a request to extend the contractor's special permit to continue working in the river through that date.

Ramie referred to the October calendar of UDC Meetings, Activities, and Deadlines noting that it contains a list of major FY 2017 projects. Those projects include executing the contracts for the 2017 Technical Assistance Grants, with projects due by 8/18; finalize the re-design and printing of the Project Review Workbook; prepare the FY 2016 Annual Report; do a Fiscal Year 2016 full audit in November with Dick Eckersley; explore and possibly establish a UDC Member Web Portal; and update and print the UDC Visitor Information Map & Guide.

### **New Business**

**Health Insurance Update:** Ramie reported that the rates for the staff's current health insurance plan will be increasing approximately 16.5% for the next policy year beginning in December leaving the insurance budget line short for FY 2017. Richardson said he will share information with the staff about opportunities for tax credits for non-profits. After a brief discussion, a motion was made by Henry to renew the current MVP insurance plan and shift budget lines from discretionary categories to cover the deficit in the insurance line. That motion was seconded by Dean and carried unanimously.

**Summary of Pending Bills 9-27-16/Financial Statements:** The committee was provided with the abstract of bills dated September 27 to review. A motion by Henry, seconded by Dexter to pay the bills listed on the abstract was carried unanimously. Financial Statements as of September 30, 2016 were provided for individual review. Henry suggested that we seek clarification as to whether depreciation incurred is added to the unobligated fund balance on an annual basis.

**Old Business:** Henry questioned if there was anything to report regarding the Damascus Citizens for Sustainability (DCS) concerns about the Pond Eddy Bridge project. No update was known. A brief discussion about the construction took place.

**Public Comment:** None

**Adjournment:** A motion by Richardson, seconded by Roeder to adjourn the meeting at 9:11 p.m. was carried unanimously.

*Minutes submitted by Cindy Odell, 9/29/16*