

**Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
December 13, 2022**

Committee Members Present: Andy Boyar, Larry Richardson, Fred Peckham (Zoom), Harold Roeder, Jeff Dexter, Al Henry, Aaron Robinson, Jim Greier, Ginny Dudko

Committee Members Absent: None

Staff: Laurie Ramie, Kerry Engelhardt, Ashley Hall-Bagdonas

NPS Partner: Kara Deutsch- Acting Superintendent (Zoom), Cody Hendrix- Community & Land Use Planner, Alex Garcia-Maldonado- Cultural Resources (Zoom)

Guests: William Dudko- Town of Deepark Alternate, Sue Sullivan- Town of Tusten Representative

The UDC's Operations Committee held its monthly meeting at the UDC office in Narrowsburg on Tuesday, December 13, 2022. Chairperson Boyar called the meeting to order at 7:17 p.m.

Approval of the November 22, 2022 Meeting Minutes: A motion by Dexter seconded by Henry to approve the November 22, 2022 meeting minutes carried.

Executive Director's Report and Monthly Calendar:

Financial Status:

FY 2022 Audit and Reports: Ramie shared that Eckersley and Davis CPAs have scheduled their in-office visit to examine financial records on 12/20 and will deliver the FY 2022 Audit report at the 1/24 Operations Committee meeting. By a 12/29 deadline, Ramie will prepare a Fiscal Year 2022 Federal Financial Report (FFR) and a narrative Performance Progress Report (PPR) to submit to NPS via the Grant Solutions online program. The last day for NPS UPDE Administrative Officer Michelle Blockberger will be 12/31/22 before she starts a new position at the Regional Office. Ramie will review the draft audit report, and the federal and state tax returns and filings before their required submission dates to the IRS and NYS Charities Bureau and arrange for officer signatures and filing fees. She will contact consultant Michael Crane with a request to update his projections in the Fiscal Sustainability Plan from Dec. 2021 based on the audit outcome.

FY 2023 Federal Funding: Ramie withdrew \$16,922.25 from ASAP on 12/12 to cover the December bills to date, leaving a balance of \$89,114.66 through 3/31/23. She will prepare an Application for Federal Assistance package (budget, work plan, narrative report, and SF-424 forms) for the 3rd and 4th Quarters (or the time period to be allowed by NPS).

State and Federal Funding: No response has been received to the funding explanation letter sent upon request to NYS Assemblywoman Aileen Gunther on 11/22. Ramie will send welcome letters and arrange meetings of the Government Officials Liaison Subcommittee if feasible with newly elected federal and state elected officials to advise them of UDC funding status, accomplishments, and unfunded projects, specifically: PA Governor Josh Shapiro; U.S. Senator John Fetterman (PA); Congressman Marc Molinaro (NY-19); Congressman Paul Ryan (NY-18); NYS Senator Peter Oberacker (51st District); PA Representative Joe Adams (139th District); and NYS Assemblyman Joseph Angelino (121st District).

Administration:

Records Management: Hall-Bagdonas will finalize the transfer of the UDC's electronic records from 2014-present on a supplied flash drive to NPS by a 12/16 final deadline.

New Year Preparations: A list of 2023 UDC and committees' meeting dates was provided by Hall-Bagdonas on 12/12. Hall-Bagdonas will send out 2023 Representative and Alternate Appointment Update forms to all UDC towns and townships to return after their 2023 reorganizational meetings. Staff will update UDC directories (lists,

email contacts, mail labels, mileage logs) accordingly. Staff will send appreciation letters to outgoing appointees or welcome letters with orientation folders to new people. We will request any committee membership updates to confirm quorums for 2023, and provide annual Conflict of Interest Disclosure forms to all representatives to return for sign-off by the Executive Committee. Ramie will look into requirements for sexual harassment training. Staff will plot all known 2023 meeting dates, deadlines, and activities including the Upper Delaware Litter Sweep, UDC Raft Trip, and 35th Annual Awards Ceremony on their long-term calendars. Staff will prepare written ballots for the election of officers at the 1/5 annual meeting. Ramie will request the chairperson to invite an officiant to preside over the 2/2 swearing-in ceremony, prepare the three written oaths, and arrange for a reception.

Richardson said he would help Ramie to look into any new requirements for annual sexual harassment prevention training and policies for all NYS workplaces based on the outcome of the four-year review of the legislation's policies and procedures that was subject of a 9/15/22 hearing and comment period by the NYS Department of Labor.

Incoming Superintendent: Ramie read a response by Lindsey Kurnath to Ramie's 11/30 welcoming message. She requests a virtual meeting in advance of her 1/15 Upper Delaware arrival to help her get her bearings. Ramie will arrange that. She noted that Kurnath's signature line lists her as Deputy superintendent at Fire Island National Seashore but currently on detail to the Partnerships & Civic Engagement Directorate.

Public Relations:

News Releases: Three news releases were issued this month: "Upper Delaware River T-shirts Make Great Gifts, Benefit UDC", 11/22, with photo; "The Upper Delaware Fall/Winter 2022 Newsletter Out", 12/1; and "UDC Sets December Committee Dates", 12/2. Ramie received a request from Patricio Robayo at WJFF Radio Catskill on 11/29 for an on-air interview for the 3D Visualization program which Dr. Jantz agreed to provide. She circulated and posted the NPS news release on the appointment of Lindsey Kurnath as UPDE superintendent on 11/29. She provided requested photos and information to author Gary Letcher for his pending updated version of "A Paddler's Guide to the Delaware River". Ongoing publicity occurs through Facebook, Instagram, LinkedIn, YouTube and Vimeo outlets. UDC also posts all NPS UPDE news releases at upperdelawarecouncil.org.

New Business

Health Care Rates and Updates: Ramie said this was requested by Richardson to provide a document that spells out for Committee members what we will be paying in 2023. She said the bottom line on it all is that we will see a 36.37% decrease in this Budget line item as a result of going with the 2 individual Pennsylvania health plans. All employees are enrolled but Engelhardt and Hall-Bagdonas are still waiting to receive their member ID cards. Henry said to hold the January premium payments until they are received. Coverage began on 12/1.

Appreciation Letters to Outgoing Officials: Ramie provided two letters in the meeting packet, saying she likes to get specific if she is thanking anyone. Each letter explains how that individual contributed to the Upper Delaware. There are letters to NYS Senator Mike Martucci and PA Representative Mike Pfeifer.

Summary of Pending Bills 12/31/2022: A Motion by Henry seconded by Robinson to approve the bills and pay them in the normal fashion carried.

Financial Statement 12/12/2022: Boyar said the financial statement is offered for individual review.

Other: None.

Old Business

DRBC Letter to Assemblywoman Gunther Re: NYS Funding: Ramie said at the time that Kristin Bowman-Kavanaugh and Beth Brown from the DRBC met with Assemblywoman Gunther, they spoke with her about the funding deficits for the UDC as well as their own agency. That's when Assemblywoman Gunther asked for both entities to write letters so Ramie wanted to share the DRBC correspondence. It documents New York's contributions to the DRBC over the years. As a follow up to this, Ramie got a call from Jeff Skelding on behalf of the Coalition for the Delaware River Watershed (CDRW), who told her that the CDRW is planning to do a campaign around supporting the DRBC's NYS funding campaign and he said he would also try his best to have them support the

UDC's request for New York State Funding as well. Ramie will provide any additional background information to the Coalition for the Delaware River Watershed to their consideration of advocating for the NYS funding share of UDC operations.

UDC Social Media: Hall-Bagdonas said we will be working on our 2023 Social Media Calendar and encourage members and alternates to contribute historic information and ideas. We continue to share partner news and our educational events.

Other: On Robinson's suggestion, the Committee will discuss the idea of investing UDC unobligated funds into an interest-bearing Money Market account with Dick Eckersley on 1/24 to request his opinion when he provides details on that fund's balance as of 9/30/22.

Adjournment: A motion by Henry seconded by Roeder to adjourn the meeting at 7:44 p.m. carried.