

**Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
February 22, 2022**

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

Committee Members Absent:

Staff: Laurie Ramie, Ashley Hall-Bagdonas

NPS Partner: Cody Hendrix- Community & Land Use Planner (Zoom)

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

The UDC's Operations Committee held its monthly meeting at the UDC office in Narrowsburg on Tuesday, February 22, 2022. 2021 Committee Chairperson Dexter called the meeting to order at 7:28 p.m.

Election of Committee Chair and Vice-Chair for 2022 (1:41 time on recorded meeting): Richardson said it's historically been a tradition that the chairperson of UDC also chairs the Operations committee. A motion by Richardson, seconded by Dudko, to elect Andy Boyar as Committee Chairperson was carried. A motion by Richardson, seconded by Henry, to elect Jeff Dexter as Vice-Chairperson was carried. A motion by Henry seconded by Richardson to close the election nominations carried.

Approval of the January 25, 2022 Meeting Minutes (3:55): A motion by Dudko seconded by Roeder to approve the January 25, 2022 Meeting Minutes carried with an abstention by Boyar.

Executive Director's Report and Monthly Calendar (4:35): Ramie offered a summary of her written report.

Financial Status:

FY 2022 Federal Funding: Ramie withdrew \$20,038.15 from ASAP on 2/19 (to be credited on 2/22) to cover the February abstract of bills, leaving a balance of \$44,097.58 from the 2nd Quarter allocation. The Continuing Resolution due to expire on 2/18 was extended for three weeks to 3/11. She will prepare another modification request (budget and work plan documents) once we see what the next allowable allocation of funding is beyond the 3/31 expiration of the 2nd quarter.

State Funding: No response has been received as yet to the letter sent on 1/26 to NYS Governor Hochul for consideration of a 30-day Executive Budget amendment to include a UDC \$100,000 operational line item in the next New York State budget and to support the Alliance for the Upper Delaware River Watershed's \$1 million request in the NYS Environmental Protection Fund. The UDC is strategizing over a new approach to seek PA and NY operational funding, with an executive committee to be established as an outgrowth of the Fiscal Plan Report discussions. Ramie will prepare a "blue skies" budget and UDC accomplishments list to assist with the National Parks Conservation Association's funding advocacy efforts. Boyar asked for a copy of the 1/26 letter to NYS Governor Hochul to be sent to him.

Fiscal Plan Workshop: Under New Business.

FY 2021 Federal Funding: We are awaiting the receipt of the final Fiscal Year 2021 Financial Review report, IRS 990 forms and NYS Charities Bureau filing from Eckersley & Davis to arrange for signatures and distribution. Ramie will be converting the PPR into a more publicly accessible FY 21 Annual Report to post online and distribute.

Administration/Buildings & Grounds:

Online Banking: Due to the closure of the Jeff Bank Narrowsburg Branch on 2/11, the UDC has set up a Business Online Banking account which allows us to view statements, transfer funds, and make withdrawals electronically;

deposits will need to be done through the Callicoon branch when open or night deposit slot when it's not. Ramie sent a 2/15 letter requesting to add Bookkeeper Mike Poska as an authorized user of the account. Richardson said that you are able to do online mobile deposits through Jeff Bank as he uses it for other organizations. Ramie said she would look into that further.

Administrative Tasks:

There are quite a few administrative tasks listed on the bottom of the Executive Director's Report. Mainly because Michael Crane was examining our administrative time, Ramie wanted to show what a typical month looks like. She sent letters to the 2022 incoming, outgoing, and position-switching representatives and alternates to record those transitions for the records. She researched redistricting impacts on the Upper Delaware River Valley representation for NY and PA federal and state elected offices. She handled the renewal of Directors & Officers liability insurance, domain registrations, and the MVP Health Care contract, as well as billing for Bill's HVAC installation of a new tank and the Bluestone Environmental invoice for the retrofitted furnace connection. She reviewed and signed vouchers and checks to prepare the monthly abstracts or for interim deadlines, readied payroll every two weeks, and applied for the ASAP federal funding withdrawal monthly. She reviews agendas and packets of handouts for the four monthly meetings, proofreads the draft minutes for each, and reviews outgoing letters and reports. She arranges for UDC educational presentations. We will arrange a 2022 board photo and reception for new officers when the Council meets for the hybrid meeting on 3/3.

Public Relations:

News Releases: Ramie issued one news release: "Upper Delaware Litter Sweep Shirt Sponsors Needed by March 18", 2/17 with photo. She circulated the National Parks Traveler article for which the UDC was interviewed on 2/2. She posted an Upper Delaware River, Narrowsburg drone video to UDC Facebook page on 2/11, and Litter Sweep sponsorship poster to the website and FB. Ongoing publicity occurs through Facebook, Instagram, LinkedIn, YouTube and Vimeo outlets. UDC also posts all NPS UPDE news releases at upperdelawarecouncil.org.

"The Upper Delaware": Ramie will be working on the outline of contents, arrange interviews, research articles, find or take photos and design and compose the Spring 2022 issue, which is due to Courier Printing by 3/21 for a 4/4 release.

Non-UDC meetings or events as well as the latest documents are listed on the Executive Director's Report that is included in the meeting packet, along with the monthly calendar.

Henry said that the Personnel Subcommittee need to do Ramie's Performance Appraisal. He asked Ramie to forward a performance appraisal form to be filled out by the Personnel Subcommittee. They could meet with Ramie at 6:30 on 3/3 if needed.

New Business

2/22 U.S. Rep. Mondaire Jones (NY-17th District) Meeting Report (21:19): Ramie said U.S. Rep. Mondaire Jones is running unopposed for re-election in the 17th district. He's a Spring Valley native, a Harvard Law School graduate, and was elected in 2020 to succeed Nita Lowey, a Democrat who had retired after 32 years in Congress. He has "amassed a formidable campaign war chest of \$2.6 million", according to the *Times Herald-Record*. Currently, the 17th district has all of Rockland County and parts of Westchester, but when redistricting occurs, it will absorb nine towns and one city in Orange County and all of Sullivan County. Congressman Delgado will still represent the northern part, of the corridor in Delaware County. Ramie will be providing a report at the 3/3 meeting on the redistricting lines.

The 2/22 meeting was initiated by the Sullivan County Democratic Chairwoman Anne Hart, who reached out along with Nadia Rajs as Sullivan County Legislator. Jones was going to be in this area for a couple days this week, and they very kindly put UDC on the itinerary which we appreciate. Ramie put together a new PowerPoint. The point of that was to do a quick synopsis of the fiscal plan and the financial implications in it. Since the meeting happened earlier today, Ramie sent a thank you letter. We've already heard back from his Chief of Staff who was here along with their press secretary and they've pledged their support and help to us. Ramie said she thinks it's terrific that we were included in this itinerary. Ramie was asked to prepare updated lists of UDC accomplishments, unfulfilled River Management Plan tasks, and budgetary needs to assist with the funding advocacy campaign. There was

discussion of recording the 2/22 PowerPoint so it could be shared on the website and elsewhere. Ramie also said she will post a photo of Rep. Jones and the meeting participants.

UDC Long-Term Fiscal Sustainability Workshop Follow-ups (75:00): Ramie requested that members review the UDC Fiscal Plan Workshop Follow-Up Topics handout that she prepared. She will also forward it to the full membership to discuss the next steps at the 3/3 meeting.

Venue and Speaker Invitation for 34th Annual River Valley Awards on 9/18 (76:15): The committee discussed the venue and speaker invitation for the 34th Annual River Valley Awards. Ramie will book the 9/18 date at the Central House Family Resort in Beach Lake, PA, which she already contacted to request their availability to host, and invite U.S. Representative Matt Cartwright (PA-8th District) to serve as keynote speaker.

Summary of Pending Bills 2/22/2022 (79:33): A Motion by Henry seconded by Dudko to approve bills carried.
Financial Statement 2/28/2022: Boyar said the financial statement is offered for individual review.

Other: Roeder said today is National Second Amendment Day.

Old Business

2/2 NPS Records Management Meeting Outcome (80:44): Hall-Bagdonas said NPS Upper Delaware staff met with her and Ramie on 2/2 to review their need to gather electronic UDC documents from 2013 to present day, tour our archives to learn of our records management system, and decide on a game plan for transferring records. Hall-Bagdonas will transfer the required electronic documents by a 7/30 deadline with a flashdrive provided by NPS. Ramie will provide corrections to the 1988-2013 NPS-produced report of UDC records.

Status of PA DCED Grant Audit (84:48): Ramie provided a copy of the prepared report for the audit purposes, to show what we originally had budgeted for the \$100,000, and the way it turned out. She said UDC should pat ourselves on the back because it only deviated by \$152.82. The only reason there was that deviation was that Lackawaxen didn't spend their full \$15,000. UDC put that amount toward the purchase of the videoconference camera. About \$72,000 went out to the five Townships, then we paid for a portion of our Fiscal Sustainability Plan. We did various technology and public presentation upgrades. We paid for a portion of the Upper Delaware Litter Sweep last year, and then we had to build into this budget paying Eckersley & Davis for their audit work. The grant ended on 12/31/2021. We have 120 days to submit the close out report and Diana Davis is working on that. Ramie sent out letters to the five townships asking them to attest to the use of their allocation so the auditors have that information. Ramie said it is well in progress, and hopefully through our good stewardship of this grant, the Pennsylvania legislators will look kindly upon us in the future.

UDC Social Media Analytics (89:30): Hall-Bagdonas said our request for t-shirt sponsors has reached over 2,000 people on Instagram and Facebook! Nineteen people shared the post and we will continue to have ongoing promotion for the April Litter Sweep. We will provide posts with information gathered by NPS and DRBC regarding Microplastics study. Engelhardt provided Hall-Bagdonas with information on the UDC Twitter analytics. We had 5 Tweets; 532 Tweet impressions (up 1.5%); 427 Profile visits (up 37%) and we have 19 followers (up 2). Our top tweet was about the Great Backyard Bird Count.

Hall-Bagdonas asked Sullivan to forward her information about the soft plastic program in the Town of Tusten to share on UDC social media.

Other: Henry asked if UDC's Unrestricted Funds are in any interest-bearing accounts? Ramie said she would confirm that with the bookkeeper. Richardson said interest income is extremely limited, usually less than 1%.

Public Comment: None.

Adjournment: A motion by Dudko seconded by Henry to adjourn the meeting at 9:01 p.m. carried.