

**Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
February 23, 2021**

Committee Members Present: Jeff Dexter, Larry Richardson, Aaron Robinson, Al Henry, Jim Greier, David Dean.
Committee Members Absent: Fred Peckham.
Staff: Laurie Ramie, Shannon Cilento, Ashley Hall-Bagdonas
NPS Partner: Cody Hendrix- Community & Land Use Planner
Guests: None.

The UDC's Operations Committee held its monthly meeting via Zoom on Tuesday, February 23, 2021. Chairperson Dexter called the meeting to order at 7:44 p.m.

Both Ramie and Dexter experienced connectivity issues during the 2/23 Project Review meeting. Ramie was asked to look into the current, applicable pandemic guidance for business meetings for consideration of resuming in-person UDC committee meetings at the Narrowsburg office. The committee also asked her to see if the Tusten Town Hall remains unavailable for the 1st Thursday full Council meetings. She will report back at the 3/4 UDC Zoom meeting.

Approval of January 26th Meeting Minutes: A motion by Henry seconded Greier to approve the January 26, 2021 Meeting Minutes was carried.

Executive Director's Report and Monthly Calendar:

Financial Status:

FY 2021 Federal Funding: Ramie submitted a revised SF-424A and budget narrative report for the \$225,000 Fiscal Year 2021 funding balance on 2/8 through Grant Solutions following review of the UDC's package originally submitted on 1/15 through that software program, resubmitted on 1/19 as a scanned file to the UPDE administrative officer, failed to go through on 2/3, then resubmitted through Grant Solutions on 2/5 as a supplement rather than a new application. NPS Northeast Region Contracting Officer Heidi Wiley approved the award and authorized the release of funds on 2/16, according to a 5:51 p.m. Grant Solutions notification. Ramie withdrew the \$7,138.61 deficit from the UDC's January bills on 2/17, leaving a balance of \$217,861.39. On 2/22, Ramie withdrew \$18,687.36 to cover February's bills, leaving a balance of \$199,174.03. She received a call from a Grant Solutions technician on 2/17 asking for a screenshot of the inaccurate, locked EIN on the Grant Solutions report form and stating that it would need to be advanced up to a supervisor to try to correct. Ramie will renew the UDC's System for Award Management (SAM) registration before its 3/10/21 expiration to ensure continued federal payments, continue monthly drawdowns of expenses, and prepare an annual Federal Financial Report and Performance Progress Report for online submission within 30 days of the fiscal year's 9/30/21 end.

Administration:

NPS-Related Projects: Hall-Bagdonas and Ramie met virtually on 2/12 with NPS UPDE staff (Michelle Blockberger, Christina Hollenbeck, and IT Specialist Brendan Dohn) to discuss transitioning the 2021 Local Officials Directory from a print booklet to an online format with active links. They will review the draft directory when ready. NPS UPDE has discontinued its Dispatch hotline for adverse winter weather notifications that the UDC also used to transition to a text-based Code Red alert system for its employees. The UDC has reverted to its prior system of using school district announcements and common sense to determine delays or closures of the office to authorize administrative leave.

Public Relations:

News Releases: Ongoing publicity occurs through Facebook, Instagram, LinkedIn, YouTube and Vimeo outlets. UDC also posts all NPS UPDE news releases at upperdelawarecouncil.org. One news release was issued: "Upper Delaware Council to Host 2/17 Meeting for Litter Sweep Volunteers" (by Cilento & Ramie), 2/9. Ramie provided corrections and additional information for a draft *Tri-County Independent* article on its Lackawaxen Township

meeting coverage on 1/29 thanks to Editor Peter Becker contacting of the UDC for review in advance of publishing it. Ramie was interviewed by Meg McGuire on 2/11 for an article on NYS funding for *Delaware Currents*. She reviewed draft on 2/18 and forwarded final article to the UDC membership titled, "New Alliance Seeks to Amplify Upper Delaware River Voices" on 2/22.

"The Upper Delaware": Planning, design, composing, and editing of the Spring 2021 issue is to be done by 3/24 to submit to Courier Printing and await a 4/5 delivery.

Consulting Projects:

Ten Mile River Access Boat Ramp Feasibility Study: A meeting with NPS staff to discuss enforcement of the prohibition on trailered boat launching was held with Dudko, Henry, Ramie, Superintendent Joe Salvatore, Chief Ranger Keith Winslow, Chief of Natural Resources Don Hamilton, and Community & Land Use Planner Cody Hendrix on 1/28. Ramie received a project update from Eric Baird at JHA Companies on 1/29 which was circulated to the WU/RM Committee. She forwarded the NPS decision to rescind the ban on trailered boat launching at the Ten Mile River Access on 2/17. Next step will be to submit the proposed boat ramp design for evaluation to the permitting authorities.

Upper Delaware Council Fiscal Sustainability Plan: The UDC will retain a consultant to commission a long-term business plan to guide the organization's fiscal operations and explore how to diversify funding sources. This study will be funded through the UDC's PA DCED grant proceeds, with \$10,678.47 allocated. The contract expires on 12/31/21.

Ramie's written report provided additional topics, a list of meetings she's involved in beyond the UDC dates, along with a list of correspondence. Also provided was the March calendar of meetings, activities and deadlines.

Old Business

UDC Social Media Analytics: Cilento provided a Social Media Report for members. Updates include Instagram (last 30 days): 72 posts, 653 followers (+102) 1,148 accounts reached, 6,289 impressions (post views), 298 profile visits, 6 website clicks in profile, 410 content interactions, 375 likes, 7 comments, 5 saves, 19 shares. We've gotten a lot of great response from people about the Litter Sweep event from our postings. Hall-Bagdonas and Cilento have a goal to get to 1,000 followers in the next few months. For Facebook (last 30 days) we have: 254 followers, 205 likes, 3k people reached with posts. There have been 262 post engagements (likes, comments, shares). We have reached over 2,000 people with our Black History Month posts. Cilento said since we had great success with that and can highlight river-related women in the month of March for Women's History Month. Our UDC LinkedIn now has 73 followers. Cilento said accounts have plateaued a bit since creation. Facebook and Instagram are most popular right now and we will focus on those most to grow engagement. Richardson said he checks in on Instagram and said Cilento and Hall-Bagdonas have great posts.

PA Grant Update: Ramie said we are still waiting for Damascus and Berlin Township to submit their projects. Besides that, there hasn't been any activity other than about \$4.00 accrued in interest in our account.

Other: None.

New Business

2021 UDC Awards Banquet Planning: Ramie had discussed re-scheduling the UDC 33rd Annual Awards Banquet, currently reserved for 4/25 at Central House Family Resort in Beach Lake, PA based on a call from the venue on 2/11. She presented their available Sunday dates through October to the full membership in a 2/17 memo. Overwhelmingly the choice was Sunday, 9/12. A Motion by Henry seconded by Dean to proceed with Sunday, September 12th 2021 for our 33rd Annual Awards Banquet carried. Ramie said another question is who to invite as a Keynote Speaker. Last year we had lined up PA Representative Jonathan Fritz before we had to cancel the event. She doesn't know his availability on this new date. One of the reasons we selected him was because he was one of the award recipients in 2020. The committee recommended Ramie contact Representative Fritz for his availability for the 2021 event.

Beck, Gogolski, Poska & Co. CPAs Rate Increase: Ramie said BGP is our accounting firm that provides us with our bookkeeping services, specifically by Mike Poska, who is proposing to raise the rate \$50 a month. This would be the first rate increase since January 2018. UDC pays \$620 a month. Ramie said Poska has been bookkeeper since Ramie has been here. A Motion by Richardson seconded by Henry to accept the rate increase by Beck, Gogolski, Poska & Co. carried.

Summary of Pending Bills 2/22/2021: A Motion by Henry seconded by Dean to approve bills carried.

Financial Statement 2/28/2021: Dexter said the financial statement is offered for individual review.

Other: Richardson asked how the new snowplowing service is by Mr. Campfield? Ramie said it certainly helps with timing that he lives across the street and we are satisfied with his services.

Henry asked staff to look into WIFI issues at the office since many of ramie's reports tonight were disrupted by connectivity issues. Cilento said that the Frontier technician who recently upgraded the UDC's router modem confirmed that we are receiving the fastest speed for what we pay currently. Ramie noted that the internet instability is an intermittent rather than constant problem and she experiences the same challenge at home.

Public Comment: None.

Adjournment: A motion by Robinson seconded by Greier to adjourn the meeting at 8:07 p.m. was carried.