

**Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
July 26, 2022**

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

Committee Members Absent:

Staff: Laurie Ramie, Kerry Engelhardt

NPS Partner: Cody Hendrix- Community & Land Use Planner

Guests: Bill Dudko- Town of Deepark Alternate

The UDC's Operations Committee held its monthly meeting at the UDC office in Narrowsburg on Tuesday, July 26, 2022. Chairperson Boyar called the meeting to order at 7:09 p.m.

Approval of the June 28, 2022 Meeting Minutes: A motion by Robinson seconded by Dudko to approve the June 28, 2022 meeting minutes carried.

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

Financial Status:

FY 2022 Federal Funding: Ramie finalized and submitted to NPS on 7/1 (before 7/5 deadline): Budget Narrative/Work Plan for the Fiscal Year 2023 1st and 2nd Quarters; \$150,000 Budget (Excel file) for 10/1/22-3/31/23; Certificate of Insurance; and Audit Exemption Statement for receiving under \$750,000 in federal funding. She submitted the SF-424 Application for Federal Assistance forms through the Grant Solutions online financial management program on 7/11 (before 7/15 deadline). Ramie withdrew \$23,601.19 from the ASAP wire transfer direct deposit program on 7/25 to cover the July abstract of bills, leaving a balance of \$80,933.67 available through 9/30. She requested a Fiscal Year 2022 spending status report from the bookkeeper to analyze (provided in the meeting packet). She will make recommendations to zero out the UDC FY22 budget by 9/30. After noticing that ASAP will suspend all financial recipient accounts from 9/26 to 10/1 for the fiscal year close-out, Ramie has marked our calendar to initiate a final payment request on 9/23 in advance of the 9/27 Operations Committee approval of the abstract of bills.

State and Federal Funding: Ramie reached out to the clerks for Pike, Wayne, Orange, Sullivan, and Delaware Counties on 7/20 to ask for updates on the status of the provided sample resolutions to support permanent state operational funding for the UDC, as requested on 6/23. She received word of the Sullivan County Legislature's approval on 7/21 based on a recommendation of their Government Services Committee on 7/7.

Administration:

Administrative Updates: Ramie researched Information Technology (IT) service providers. Staff met at the UDC office on 7/6 with Chris Marshall from Marshall Consulting/Lake Region Computers of Hawley, PA. He performed a preliminary assessment of our hardware and software systems, installed remote access, repaired a few issues, provided his W-9 information for our tax records, and made recommendations. Ramie researched the UDC's most recent 2011 process to retain a legal services consultant. She drafted copy for an advertisement on 7/20 then placed and approved proofs for classified ads in the *Tri-County Independent*, *Sullivan County Democrat*, and *River Reporter* seeking qualifications and rates by 8/2. IT recommendations will be discussed tonight. She will provide an update on the responses received for NY-PA legal services at the 8/4 UDC meeting and refer back to the Operations Committee if necessary.

Records Management: Ramie provided corrections to the 1988-2013 NPS-produced report of UDC records to Michelle Blockberger on 7/5. Hall-Bagdonas is transferring the UDC's 2014-present date electronic documents to NPS Upper Delaware on a supplied flash drive by 7/30.

Public Relations:

“The Upper Delaware”: Ramie worked for 47 hours starting on 7/5 on the Summer 2022 newsletter issue to develop an outline of contents, gather information, do interviews, select and manipulate photos, do formatting and design, compose, edit, and upload the 12-page document to Courier Printing on 7/18. She received and approved the proof from Courier electronically that same day. Hall-Bagdonas sent an updated mail program database to the printer on 7/25. We expect delivery on 8/1 and will publicize, distribute, post, and archive. We will continue exploring alternative newsletter formats or distribution options to save money.

34th Annual Awards Ceremony: Ramie sent a letter with the formal 9/18 booking details, room set-up instructions, and buffet menu selections to Central House Family Resort on 7/11. Staff discussed preliminary award nominations at our 7/20 Team meeting to identify category gaps. Ramie will summarize nominations received by the 7/29 deadline to present to the Awards Subcommittee (Boyar, Dudko, and Richardson) to request approval of the slate. She will publicize Congressman Matt Cartwright (PA-8) as keynote speaker. Ramie will meet on 8/24 with his aide April Niver to discuss talking points. Staff will continue following the timeline of activities leading up to the 9/18 banquet at Central House.

Public Outreach: UDC set up and staffed in shifts information booths at the 7/16 NPS Zane Grey Festival in Lackawaxen (Engelhardt & Hall-Bagdonas) and 7/24 Delaware Valley Arts Alliance’s Riverfest in Narrowsburg (Ramie & Engelhardt). Engelhardt will participate in the 7/29 (revised date) Environmental Resources Fair for New Residents at the Wallenpaupack Environmental Education Center.

News Releases: Two news releases were issued: “UDC will Present on Mission and Values of the National Canoe Safety Patrol July 7”, 6/30 with photo; and “Upper Delaware Council 34th Annual Family Raft Trip” reminder on 7/19 with photos. Ramie was invited to participate in a Philadelphia Inquirer interview for an article on the Skinners Falls-Milanville Bridge on 7/14 which a logistical error prevented but a new date is pending. Ramie was interviewed on camera by PA Cable Channel 13 News reporter David Jackman on 7/15 about the UDC’s initiative to develop guidance for communications towers in the river corridor. Ramie was advised at the 7/24 Riverfest by WJFF Station Manager Tim Bruno that an anonymous donor to the public radio station has selected the UDC as the non-profit organization to receive commercial time as a match to her donation. Ongoing publicity of meeting notices and releases occurs through Facebook, Instagram, LinkedIn, YouTube and Vimeo outlets. UDC also posts all NPS UPDE news releases at upperdelawarecouncil.org. **Next topics**: Raft Trip, Awards Banquet, Technical Assistance Grants, River & Shoreline Clean-up Grants, Fiscal Plan Actions, PA Grant, Annual Reports.

Grants/Fundraising:

Grants Gateway: Ramie was notified on 7/18 that New York State is retiring its Grants Gateway program and will replace it with the Statewide Financial System (SFS) as its new enterprise grants management system. Ramie will log into SFS self-service profile to verify the UDC’s vendor profile and renew prequalification status for any future NYS grant opportunities for bidding and submitting payment claims.

UDC PA Grant: Attempts to close the Jeff Bank account on 6/14 were unsuccessful after UDC had another \$15 service charge on 6/30 and a \$35 overdraft fee on 7/7 assessed against the \$0 balance which Ramie again called the branch manager about on 7/11 to ask for a reversal and manual closure of the account. When the audit approval officially arrives, she will notify the grant sponsors and issue a final press release describing the accomplishments.

Upper Delaware Litter Sweep: A \$250 donation from Mohican Inn that had been pending for the 2022 sponsorships was received and deposited on 7/5. As of the bank statement ending 6/30, the account’s balance was \$1,340.91.

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.

Other: None.

New Business

RFQ for Legal Consulting Services: Ramie provided a copy of the ad she submitted to three newspapers. She will provide a report at the 8/4 UDC meeting of the outcome of the request for qualifications for legal services consultant(s) candidates for the Council, for which letters of interest are due by 5 p.m. on 8/2.

Sponsorship Request for 5th Annual “Get Trashed” River Cleanup on 8/13: Hall-Bagdonas provided a report for members: “The Annual ‘Get Trashed’ Upper Delaware river cleanup in Starlight, PA at Delaware River Club is on 8/13. The group Pig Farm Ink travels around the U.S. encouraging people to go outside and get involved using the hashtag of #flyfishingsaveslives. They create a comfortable environment for new anglers. You form teams and each piece of litter you pick is worth a point. Ideally, you want a ‘newbie’ angler on your team because if they catch a fish fly-fishing that would get the team more points. Gloves and bags have been offered in the past for litter pickup and the trash collected is left at the Delaware River Club to be picked up. In the past the winning team has received prizes from Simms fishing gear, Costa, etc. The event will likely focus on the West Branch. Chris Calabrese (former UDC Litter Leader) (Housefly Fishing/Delaware River Club) has asked if we would be able/willing to renew a contribution this year. The UDC logo will be featured on the event poster and we will help promote the event. As a reminder UDC approved a \$500 contribution for the 2021 event. Something wonderful about this ‘Get Trashed’ event is many of those that attend are also found at the Lackawaxen cleanups and others around our community. We are truly building a network of partners that are taking direct action. This event helped spark my passion for caring for this river. Thank you for your consideration.” A Motion by Richardson seconded by Henry that the bookkeeper prepare a \$500 check to the appropriate entity for the UDC’s sponsorship of the 5th Annual “Get Trashed” River Clean-up set for 8/13 on the West Branch of the Delaware River and represent the UDC at the event was carried.

Summary of Pending Bills 7/25/2022: A Motion by Henry seconded by Robinson to approve the bills carried.

Financial Statement 7/31/2022: Boyar said the financial statement is offered for individual review.

Other: None.

Old Business

IT Consultant Chris Marshall’s Recommendations: Following discussion, Ramie will make arrangements with UDC IT Services Consultant Chris Marshall to update the Microsoft Office 365 licenses to the latest versions and install Carbonite Safe cloud back-up subscription services following the hard drive and RAM upgrades for two of the 2016 desktop computers that will occur 7/29.

7/29 Deadline for River Valley Award Nominations and Raft Trip Reservations: Ramie reported that the deadline for River Valley Award nominations is Friday, 7/29. That’s the same deadline for raft trip reservations. Hall-Bagdonas’ report shared that we currently have 30 people signed up for the 34th Annual Family Raft Trip. This has been heavily promoted on social media and an email went out to families/groups that have attended in previous years. This year we are working with Lander’s and doing the 5-mile stretch from Skinners Falls to Narrowsburg at a discounted rate of \$19 for 4-12 and \$29 for ages 13 & up. If anyone is interested, please let her know.

UDC Social Media Update: Ramie read from a report Hall-Bagdonas provided: “We continue to highlight summer events in the river corridor and nearby and events UDC staff is attending. We’ve shared 8 Instagram posts in the last month; and 136 stories. We’ve gained 20 new followers on Instagram. I will be focusing a post on water safety this week and we will promote that year-round.” Engelhardt added for Twitter, our top tweet was about the presentation from the National Canoe Safety Patrol this month.

Adjournment: A motion by Roeder seconded by Greier to adjourn the meeting at 7:58 p.m. carried.