

**Upper Delaware Council**  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**July 23, 2019**

Committee Members Present: Harold Roeder Jr., Aaron Robinson, Larry Richardson, David Dean, Fred Peckham, Al Henry, Jeff Dexter  
Committee Members Absent: Jim Greier  
Staff : Laurie Ramie, Pete Golod, Ashley Hall-Bagdonas  
NPS Partner: Marilou Ehrler, Jennifer Claster  
Guests: Roger Saumure (Shohola alternate), Cheryl Korotky

The UDC's Operations Committee held its regularly scheduled monthly meeting on Tuesday, June 25, 2019 at the Council office in Narrowsburg, NY. Chairperson Roeder called the meeting to order at 8:40 p.m.

**Approval of May 28<sup>th</sup> Meeting Minutes:** A motion by Henry seconded by Dean to approve the June 25<sup>th</sup> meeting minutes was carried. There was no public comment on the agenda.

**Executive Director's Report and Monthly Calendar:**

**Financial Status:**

**FY 2019 Federal Funding:** Ramie said the UDC did our draw down today through our Federal account. We have a balance of just over \$90,000 to last through 9/30. Ramie has the third quarter report almost assembled. She needs the financial part of it from our bookkeeper. Ramie provided the bank balance.

**State Funding: PA-** Representative Fritz was unsuccessful in introducing his operational funding request for the UDC. Ramie provided his quote as to looking for other alternative means in funding for UDC. He said there's a high level of determination to get this funding secure and he will keep us apprised. NY- We didn't get any response to the letter Ramie sent on 6/17 to Assemblywoman Gunther requesting a debriefing about what happened with the New York funding request so we will try to pursue that. In the meantime, there is an environmentally-oriented event coming up on 8/13 with Senator Metzger, sponsored by the New York League of Conservation Voters Education Fund in Roscoe. Ramie has signed up for that and said anytime that we can show UDC's presence of being interested in what goes on in the watershed, it's a good opportunity to be mutually supportive.

**Administration:**

**"The Upper Delaware":** Ramie said she spent a lot of time this past month writing because not only did we have the newsletter due, we had a slew of grant support letters which are coming up as well as resolutions that required research. The summer newsletter was the biggest time-consuming project. Ramie logged 61 hours on that. Some of that includes going to events to cover them. Ramie provided a copy of the newsletter to pass around. With the help of Lauren Hauptman, NPS Cultural Resource Technician, she tracked down a 1988 photo and article on Floyd Campfield for a memorial tribute. She also interviewed Westfall UDC Alternate Roland Edwards, Jr. This issue went in on 7/16 to the printer. Ramie used Dropbox to transfer the files instead of burning them to a CD. We await delivery of the newsletter by 8/5 or sooner.

**Festivals:** UDC will be staffing an informational exhibit booth at the Narrowsburg RiverFest on 7/28.

**8/4 Raft Trip:** Two news releases were issued on 7/1 and 7/22 for the 31<sup>st</sup> Annual UDC Family Raft Trip (Ten Mile River to Barryville) coming up on 8/4, requesting advance registration by 7/26 at \$29 for ages 13 and up and \$19 for ages 5-12. We will provide a count to Kittatinny Canoes on 7/29 and handle event logistics. Hall-Bagdonas said as of today we have 20 registered. Ramie and Hall-Bagdonas will staff the on-site check-in table on 8/4.

**River Corridor Cleanup:** Ramie provided extensive contact information for various agencies, groups, and individuals to Hall-Bagdonas on 6/28 for her database compilation of potentially interested cleanup organizers. Ramie prepared a draft agenda on 7/2 for Boyar's review. After confirming 7/30 as the date for the roundtable

meetings with identical sessions at 3-4:30 and 6-7:30 at the UDC office and reviewing the agenda at the 7/16 WU/RM Committee meeting, Ramie issued a news release on 7/16 and Hall-Bagdonas sent the notice to a database of 65 contacts.

**Publicity:** Issued four news release: "UDC Technical Assistance Grant Applications Due by Aug. 30"; "UDC Welcomes Public on August 4 Raft Trip"; with photo, 7/1; "July 30 Roundtable Meetings Set to Plan for 2020 River Corridor Cleanup", 7/16; and "Reserve for UDC Aug. 4 Raft Trip by July 26", 7/22.

**2019 Technical Assistance Grants:** Staff revised the FY 2020 forms (memo, contract guidelines and criteria, and standard contract rider) on 6/27 following Project Review Committee discussion. The memo soliciting applications was sent 6/27 to all eligible municipalities, with a news release issued on 6/28, noting the 8/30 submission deadline. We will gather applications received for review in advance of the 9/10 special Project Review Committee meeting, set up appointments with delegates, and offer a recommendation on grant awards to the 10/3 full Council. Regarding 2019 Technical Assistance Grants (TAG) approval for the Town of Lumberland 2019-01- \$787, Guide to Permits brochure, is on the agenda for payment approval. Three additional FY 2019 grants that must be completed by 8/30 are: Shohola Township, \$5,000, ordinance update; Town of Tusten, \$5,000, municipal software; and Berlin Township, \$600, township informational brochure. As each FY 19 TAG is completed and the payment request is approved we publicize each project.

**UDC T-shirt Sales:** The invoice from Platform Industries Custom Screen Printing of Honesdale of \$320 for 40 t-shirts of various sizes is on the abstract of bills. Hall-Bagdonas sold four shirts at the 7/13 Zane Grey Festival. We can't sell the UDC t-shirts at Narrowsburg RiverFest because they have their own shirts for sale but we can advertise them by flyer.

**Records Management:** Ramie referenced the budget status sheet provided in the meeting packet. She asked Mike Poska, the bookkeeper, to show us where UDC stands with the FY 2019 budget. Right now we currently have a surplus of about \$25,600. This is after some pluses and minuses in various budget lines. One of the biggest items is the outside consulting services. That is one of UDC's very few discretionary lines that we have when we're putting the budget together. Our original concept for that of which we have a little over \$12,000 there, is for a records management project. We were interested in hiring an archivist or a librarian to advise on adopting a paper and electronic records retention policy, help organize our file management system, and identify other needs. Ramie said the problem we have with that is we love the project idea, but where do you find a person like that here in Narrowsburg? She said she doesn't know where to start with that or how to approach it and she has no idea if \$12,000 covers it. The issue we have now is that we carefully spend every penny throughout the fiscal year and then we usually end up in this situation about two months from the end of it, where we've saved to make sure that we didn't have any emergencies come up. Now we're kind of pressed to put that money into operation for some good purpose. Ramie said that records project was the original idea but she certainly welcomes other ideas if that may be a higher priority or if anyone has guidance on where to begin with a project like that. Ramie said it requires somebody with professional expertise in this subject and because it would be a consultant, UDC would need to go through a bidding process, come up with specifications, outline what we are looking for. Henry asked if there was a threshold for the amount of competitive bids? Ramie said yes, but she doesn't recall the amount.

Henry said this may be a good time to contact Tom Shepstone as he was instrumental and influential at various stages. Henry said he may be able to put together something that has a lot more credence.

Ramie said on many of the categories where we are over we have every intention of spending like the office supplies, postage and printing. Peckham recommended cups and coffee mugs with the UDC logo on it and Ramie said that comes from our own money, not Federal. Eventually we will have a whole list of recommendations such as we have \$1000 in minor furniture and our bookkeeper's desk is falling apart. The drawers are not attached and Ramie thinks that should certainly be one item included on the list.

Another surplus item is in the staff training. We put in money for the GIS classes and have yet to spend it for the last two years, so we're going to need to reallocate that to something. Golod said the last time he tried to apply was in

September and the check was revoked because we didn't have funding. He said he would have to start at ground zero to complete the certification course due to so much passage of time.

Robinson said he doesn't know if funds could bridge two fiscal years, but he thinks UDC should consider hiring a consultant to evaluate the RMP but the relationship between the partners over last 30 years to see if the original intentions were fulfilled. There's quite a lot of good background material in the economic study. There are questions of whether it's helped or done nothing to the local economy. It would be interesting to find the transformation of this arrangement over the last 30 years because obviously what it is today isn't what it was 30 years ago. We can send out Request for Proposals for that kind of study. Robinson said it's not a simple study but he thinks it would have a lot of benefits to use as a benchmark to see where we should be looking at for the future. Richardson said he thinks the person that could do that is Chuck Hoffman. We paid him for years as an outside consultant to get the UDC on track. Ramie said she remembers when UDC did a survey and asked people to contribute their ideas on how to prioritize projects that we had in mind. If you remember, Superintendent Kris Heister said no to just about every one of those ideas. Ramie knows the economic study was one of the ideas that Heister said was not allocable. Robinson said we can make it broader and say, we're involving the River Management Plan (RMP), this whole thing is predicated on this document. We have two state partners, a federal partner and the UDC. Are the partners doing the job? Are the states fulfilling their roles? Is the federal government living up to what was intended in the RMP in the underlying law? Robinson says he has trouble with a lot of this because he reads the law and sees such a divergence of how this is applied. The last discretionary thing, for example, was the Technical Assistance Grants. He asked how can one Superintendent decide it's perfectly suitable as is and another Superintendent say no? That's a direct conflict. Richardson said it was many more than one Superintendent that said the Technical Assistance Grants are acceptable. UDC has been doing them since the beginning. This survey could be part of our five-year review, if you wish. Henry said NPS has in their 2014 Foundation Document, mentioned various time, to do economic studies. Ramie suggests everyone think about it and by the time of the 8/1 full Council meeting we can discuss it and make decisions. Henry requested every Superintendent's Annual Report from NPS from the last ten years, if it's not an imposition. He said it can't be accessed online. When he tried it says it's not available. Henry said UDC is supposed to get a copy every year and he's not sure if we have. Claster said the Foundation document is on the website. Anyone can access it and download it. Ramie said during Superintendent Heister's tenure, she has brought the Annual Work Plan to the Council for review every year.

Ramie said the August calendar is available in the packets for review.

### New Business

**Town of Lumberland Technical Assistance Grant 2019-01 - \$787 Payment Approval:** A motion by Henry seconded by Peckham to approve the payment for the Town of Lumberland Technical Assistance Grant 2019-01 for \$787 carried.

**Draft Letter: NYS CFA #91161 Support (Callicoon Riverside Park):** A motion by Robinson seconded by Henry to approve the Draft Letter of Support for Callicoon Riverside Park carried.

**Draft Letter: NYS CFA #91162 Support (Highland Access & Callicoon Park):** A motion by Robinson seconded by Henry to approve the Draft Letter of Support for Highland Access & Callicoon Park carried.

**Draft Letter: NYS CFA #94221 Support (Upper Delaware Visitor Center Marketing):** A motion by Robinson seconded by Henry to approve the Draft Letter of Support for the Upper Delaware Visitor Center Marketing carried.

**Records Care Grant Support (Equinunk Historical Society):** A motion by Robinson seconded by Henry to approve the Draft Letter of Support for Equinunk Historical Society carried.

**Approval of Costs for 7<sup>th</sup> Annual Delaware River Watershed Forum, Allentown, PA:** This Forum is put on by the Coalition for the Delaware Watershed and it's coming up on 10/16. Golod said the cost for a one night stay along with the conference is \$255. Golod said he's unsure if anyone from NPS will be able to attend this yet. He's

reached out to Don Hamilton, who he's gone with in past years. Without carpooling, mileage one-way is \$118. By 8/23 we need sign up for the registration for the conference in order to get the early rate, which is \$100 for both days. The conference starts in Allentown at 9:00 a.m. which would take Golod about 2 ½ hours to get there. He is asking if it would be possible to stay for one night before the conference to be there. With mileage it will be about \$500 if he doesn't carpool. A motion by Henry seconded by Robinson for the approval of the costs for the 7<sup>th</sup> Annual Delaware River Watershed Forum carried.

**Approval of Quote to Power Wash the UDC Building on 9/7/19:** Ramie said this is a \$300 Quote by Dan Wagner, Window Cleaning, our office cleaning contractor, who would do the job on 9/7. A motion by Henry, seconded by Robinson to approve the quote to Power Wash the UDC Building was carried.

**Summary of Pending Bills 7-23-19:** A motion by Henry, seconded by Peckham to approve the bills was carried.

**Financial Statement 7-31-19:** Roeder said the financial statement is offered for individual review.

**Other:** Richardson asked if any work has been done in the back of the building to clean up the area? Golod said he spoke with Ron from Frontier Communications recently. Ron said he does know about the issue and he will address it.

**Public Comment:** None.

**Adjournment:** A motion Peckham seconded by Henry to adjourn the meeting at 9:12 p.m. was carried.

*Minutes prepared by Ashley Hall-Bagdonas, 7/30/19*