

**Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
July 28, 2020**

Committee Members Present: Larry Richardson, Thomas Dent, Aaron Robinson, Al Henry, Fred Peckham (via phone), Jeff Dexter (via phone), Jim Greier, David Dean, Dan Paparella.

Committee Members Absent: None

Staff : Laurie Ramie, Shannon Cilento, Ashley Hall-Bagdonas

NPS Partner: Acting Superintendent Darren Boch (via phone), Jennifer Cluster (via phone)

Guests:

The UDC's Operations Committee held its monthly meeting on Tuesday, July 28th, 2020. Chairperson Richardson called the meeting to order at 7:35 p.m. There was no public comment on the agenda.

Approval of June 23rd Meeting Minutes: A motion by Robinson seconded Henry to approve the June 23rd, 2020 Meeting Minutes was carried. There was no public comment on the agenda.

Executive Director's Report and Monthly Calendar:

Financial Status:

FY 2020 Federal Funding: On 7/27, Ramie withdrew \$29,047.38 from the ASAP account to cover July's bills. The Federal funding balance is \$95,447.67 through 9/30. What we have to do in terms of our current year's funding is to discuss how we're going to spend what we have through 9/30. That will be discussed under new business. UDC's Fiscal Year 2020 3rd Quarter Financial and Progress SF-425 Report for April-June are due to NPS by 7/30. Ramie noticed when she went into UDC's Automated System for Award Payments (ASAP) account, it was advising about the closeout that they'll do for FY2020. All accounts will be suspended from September 21st, at 5:00 PM through September 30th and they would be available again on October 1st. Therefore end-of-fiscal-year funds should be withdrawn prior to that.

FY 2021 Documents Due: On 7/24, NPS returned components of the FY 21 1st Quarter \$75,000 SF-424 Application for Federal Assistance package that was submitted on 6/5 and the Fiscal Year 2021-2025 UDC-NPS Cooperative Agreement that was submitted for DOI approval on 1/15, flagged with various questions and comments. Administrative Officer Michelle Blockberger's note says, "As always, this has to be completed and returned to Patrick Reidy quickly for the next review and possible return if any additional questions, changes, etc. Once finalized it will still need to go to the Solicitor for review and has to be completed before the 8/31/20 deadline for the 1st quarter \$75K to be awarded." Ramie said we are grateful that we have this opportunity to secure the funding before the end of the fiscal year.

FY 2019 Federal Funding: Ramie initiated a payment reimbursement request through ASAP on 7/27 to cover the UDC's \$5,000 check to Shohola Township in anticipation of the approval of its TAG 2019-02 project completion. This action closes out that liquidated account.

Administration:

Resources and Land Use Specialist: The Personnel Subcommittee conducted an interview with Shannon Cilento on 7/1, with the UDC unanimously voting to extend an offer of employment on 7/2. Upon Cilento's acceptance, Ramie prepared draft Employment and Training Reimbursement Agreements outlining terms and benefits; forwarded Declaration of Employment, W-4, W-9, and I-9 Employment Eligibility Verification forms for completion; provided the Staff Code of Conduct, additional policy information, and our July calendar; requested the set-up of a new email account; notified the UDC's insurance broker; facilitated trainings for substantial conformance & project review with Jennifer Cluster, UDC Wordpress website maintenance with Dorene Warner, and the NYS mandated Sexual Harassment Prevention program; assisted Hall-Bagdonas with the preparation of

Cilento's office space while Hall-Bagdonas revised outgoing phone messages and printed business cards. On Cilento's first day of employment 7/15, Ramie interviewed her to issue a news release which will also appear in the UDC summer newsletter.

UDC Bylaws: The required 30-day written notification of the proposed amendment to permanently incorporate the temporary voting rules change for teleconferences was provided at the 7/2 UDC meeting. Draft Resolution 2020-11 will be presented at the 8/6 meeting.

Public Relations:

“The Upper Delaware”: Ramie set up interviews on 7/2 and 7/15, gathered information, did a photo shoot on 6/26 for anticipated subjects, prepared a list of contents on 7/14, uploaded and formatted photos, began layout and writing on 7/15, and finished composition for staff proofreading on 7/21. Total hours invested = 57, including 19.5 hours on the weekend of 7/18-19. She made final edits, saved Quark file and photos to Dropbox, and prepared a cover memo with instructions for the printer. She received and returned the blue line proof on 7/24. Hall-Bagdonas finalized updates to the mail program database and submitted it to the printer on 7/27. Delivery from Courier Printing is expected on 8/3. Ramie will issue a news release to announce its availability. Cilento posted the issue on the UDC website. Next steps are, after 10/1, request printer bids for Fiscal Year 2021. The Fall/Winter issue deadline is 11/25 for the UDC with a 12/7 release.

Publicity: Three news release were issued: “Reserve by July 27 for Upper Delaware Council’s Family Raft Trip on August 2”, 7/7; “UDC Cancels Aug. 30 Awards Banquet; Will Honor 2020 Recipients Next Spring”, 7/9; and “UDC Welcomes Shannon Cilento as Resources and Land Use Specialist”, 7/15.

32nd Annual Awards: Ramie obtained the COVID-19 safety polices from Central House Family Resort on 6/24 to share with the UDC board. The determination was made to cancel the 8/30 banquet on 7/2. Ramie notified the venue, keynote speaker, and award recipients that the UDC will postpone to 4/25/2021 to honor the intended 2020 slate, as well as issuing a news release to inform the public of the UDC’s plans. We have also asked Representative Fritz to continue his role as our keynote speaker. He was not able to commit this far out, but he knows that we're interested.

Consulting Projects:

Interim Project Review Services: Ramie signed “Upper Delaware Council Consulting Services Agreement for Project Review and Substantial Conformance Tasks” with Tom Shepstone of Shepstone Management Co. on 1/24/20 at \$150/hour, exclusive of travel time. Expenditures through three invoices for four requested reviews (anticipated to be final now that the six-month Resources and Land Use Specialist vacancy is filled) = \$5,775.00.

The August Calendar was provided in the meeting packet.

Henry asked Boch his take on the probability of FY-21 Federal funding before FY-20 money lapsed to allow us to use \$75,000 in the first quarter of FY-21. Boch said the Cooperative Agreement needs to be completed per Contracting Officer Patrick Reidy’s request. Henry said the Solicitor Review request by 8/30 is tight quarters. He asked if Boch could contact the solicitor now to make sure that everything is legal. Boch said he has a good relationship with the Solicitor in the region. He said he would impress upon him the urgent nature of the review but he doesn’t anticipate a problem.

Henry said referencing the Awards Banquet we had decided to cancel it and said we wanted to honor the recipients for 2020. He asked are we not going to accept nominations for designees for various categories? Ramie said she wasn’t planning on it because that would be so much work to do; we have 10 categories as it is. We had 13 winners this time. Henry said he thought the decision was that we were deferring the slate from 2020 to honor them in the spring. Do you want to do two banquets? He said his motion from last month requested that we honor these people in writing like the booklet Ramie provides and then you also entertain nominations for the next year because we can’t just say next year isn’t going to happen. Henry said we can go with that Motion but he just wanted to clarify a whole year people are going to be doing things where they won't get any type of recognition. At least if you put that in writing and capture it, put it on the UDC website that would honor the 2020 recipients. He did not intend to say forget about next year. Richardson said his first thought was Henry was talking about trying to recognize two groups

of people in one afternoon, that would take all afternoon. He feels we can certainly do the booklet and as part of the 2021 recognition could touch on those people and recognize them in a line or two; say what they're recognized for and reference the book for details then move on to the 2021 designees. Greier asked if it could be done in the next newsletter? Henry said if we want to honor them via newsletter or booklet, we can invite them to next year's banquet but he doesn't want to double the time at the banquet to recognize 20-21 recipients but they deserve recognition. Ramie said she's glad that was clarified and she agrees that it's not fair that people miss out on the good deeds that they did from now until next year. Henry recommended putting the 2020 Award Recipients in the next newsletter as Greier suggested. That way it's distributed to our mailing list and also on our website. Ramie said she would develop a plan for how to handle the dual recognitions.

Richardson asked how the UDC Raft Trip is coming along for 8/2? Hall-Bagdonas said we have 76 people signed up; nearly all of the parties have participated in UDC Raft Trips in the past. Per Richardson's suggestion from 2019 we will be bringing UDC t-shirts to offer for a \$15 donation.

Richardson asked Cilento to keep in mind they wanted previous UDC Resource Specialists to send an introduction letter and make time throughout the year to get out to planning boards. He understands she has an advantage in having many contacts on the New York side. Cilento said last week she made a municipal meeting schedule for all 13 municipalities that lists when all town board, planning, and zoning commission meeting are. In the next few months, she plans to pick a few each month and intends to bring the UDC Project Review Workbook along when she introduces herself as in-person meetings resume.

Old Business

FY 2020 Budget Status Update: Ramie provided a handout prepared by our bookkeeper Mike Poska to show where we are currently at with expenses. They projected it out through the end of the fiscal year. The column on the far right labeled "Variance" represents where we stray from the budgeted figures; currently projecting a surplus of \$23,229. Last month we were at \$42,000. To explain, we have resumed paying the salary for a Resource Specialist, which included a sign-on bonus. We're also starting to get the mileage reimbursements for our in-person meetings. We bought a portable lectern. The expenses for our summer newsletter is close to \$4,000 for the printing and postage costs. We had the final invoice for Tom Shepstone. The printing cost for the UDC Workbooks is included there and we've done a down payment on the video. Ramie said this will be discussed under New Business on recommendations how to spend down the surplus.

UDC Strategic Plan Retreat Update: Ramie said we're still struggling with the idea of where and when to hold a retreat to develop our five-year plan. NPS did allow us dispensation knowing that it's not as critical a document as the Cooperative Agreement and the financial documents. The Five-Year Plan is more conceptual of what UDC wants to accomplish in FY21-FY25. UDC has hired our facilitator; Buck Moorhead. The National Parks Conservation Association (NPCA) has been partnering with us due to their interest in the Upper Delaware. Moorhead would like to have a small committee to work with him on this. That committee's role would be to come up with the topics for discussion and provide other guidance at the workshop. We are thinking of an outside pavilion setting to have more distance and for safety protocols. Ramie has looked into Lackawaxen Township for options. We are thinking of a September or October date and may need to rent heaters. Ramie will be sending out four different dates for Saturdays for a full-day program. The options would be in-person or online. She doesn't feel it would be very productive communicating online. She doesn't like the idea of pushing it off until next year because it's fiscally budgeted this year with the facilitator. Ramie said she's still taking suggestions for a venue. She was thinking about the Hortonville pavilion. We need minimum requirements: a roof, chairs, tables, bathroom, and electricity. Henry suggested renting a tent. They come with sides, heaters, you can put it in a place with parking. Robinson suggested Rhoman's Park in Shohola which provides bathrooms, pavilion, and good parking.

PA DCED Grant Update: Ramie said since our last meeting we had a payment request from Westfall Township. They completed their resurfacing/paving project for their Township building in Matamoras which was a little over \$12,000 and funding has been disbursed. UDC's technology equipment purchases through Kristt Kelly in Monticello have been taken care of totaling \$1,078.21. We bought a ceiling projection screen, media cart, a conference phone, laser pointer, and carrying cases for the new laptops. We are looking for someone to mount the ceiling projection screen. Ramie asked if anyone has any suggestions for a handyperson. She also needs them to

look at the ceiling fan in her office. Hall-Bagdonas said she would look at the specifications of the ceiling projection screen so more information can be given to the handyperson, when needed. The committee suggested Tom Coacci and Sean Harrington. Ramie said we asked if the Narrowsburg Union would be available for our next full council meeting because we found that the justice court in Tusten is resuming on the first Thursdays and not an option for the next couple of months. Ramie feels the meeting room at UDC is too tight for the full council to socially distance. If we don't hear back from Narrowsburg Union we may have to look in a different Town/ship. She also thought of upstairs at the Delaware Valley Arts Alliance, but the room size isn't much different. Henry suggested the Beach Lake Fire Hall; it's centrally located and large enough to accommodate a UDC meeting.

Other: None.

New Business

Shohola Township TAG 2019-02 \$5,000 Payment Approval: A Motion by Henry seconded by Dean to approve the Payment for Shohola Township TAG 2019-02 carried.

Shannon Cilento Training Reimbursement Agreement: A Motion by Henry seconded by Greier to approve the three-year Training Reimbursement Agreement for Cilento carried.

FY 2020 Surplus Funding Recommendations: Ramie referenced the FY 2020 Budget Projection handout in the meeting packet. Earlier it was discussed how much UDC has at the moment. Pending approved expenses are the strategic plan facilitator, the second half of what we'll owe for the workbook training video, and we have asked Dan Wagner Cleaning to pressure wash the building. Once those three pending bills are paid, we'll be down to about \$18,000. An action that came up at last Tuesday's Water Use/Resource Management Committee meeting was a motion to pursue an engineering study of the Ten Mile River Access. The NPS has asked us to come up with solid recommendations for how that access could be improved in terms of the muddy conditions beyond what we've suggested informally. Ramie included the quote from Gay Vietzke where she said that NPS is open to options and would be willing to consider if we can develop a formal recommendation of a workable solution for trailered boat access. We would like to find an engineering firm that has an expert in hydrology. She's not expecting this work to be completed by 9/30, but as long as we put out a scope of services, did competitive bidding and hired someone by then, we can obligate it. Henry said the intent of that Motion was to have an engineer come in and look at the site for a nominal amount of money and get the idea of whether or not this has any room to move forward. They would develop recommendations that we could pursue. He said Evan Padua, Andy Boyar, Ginny Dudko, and Don Hamilton of NPS went down to the TMR Access after the WU/RM meeting and looked at a few sites where it looks like there's firmer structure where there's potential for some type of a concrete slab, perhaps. Greier said when we are fortunate to have money left over would it be possible to set up an emergency contingency fund for the TMR access or legal fees? Ramie said unfortunately not monies cannot be carried over in that way. The committee discussed different engineers that could put a ramp in at TMR. Henry encouraged the committee to look at the DEC Narrowsburg Access, saying that was a \$2 million job that was designed for a lake that was put it in a river. At the end of the first ice out it ripped out around 50% of the access and twisted steel like pretzels. He said that was an awful lot of tax-payer money that was just frittered away. Richardson said when he was at TMR years ago that was concern there. Henry's recommendation is have an engineer go to the site for a consultation to see if there is a chance to have improvements at the site. Ramie said she's concerned about best management practices and that we should be fair and for transparency, we should put out a scope of services which describes what we're looking for to offer it to multiple companies. She understands what Henry is saying about the distinction between doing a study and doing the first step of feasibility to come up with options though. Ramie said she will work on this to send out to the WU/RM committee as well as the NPS and the Boy Scouts who are property owners of TMR. Henry suggested UDC take the first step since the NPS Regional Director asked us to fix it in her letter. Then we can advise NPS and the Boy Scouts what our recommendations are.

Continuing discussion of surplus funding allocations, Henry had suggested on behalf of the Personnel Subcommittee that the UDC might want to consider performance bonuses as we have done in some years. Particularly due to staff filling in with extra workloads during the six-month Resources Specialist vacancy. We do have a couple other relatively minor expenses coming up that we don't have an amount for yet, one of which is website training. Our bookkeeper needs more storage space in his office and has requested a table purchase. If we have the Strategic Plan

Workshop before 9/30, we need to budget for that as well. Henry suggested renting a sizable tent from Rent-A-Center which could be around \$5,000.

August 2 UDC Raft Trip Guest Count: Discussed earlier.

Registration for 8th Annual Delaware River Watershed Forum 9/14-17: A Motion b Henry seconded by Robinson to approve the \$75 registration for Cilento to participate in the 8th Annual Delaware River Virtual Watershed Forum from 9/14-17 carried.

UDC Team for 8/15 “Get Trashed” River Cleanup: Hall-Bagdonas said this is the 4th Annual Upper Delaware river cleanup battle in Starlight, PA at Delaware River Club. The group Pig Farm Ink travels around the U.S. encouraging people to go outside and get involved with a hashtag of #flyfishingsaveslives. Dan Paparella has worked with Pig Farm Ink for the Upper Delaware Sweep. Pig Farm Ink creates a comfortable environment for new anglers. Hall-Bagdonas said while many people were at home during COVID-19 Stay-At-Home Orders they had weekly challenges for people to tie flies. One example was to use only materials from their kitchen and post it on social media using the hashtag #onlineironfly. The “Get Trashed” event has many sponsors such as Friends of the Upper Delaware River (FUDR), Delaware River Club, etc. 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 left at the Delaware River Club to be picked up. In the past the winning team has gotten prizes from Simms fishing gear, Costa, etc. Hall-Bagdonas asked if staff would be able to attend this event. She said she would be going either way and will likely focus on the West Branch. Richardson asked if UDC could be a sponsor? Ramie said it looks like sponsors are covered for 2020 and Hall-Bagdonas said she could contact several of the people involved about next year’s event. A Motion by Henry seconded by Greier to allow staff to represent UDC at the “Get Trashed” 8/15 event and offer a \$500 contribution with this year’s fiscal money for the 2021 event carried. Richardson said he thinks it’s a worthy cause and feels UDC should be a sponsor.

Approval of Bills 7/27/2020: A motion by Henry, seconded by Greier to approve the bills was carried.

Financial Statement 7/31/2020: Richardson said the financial statement is offered for individual review.

Other: A Motion by Henry seconded by Robinson for Ramie to get an estimate from Tom Shepstone to get an idea on cost for developing the Supplement procedure that Shepstone had recommended to us versus the minor amendment for Utility-Scale Solar so we may move forward carried. Claster said she wanted to remind everyone that we’ve been down this avenue before and the NPS had indicated they are not onboard with that approach. Henry said we’re the UDC and we’re going to find out how much it’s going to cost to see the options.

Robinson said regarding the GIS system that the NPS brought forth; he asked Cilento if she talked to Claster about integrating her skills. Cilento said NPS ran into some issues with the NPS privacy laws. They haven’t been able to make it live yet, but she thinks within a year it will be usable. It’s not available to anyone outside of NPS but she is good with GIS.

Richardson said he wanted to thank Claster for all of her help since this is her last UDC meeting before she moves on. She made a positive impression on the Town/ships and we wish her all the luck in the future.

Public Comment: None.

Adjournment: A motion by Dean seconded by Greier to adjourn the meeting at 8:41 p.m. was carried.