

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
March 25, 2014

Committee Present: Harold Roeder, Jr., Larry Richardson, Nadia Rajs, Fred Peckham, George Fluhr, David Dean
Committee Absent: Andy Boyar, Jeffrey Dexter
NPS Partner: Malcolm Wilbur, Carla Hahn
Staff: Laurie Ramie, Travis O'Dell, Cindy Odell
Guests: None

The UDC's Operations Committee held its monthly meeting on Tuesday, March 25, 2014 at the Council office in Narrowsburg, NY. Vice-chairperson Roeder called the meeting to order at 8:06 p.m.

Approval of February 25 Meeting Minutes: A motion by Richardson, seconded by Rajs to approve the February 25 meeting minutes was carried. There was no public comment on the agenda.

Executive Director's Report: Ramie referred members to her written report and noted that the UDC has been advised that the majority of the federal sequester cut imposed in October 2013 would be restored to our FY 2014 federal allocation. A spending plan with a revised budget must be submitted in order to execute the next modification. Ramie reported on the federal account balance and the UDC's bank account balance.

Ramie said the NPS has given the UDC a deadline of June 6, 2014 to submit the Application for Federal Assistance for FY 2015. This schedule will necessitate preparing a draft budget and work plans for review during the May committee meetings and approval of resolutions at the June 5 full Council meeting. She noted she has been advised to plan for a 1% cut to the base federal funding.

Ramie provided the winter fuel and utility costs, noting the UDC budget line allows \$8,500 for the year.

Ramie reported that a National Park Service Archives Survey Team will be on site in the Upper Delaware from March 31 through April 11, during which time they will provide technical assistance to the UDC with its filing system. She said we will very much appreciate the assistance. Wilbur said the point of calling it an archives system is to recognize that the records of the Upper Delaware Council and its interaction with the Park Service and the communities, is an important part of the nation's history and it needs to be preserved and accounted for. That is what this team is going to try and do, he added. A brief discussion about records took place.

Ramie said the UDC has been invited to participate in portions of the NPS Northeast Region Partnership Wild and Scenic Rivers (PWSR) Gathering that will take place April 10 and 11 at Central House Resort in Beach Lake, PA. A 10 – 15 minute joint presentation by the UDC and UPDE has been requested to describe the UDC's role and operations; some successes, issues, and challenges facing the Upper Delaware; and points of difference or commonality between the Upper Delaware and these 11 PWSRs located in PA, NJ, DE, NH, MA, and CT. Wilbur explained that Partnership Wild and Scenic Rivers are preserved and managed through a partnership of adjacent communities, state governments and the National Park Service. Communities protect their own outstanding rivers and river-related resources. The Friday work sessions will focus on how local partners implement river management plans and protect outstanding resource values.

Ramie said she has finished the Spring/Summer 2014 edition of "The Upper Delaware" newsletter logging 55.5 hours planning content, setting up interviews, gathering information, selecting photos, uploading and editing 22 images, doing the layout, and composing articles. The draft was submitted to Courier Printing on March 19th. Expected delivery is on or by April 1st. She shared a color version with members.

Ramie reported that the awards recipients for the 26th Annual Awards Banquet have been selected and a copy of the press release listing the honorees is included in members' packets. She announced that Congressman Chris Gibson has confirmed that he will serve as the keynote speaker at the event. The dinner is on April 27th at Henning's Local in Eldred, New York. The reception with hors d'oeuvres begins at 4

p.m. with dinner following at 5 p.m. The Congressman will deliver a keynote address at 6 p.m. prior to the presentation of the awards.

Ramie noted she issued seven news releases in the past month and submitted ads for the UDC's March 29th workshop to run in three local newspapers.

Ramie said she participated in a 2/26 Planning Committee meeting for the Zane Grey Catch-and-Release Fishing Derby. The committee will meet next on March 28th to discuss final preparations for the April 12 through July 6 catch-and-release contest.

Ramie announced that the 26th Annual Family Raft Trip has been booked with Lander's River Trips for August 3rd, paddling from Skinners Falls to Ten Mile River Access. Check-in will be between 9-10 a.m. at Lander's Skinners Falls Campground. The cost will be \$25 for ages 13 and up; and \$15 for ages 5 – 12. Pre-registration will be due by July 25th.

Ramie referenced the April calendar of UDC Meetings, Activities and Deadlines noting the month is very busy. She said that Bud Cook of The Nature Conservancy will be at the April 3rd full Council meeting to address us regarding the William Penn Foundation Watershed Protection Program.

New Business

Spending Plan for Restored FY 2014 Funding: Ramie noted that the UDC is eligible to receive restored funding from the federal sequester and the report in members' packets contains expenditure ideas. She said that once the funding is added back into the budget, it must be expended by 9/30/14 with no carryover allowed. Some potential projects for consideration are capital expenditures, outside consulting services, and conference/educational programs, Ramie said. She reviewed some of the capital expenditure projects that had been deferred from 2012 and 2013 which included interior painting and replacement of the front door; and others including the replacement of windows, electrical work, and installation of a heat/air pump to increase the building's efficiency. Outside consulting services ideas included a review of the River Management Plan, GIS Mapping, a Fundraising Plan, and Cultural Resources projects. Dean questioned the insulation in the building. He suggested having an energy audit performed to identify deficiencies and address those. He added that any money spent improving the building, would be money well spent. A motion to pursue an energy audit by NYSEDA was made by Dean, seconded by Conway and carried. Richardson suggested the Council may want to allocate some of the funding for any work that may be necessary after the National Park Service Archives Survey Team is here. A brief discussion about the Oral History Tapes took place. Wilbur noted that during the week of May 12th, the Park Service is having a Viewshed Analysis Training and Workshop which could prove to be a big benefit when it comes to the discussion of communication towers and visual intrusions. A finished project will not be available after this week, but he suggested that perhaps some of this funding could be used for this, although he does not know what the need would be yet. Rajszyk suggested that funding could be used for review of the River Management Plan. T. O'Dell said that identifying inconsistencies in the Plan would be a good start. Rajszyk said it is her opinion that review of the Plan needs to be started. Wilbur questioned if a planning intern would be of any use to Council staff. Hahn suggested digitizing town and township zoning maps would be helpful. After much discussion, a motion to put \$15,000 into Capital Expenditures and the remainder into Outside Consulting Services was made by Peckham, seconded by Rajszyk and carried.

Green Tourism Conference Registration Request: Ramie referenced the "Conference at a Glance" handout in members' packets and noted that the registration fee is \$109 per person. A motion to send Ramie to the Green Tourism Conference scheduled for April 7th and 8th at the Villa Roma in Callicoon was made by Rajszyk, seconded by Conway and carried.

Member Participation Policy: Ramie said the UDC does not currently have a policy in place as to what constitutes "participation" as a member and what the consequences are for not participating to that standard. This discussion was initiated by Westfall Township's extended vacancy on the board. Suggested potential actions include: adopting a UDC resolution defining participation to become an official policy effective with the date of the resolution, and/or amending the UDC Bylaws as revised on July 11, 2013 with a 30-day notice, and/or holding this issue to be addressed as part of the eventual review of the River Management Plan for consideration of updates. Richardson said it would be his recommendation to make it a resolution attached to the Bylaws. Dean agreed with that recommendation. He said that way allows for some flexibility. A brief discussion took place as to what a reasonable amount of time would be for non-

participation before the stipend payments would be suspended and what constitutes participation. Preliminary draft language provided for consideration read "In the event of a member's absence at ___consecutive, regular meetings of the Upper Delaware Council, stipend payments will be suspended until active participation resumes. Suspension of stipend payments would require advance written notice to the member (addressed to the Town Board or Township Board of Supervisors) and a majority vote at a regular monthly meeting to take effect." Members agreed to table this discussion until next month.

Summary of Pending Bills 3-25-14/Financial Statements: The committee was provided with an abstract of bills dated March 25 to review. Rajszyk noted that the mileage check for Jenny Mellan was not necessary as she had carpooled to the meetings with Rajszyk. A motion by Fluhr, seconded by Rajszyk to pay the bills listed on the abstract, omitting the check for Mellan, was carried unanimously. Financial Statements as of February 28, 2014 were provided for individual review.

Other: None

Old Business:

Decision on Meeting Order of Project Review and Operations Committees: Richardson made a motion to continue with the current meeting order of Project Review first, followed by Operations. Ramie noted the motivation for the change was to benefit the TAG program by providing the towns and townships with an extra month to complete their projects. The motion was seconded by Peckham and carried with Rajszyk abstaining.

Other: None

Public Comment: None

Adjournment: A motion by Rajszyk, seconded by Peckham to adjourn the meeting at 9:18 p.m. was carried unanimously.

Minutes submitted by Cindy Odell, 3/28/14