

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
Oct. 26, 2010

Committee Members Present: Roeder, Niflot, Rando, Richardson, Rajsz
NPS Partner: C. Hahn
Staff: Douglass, Soete, Coney, Ramie
Guests: D. Keesler, F. Peckham

The UDC's Operations Committee monthly meeting was held Oct. 26, 2010 at the Council office in Narrowsburg, NY. Chairperson Roeder called the meeting to order at 6:36 p.m. A motion by Rando seconded by Niflot to approve the Sept. 28 meeting minutes was carried. There was no public comment on the agenda.

PR/Fund Raising Specialist's Report: Ramie reported the final reimbursement check for NYS grant M080103 was received for the NYS member town projects. This funding included a \$10,000 administrative fee given to the Council for administering this grant. The grant is now closed out. Regarding NYS grant TM09050, the Council is still waiting for the contract submitted in June to the state to be executed and returned. There is no administrative fee with this grant. Ramie noted that NYS Senator Bonacic has secured \$390,000 for the river valley towns since year 2000 for municipal improvements, recreational enhancements, and beautification projects.

Executive Director's Report: Douglass reported that the staff evaluations were basically completed in August except the Personnel Subcommittee still needs to complete Coney's review. (This was completed following the committee meeting.) The annual audit has been scheduled for Nov. 8, 9, and 10. The draft audit should be presented to the Operations Committee at its Nov. 23 meeting.

Old Business None

New Business

Summary of Pending Bills / Financial Statements: The committee reviewed the summary of pending bills. A motion by Rajsz seconded by Rando to approve the bills for payment was carried. The financial statements for period ended Sept. 30 (final for fiscal year) was handed out for review.

FY 2011 Partial Funding for October Received: Coney explained the monthly requests for advance funding for October and November only, due to the federal continuing resolution on appropriations, had been submitted, but a request came in to change October's request to two split payments. This was done. The first part of the payment was received. NPS-Upper Delaware staff has been following up on this to see what happened to the balance of the funding for October. In answer to Rajsz's question, Hahn explained a report had been done awhile ago that found NPS was deficient in handling agreements and how they were reviewed. This report covered all types of agreements, not just cooperative agreements which the UDC is under. There was a standardization of the process to handle these agreements and funding which NPS is dealing with as well as their cooperators. Being a new process, things don't go smoothly all the time. Hahn noted that they've been educating the staff in Philadelphia about the UDC since it is unique among cooperators and how the NPS-Upper Delaware handles this partnership. Peckham asked if this was a top-down change and Hahn said, yes.

Draft Resolution Awarding Printing/Mailing UDC Newsletter: Ramie explained that the current newsletter vendor's contract allows for continuation of the contract for five years if the Council is satisfied with the annual performance. She requested from the vendor a quote for services for printing and mailing the twice annual newsletter for fiscal year 2011. As part of that request, she reduced the number of print copies this time to eliminate waste to 10,500 from 11,000. There are now 9,885 addresses in the mailing list database. The vendor reduced their quote for this year by \$240. The postal service mailing costs for the newsletter is about \$3,000 for the year, not including returns. The cost for printing and mailing would

be about \$7,500 per year, and the budget passed allowed \$8,300, so the quote is within budget. A motion by Rajsz seconded by Rando to approve sending the resolution to the full Council for action was carried.

Rando asked if a boxed notice could be put in the newsletter regarding obtaining the newsletter at the Council's website. Something that would say we're saving the environment and such. Ramie indicated there was mention of online access in the small check box under "Help the UDC to Update Our Mailing List". Soete indicated the software program Ramie is using is outdated. To get the newsletter on the website, we have to scan it in which is basically a picture and not text and the resolution is not great doing it that way. Ramie preferred to remain with her current software. Hahn offered to show Soete how to convert from Adobe 6 Acrobat for the web. Rajsz commented all computers being used in the office were old. Richardson noted updating the computers could be a good "project" to seek grant funds.

Staff travel meetings request: Soete indicated he had a Wayne County Oil & Gas Task Force meeting this Friday. There would be no mileage as he stops at the meeting on his way in to work. Roeder said that should be no problem, and Douglass agreed.

River Reporter article Oct. 14-NWPOA Meeting and Barbecue: The committee was provided with copy of an Oct. 14 *River Reporter* article reporting about the October 3 Northern Wayne Property Owners Alliance (gas leases) annual meeting and barbecue. Rajsz asked if the gas companies sponsored this. Peckham said it was a family-type barbecue and Hess provided the meat that is purchased at the Wayne County Fair 4-H auction. There was a quote in the paper from Roeder attributed to him as the UDC chairperson. Rajsz asked why Roeder was invited. Roeder explained he was invited because he was chairperson of UDC, but he did not speak for the UDC. Ramie asked Roeder if he would like to put in a retraction to clarify the quote. Roeder said he would read the article first as he hadn't seen it yet.

Public Comment None

Adjournment A motion by Rajsz seconded by Rando to adjourn the meeting at 7:16 p.m. was carried.

Carol Coney, Office Manager