

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**Nov. 25, 2008**

Committee Members Present: Bowers, Roeder, Richardson, Wieland, Niflot, Shafer, Fluhr  
Partner: Hamilton-NPS  
Staff: Douglass, Soete, Coney, Ramie  
Guests: D. Keesler; R. Eckersley, CPA

Committee Chairperson Alan Bowers called the meeting to order at 6:39 p.m. A motion by Wieland seconded by Roeder approving the Sept. 23 meeting minutes was carried. The meeting on Oct. 28 was cancelled due to inclement weather. There was no public comment on the agenda.

**FY 2008 Draft Audit Report:** UDC's auditor, Richard Eckersley, provided the committee with excerpts from the draft audit report which he reviewed and also answered questions from the committee. The expenses exceeded revenue and there was a net loss of \$24,174, in addition, the Council has about 2.5 years remaining before its equity is completely gone given the fact that an increase in federal funding has not taken place in the 20 years the Council has been in business nor has the states of New York and Pennsylvania provided line-item budget funding as provided for in the River Management Plan. The auditors were able to conduct a GAAP audit this time since it was determined through the NPS regional office that an A133 audit was not required of UDC given that its funding level was below the threshold amount that triggered an A133 audit. The audit was "clean" and no financial problems were encountered. Eckersley would provide the Council with the Compliance Review form for in-house completion. Eckersley submitted his invoice for fiscal year 2008 services to be paid following acceptance of the final audit. He also provided the Council with his firm's proposal for fiscal year 2009 audit services.

The committee discussed the lack of increased funding levels for the Council from the federal and state levels and there is coming a time when the Council will need to prepare for a reduction in services under its federal mandates as a result of that lack of funding. The committee also discussed the need for the Council to more aggressively look into alternative funding to cover these shortfalls in operating costs.

As part of Eckersley & Ostrowski's peer review, the approval for the fiscal year 2008 audit agreement, although approved last fall, was reiterated on motion by Fluhr and seconded by Wieland and carried. On motion by Richardson and seconded by Wieland, approval to pay the FY 2008 invoice for services, following receipt of the "final" audit report, was carried and receipt of draft Form 990 acknowledged. A motion by Shafer seconded by Wieland to accept and recommend for Council approval the fiscal year 2009 audit services proposal by Eckersley in the amount of \$8,425 was carried.

**PR/Fund Raising Specialist's Report:** Ramie reviewed her handed out, written report. Under NYS grant M070882, the towns were reminded to submit their project expenses for reimbursement. Under NYS grant M080103 the deadline to submit project proposals from the member towns is Dec. 12. The NPS 30-Year Retrospective was a success. The UDC acted as fiduciary for the registrations. Ramie provided a review of the Upper Delaware Scenic Byway projects. On Dec. 6 there will be a model signage project dedication for the Byway signs erected in Narrowsburg. The ceremony starts at noon at the Tusten Town Hall in Narrowsburg and a news release with further information was provided to the committee.

**Executive Director's Report:** Douglass reviewed his handed out, written report. The UDC line-item budget for fiscal year 2009 was approved Aug. 26. The annual audit was conducted on Nov. 7-10-14. Douglass spoke to PA Representative Chris Carney regarding an informational meeting with UDC some time in January. The Council has not received its full federal funding for fiscal year 2009 since budget approvals in Washington are under a continuing resolution. Due to the resolution, only a percentage of funding is allowed to be released. There are no dates for when budgets will be approved by Congress.

**Employees' retirement accounts:** Coney discussed with the committee obtaining clarification about the retirement fund accounts with the current broker and she received approval to issue a letter requesting same from the broker.

**Old Business:**

**New oil burner status:** Coney reported the new oil burner is installed and a report has been issued to New York State prior to the Nov. 30 deadline.

**Confirmation of bill approval from Oct. 28 cancelled meeting:** A motion by Wieland seconded by Shafer to formally approve the payment of bills from Oct. 28, based on the meeting cancellation policy in place, was carried. The committee had been provided with an abstract of the bills via mail.

**Berlin Township (PA) formally joins the Council:** It was announced that Berlin Township voted to join the Upper Delaware Council as a voting member on Nov. 18. A news release issued by Ramie was handed out to the committee for their information. The committee was very glad to have Berlin Township sitting at the Council table to take part in the future conservation of the Upper Delaware Scenic and Recreational River as provided for in the River Management Plan.

**New Business**

**Summary of Pending Bills Nov. 25:** A motion by Wieland seconded by Niflot to approve the bills for payment was carried. The financial statements for period ended Oct. 31 were handed out for review.

**Public Comment** None

**Adjourn** A motion by Roeder seconded by Richardson to adjourn the meeting at 7:59 p.m. was carried.

Carol Coney, Office Manager