Upper Delaware Council

OPERATIONS COMMITTEE MEETING MINUTES
April 27, 2010

Committee Members Present:	Roeder, Niflot, Rando, Richardson, Rajsz
NPS Partner:	McGuinness
Staff:	Douglass, Soete, Coney, Ramie
Guests:	N. Yoder, K. Henry, P. Chase, D. Keesler, F. Peckham

The Upper Delaware Council's Operations Committee held its monthly meeting on Tuesday, April 27, 2010 at the Council office in Narrowsburg, NY. Chairperson Harold Roeder Jr. called the meeting to order at 6:34 p.m. A motion by Rando seconded by Richardson approving the March 23 meeting minutes was carried. There was no public comment on the agenda.

UDC Health Insurance Coverage Options, Presentation by N. Yoder: Prior to the meeting, the committee was provided with a matrix listing eight health insurance companies and coverage offered. The Council's current policy expires June 1, 2010. Yoder reviewed the coverage options and answered questions from the committee. The committee will discuss this matter further at another meeting.

PR/Fund Raising Specialist's Report: Ramie reviewed her written report handed out. There were 100 in attendance at UDC's annual awards ceremony held April 25 at the Eldred Preserve. News releases with photographs of the honorees have been issued. NYS Assemblywoman Aileen Gunther telephoned staff after the event and said she had been pleased to be invited as the Keynote Speaker.

The NYS grants projects are proceeding on schedule. The newest grant TM09050 had an application deadline of April 23. A draft resolution listing the proposed grant projects from the municipalities under TM09050 was handed out for review. The Spring/Summer newsletter was delivered on time. Ramie noted that information on the activities of the Upper Delaware Scenic Byway group could be read at leisure from her report. The Council's annual raft trip on the Delaware is scheduled for Aug.1 and she was open to suggestions for River segments.

Executive Director's Report: Douglass reviewed his written report handed out. He covered briefly topics concerning annual report, awards ceremony, staff evaluations, TAG program, Delaware River Sojourn, work plans and budget for fiscal year 2011, annual raft trip, annual audit, and Government Officials Liaison Subcommittee.

Rajsz asked if the Communities Against Regional Interconnect group had received all the donations it needed to cover its expenses during the power line issue, and Douglass noted there were still three counties that had an outstanding balance due with CARI.

Old Business None

New Business

Summary of pending bills/financial statements: The committee reviewed the Apr. 27 summary of pending bills. A motion by Rajsz seconded by Niflot to approve the bills for payment was carried. The financial statements for period ended March 31 were handed out for review.

UDC Funding for April 2010: It was reported that the advance funds requested for the month of April for operating expenses had not been received to date. Henry noted that the NPS Chief of Contracting was very upset that the UDC's money took so long to release. Apparently there was misinformation provided to a tech in the accounting office that held the funds up but that has been rectified and money should be in the Council's account by Monday. Henry added her disappointment regarding the delay since February and March advances turnaround time went smoothly.

NPS Training New OMB Cooperative Agreement/Financial Regulations - Summary Points Packet: The committee was provided with information prior to the meeting concerning affects on the UDC relative to the new OMB (Office of Management & Budget) rules and regulations for cooperative agreements with

non-profit organizations. Coney, Henry and McGuinness reviewed the new procedures and answered questions. Henry also mentioned that she needs additional information for the fiscal year 2010 documentation including functional budgets for the work plans, SF-424 A & B, and additional budget details. Also reviewed were the Technical Assistance Grants Program changes that would need to be made for FY2010 and following years. While the grants will still be available, their time frame will be for one year and the two six-month project extensions are now no longer feasible. Training on the overall changes to the way the Council handles its financials and tasks had been provided at NPS headquarters on April 7 & 8 to Coney and Douglass with Chairperson Roeder and bookkeeper Poska sitting in on the first morning's session. The most important change was that the Council will now be operating with funds received on a month-to-month basis. This tightens cash flow. There will no longer be a yearly cash advance to the Council under the new OMB rules.

Draft Resolution for UDC – Approving NYS Grant Contract TM09050 Project Proposals: The committee reviewed the NYS member towns' project proposals for NYS Grant TM09050 established through NYS Senator Bonacic. A motion by Richardson seconded by Rajsz to recommend approval by the full Council at its May 6 meeting of the proposed projects was carried.

UDC Parking Lot Stripes Project: Richardson noted that he had obtained a quote for re-painting the parking stripes in the Council's parking lot as discussed at a previous committee meeting. Coney asked that another quote be obtained that included the necessary insurance coverage requirements for vendor proposals and Richardson offered to do that.

Public Comment None

Adjournment A motion by Rajsz seconded by Rando to adjourn the meeting at 8:50 p.m. was carried. It was noted that the Personnel Sub-committee would be meeting following the Project Review Committee that was meeting next.

Carol Coney, Office Manager