

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
Aug. 24, 2010

Committee Members Present: Roeder, Niflot, Rando, Richardson, Rajsz
NPS Partner: McGuinness
Staff: Douglass, Soete, Ramie
Guests: M. Poska, F. Peckham, D. Keesler

The UDC's Operations Committee held its monthly meeting starting at 6:31 p.m. on Tuesday, Aug. 24, 2010 at the Council office in Narrowsburg, NY. A motion by Rando seconded by Richardson to approve the July 27 meeting minutes was carried. There was no public comment on the agenda.

PR/Fund Raising Specialists Report: Ramie requested approval to attend the Delaware River Sojourn 2010 wrap-up/preliminary planning 2011 meeting Aug. 31 at the PA DEP office in Bethlehem, PA. A motion by Richardson seconded by Rajsz approving the attendance was carried; however, the committee will review UDC participation in this event during 2011.

The Council's fall/winter edition of its newsletter, *The Upper Delaware*, will be mailed Sept. 1. The newsletter will also be posted on the UDC's website, www.upperdelawarecouncil.org. The Council's Aug. 1 family raft trip was successful with 87 participants. Ramie is continuing with the NYS grants administration and is working on finalizing a grant round that ends Aug. 31 (#M080103). A grants administration fee of \$10,000 from the state for the Council will be secured once this grant is finalized.

The Upper Delaware Scenic Byway, Inc. had a special meeting on Aug. 18 where there was a presentation by the firm that ultimately had been selected to do the feasibility study for the visitors center at Fort Delaware in Narrowsburg, NY. The regular monthly meeting was held Aug. 23. An extension request will be done for the Rt. 97 landscape enhancement project grant.

Executive Director's Report: Douglass reviewed his written report that was handed out. Topics covered included staff evaluations-completed, Delaware River Sojourn-completed, work plans FY 11-completed, budget FY 11-completed, family raft trip-completed, and the annual audit will be done in November. Niflot noted that Personnel Subcommittee will meet tonight after Operations and Project Review meetings.

New Business

UDC Bookkeeping Vendor Report: Mike Poska provided a hand out and discussed with the committee the implications of payroll schedules with the new no comp time or overtime procedures and 40-hour workweek. He also provided the TAG summary and draft overall general expenses (accrual basis) information. Following discussion, a motion by Richardson seconded by Rajsz to use Poska's comp time payout figures was carried.

Summary of Pending Bills / financial statements: The committee reviewed the summary of pending bills for Aug. 24. A motion by Rajsz seconded by Rando to pay the bills as presented was carried. The financial statements for period ended July 31 were handed out for review.

Old Business

Update on air conditioning/lighting fixture project: The committee reviewed the status of the air conditioning/lighting fixture project. Following discussion, Douglass was instructed to obtain additional proposals as soon as possible for the committee to review and award.

Public Comment None

Adjournment A motion by Rajsz seconded by Rando to adjourn the meeting at 8:06 p.m. was carried.

Carol Coney, Office Manager
(Not in attendance, with notes from Ramie and Soete)