

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**October 28, 2014**

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

The UDC's Operations Committee held its monthly meeting on Tuesday, October 28, 2014 at the Council office in Narrowsburg, NY. Vice-Chairperson Roeder called the meeting to order at 7:44 p.m.

**Approval of September 23 Meeting Minutes:** A motion by Rajsasz, seconded by Richardson to approve the September 23 meeting minutes was carried. There was no public comment on the agenda.

**Executive Director's Report:** Ramie reported on the FY 2015 federal funding. She said a Continuing Resolution for FY 2015 was signed into law by the President on 9/18/14 for the 72-day period of 10/1/14 through midnight 12/11/14. Modification #21 to our Cooperative Agreement with the National Park Service was executed on 10/27/14 to obligate 19.72% of our full funding. The federal account currently has a zero balance, but NPS Agreements Representative Jennifer Fleming estimated on 10/27 that the monies should be credited "within the next several business days."

Ramie noted that new accounts have been opened with Jeff Bank. A balance was left with the former Bank of America (now NBDC) to await the clearance of final checks. Bookkeeper Mike Poska advised her that the majority of outstanding checks are member expense related. Ramie said that she received confirmation on 10/23 that the NPS Automated Standard Application for Payments (ASAP) system accepted our change of bank routing information.

Ramie stated that a team from Eckersley & Ostrowski, LLC will be in the office from November 3 through November 5 to conduct the annual audit. Dick Eckersley will provide a report of findings at the November 25 Operations Committee meeting.

A donation was received from Davis R. Chant Real Estate, Inc. of Milford, PA in appreciation for our sending 50 copies of each new issue of "The Upper Delaware" to distribute among their various offices for clients. Notification of a credit/refund of \$136.02 on our commercial liability policy based on a review of the premium rating was received from Travelers Insurance.

Regarding administrative issues, Ramie said the River Management Plan Technical Review Report is still under review. Comments are due by noon on October 29<sup>th</sup>. Ramie said she has received some comments to date. Once the deadline passes, Ramie will synthesize the feedback and share with the board to request consensus of final edits to provide to Environmental Planning & Design.

Ramie said that research and compilation of the FY 2014 Annual Report is pending. Once completed, it will be distributed to UDC members, the NPS, and posted on-line for the public.

Three news releases were issued this past month. They were: "Upper Delaware Council Awards 11 Technical Assistance Grants", 10/2; "*The Upper Delaware* Fall/Winter 2014 Newsletter Available On-line and by Mail", 10/6; and "UDC Updates Design Handbook", 10/8.

Ramie said the newsletter was received late again this issue. She received and returned the blueline proof of the Fall/Winter issue on September 29. Delivery by Courier Printing was due on October 1, but was not received at the post office until October 6. Our extra copies were shipped on October 8. Under New Business a draft letter requesting a quote for FY 2015 printing and mailing services, with a contract change proposed, will be discussed. The Spring/Summer 2015 issue is due to the printer by March 18 for April 1 delivery.

Information on grants administration was provided in Ramie's written report. Ramie said as each TAG project is completed a news release is issued noting what was accomplished with the UDC funding. Ramie continues exploring potential outside funding programs to print a quantity of color copies of the updated Design Handbook. She will prepare and submit a grant application if appropriate. Ramie believes the printing could alternatively be accomplished without outside funding at this point in the fiscal year.

Ramie reported that as a follow-up to the August 13 UDC meeting with Congressman Chris Gibson, she reviewed the 2014 Farm Bill that he had cited as offering funding for community facilities. The bill supports conservation, wildlife, and renewable energy in addition to agricultural benefits such as crop insurance premium subsidies and an Agriculture Conservation Easements Program (ACEP) that consolidates the grassland reserve, wetlands reserve, and farm and ranchland protection programs. She said she did not find any immediately obvious opportunities to seek funding for community facilities (such as a visitor center) at large. Peckham suggested that towns may want to look into this bill as a source for funding creek restoration efforts. He spoke of the efforts taking place in Hancock.

Ramie said the rest of her written report contains Upper Delaware Scenic Byway activities, a list of special meetings or activities of the period, and a list of documents produced by her noting that copies are available upon request. She referred members to the November calendar of UDC Meetings, Deadlines and Activities. She mentioned a presentation on the "Acoustic Monitoring of Bats in the River Valley" by Dr. Howard Whidden and students from East Stroudsburg University will be offered at the November Full Council meeting. Rajsz questioned what the Delaware River Basin Water Census Webinar was about on November 19. The USGS Water Census Focus Area Study in the Delaware Basin concentrates on providing information to stakeholders in the basin, and will contribute to science needs outlined in the DRB water management strategy. The webinar provides updates which are then reported on at the Water Use/Resource Management Committee (WU/RM) meetings, Ramie stated.

Peckham asked if the Gas Summit presentation that was supposed to be given at the October 21<sup>st</sup> WU/RM will be given at the November meeting. Rajsz asked if this presentation could be given at a full Council meeting. After a brief discussion, it was decided to have this presentation at the December 4 full Council meeting.

### **New Business**

**Draft Letter to Courier Printing: FY 2015 Newsletter Printing Contract:** Ramie referred to the draft letter provided in members' packets. She noted it expresses her dissatisfaction with the most recent issue which was late and contained dark photo reproduction quality. The letter proposes to amend the contract by adding an incentive to meet the agreed upon delivery date. The UDC would deduct 5% for every business day past the specified deadline that the newsletter is late. If Courier opts to submit a quote, they are asked to do so by November 19<sup>th</sup>. After a brief discussion, a motion to approve the letter was made by Peckham, seconded by Dean and carried.

**Summary of Pending Bills 10-28-14/Financial Statements:** The committee was provided with an abstract of bills dated October 28 to review. A motion by Rajsz, seconded by Peckham to pay the bills listed on the abstract was carried unanimously. Financial Statements as of September 30, 2014 were provided for individual review.

**Other:** None

**Old Business:** None

**Public Comment:** None

**Adjournment:** A motion by Rajsz, seconded by Dean to adjourn the meeting at 8:09 p.m. was carried unanimously.

*Minutes submitted by Cindy Odell, 10/30/14*