

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**April 28, 2015**

Committee Present: Harold Roeder, Jr., Dave Dean, Larry Richardson, Fred Peckham, Jeff Dexter, Nadia Rajs, Debra Conway, Aaron Robinson  
Committee Absent: Alan Henry  
NPS Partner: Kris Heister, Carla Hahn  
Staff: Laurie Ramie, Travis O'Dell, Cindy Odell  
Guests: None

The UDC's Operations Committee held its monthly meeting on Tuesday, April 28, 2015 at the Council office in Narrowsburg, NY. Chairperson Henry called the meeting to order at 8:14 p.m.

**Approval of March 24 Meeting Minutes:** A motion by Rajs seconded by Dexter to approve the March 24 meeting minutes was carried with Robinson abstaining. There was no public comment on the agenda.

Conway requested that the order of business be switched after the Executive Director's report. There were no objections.

**Executive Director's Report and Monthly Calendar:** Ramie referred members to her written report provided in their packets. She noted the FY 2016 Application for Federal Assistance due to the National Park Service by May 15<sup>th</sup> includes the FY 2016 Budget and Committee Work Plans, signed resolutions indicating the date of their approvals, and SF-424 financial forms with attachments. The work plans and budget as reviewed through their respective committees will be sent for advance review and presented for approval at the May 7<sup>th</sup> full Council meeting. Ramie stated the NPS-UDC Cooperative Agreement and the UDC Five-Year Plan must also be submitted by the May 15<sup>th</sup> deadline.

Ramie provided the balances in both the federal account and the Jeff Bank account noting she requested a wire transfer payment for the April expenditures on April 27<sup>th</sup>.

Ramie stated that the 27<sup>th</sup> Annual Awards Banquet is successfully behind us. She reported 100 paid guests enjoyed delicious food at the Central House Family Resort in Beach Lake. She said her personal best moment was when Eric Mankowski, the lifesaving award recipient, received the spontaneous standing ovation. On April 27<sup>th</sup>, Ramie said she wrote thank you letters for the keynote address and certificates prepared by elected officials, downloaded event photographer Scott Rando's photos and did follow-up publicity.

Ramie reported that the UDC and the Upper Delaware Scenic Byway shared an exhibit booth for the Green Tourism Conference at Woodloch Pines Resort in Hawley, PA on April 14 and 15. Her written report contained the two-day itinerary. It was her opinion that the conference was not unfortunately worth the organizations' \$395 shared expenditure to attend, noting that very few people stopped by the exhibits and participation was half that of the first year. She added that this year's theme was more commercially oriented. She said the most interesting discussion was that by Leo Pucklis regarding "Marketing to Millennials".

Ramie noted that three news releases were issued since the last Operations Committee meeting. Registration flyers are available for the 27<sup>th</sup> Annual Family Raft Trip taking place on August 2<sup>nd</sup> from Barryville to Pond Eddy with a 9-10 a.m. check-in at Kittatinny Canoes Luke's Landing and an afternoon shuttle back from the Pond Eddy Base. The cost is \$27 for participants 13 and up and \$17 for children 5 – 12. Reservations will be due by July 24<sup>th</sup>.

Ramie reported that "The Upper Delaware" newsletter was delivered on time. She said she sent a thank you email to Courier Printing for the quality of the photo reproduction and on-time delivery. The Fall/Winter 2015 newsletter will be due to the printer by 9/16 for a publication release on October 1<sup>st</sup>.

Ramie said her written report contained information on additional meetings of the month and a list of documents she produced. She referred members to the May calendar of UDC Meetings, Activities and Deadlines in their packets. Each of the staff's activities are reflected on this calendar each month. She reminded members that a presentation on historical markers by Town of Deerpark Assistant Historian Norma Schadt will be given at the May 7<sup>th</sup> full Council meeting. Ramie said she received an invitation from

the Park Service to address the seasonal staff at their orientation session on May 19<sup>th</sup>. They will hear the message about private property rights and what the UDC does and how this area is unique. Ramie said she appreciates that the NPS includes the UDC in this program. Ramie noted that the May Upper Delaware Scenic Byway meeting has been rescheduled to June 1<sup>st</sup> due to the Memorial Day holiday conflict. Rajs asked if UDC presentations can be recorded. Ramie said we do have a video camera and could set that up.

Richardson commented that the banquet was terrific and commended the staff. Roeder agreed and added it was a pleasure to be there.

A motion to go into Executive Session at 8:25 p.m. for personnel reasons was made by Rajs, seconded by Peckham and carried.

A motion to come out of Executive Session at 9:05 p.m. was made by Peckham, seconded by Rajs and carried. Richardson moved to accept the recommendations of the Personnel Subcommittee in regards to staff salaries and benefits. That was seconded by Peckham and carried.

### **New Business**

**Review of Five-Year Operating Program FY 2016-2020:** Ramie noted this document was sent out in advance on April 14 and had been available to members in hard copy upon request. She said she tried to streamline this current document. Heister said she was happy with the streamlined version. Ramie stated that this document needs to accompany our cooperative agreement. Roeder suggested moving this document to the full Council and recommended that if members had not reviewed it, to do so and submit comments to Ramie prior to the full Council meeting. A motion to move the Five-Year Operating Program FY 2016-2020 to the full Council was made by Rajs, seconded by Conway and carried.

**Cooperative Agreement Scope of Work:** Ramie reiterated the changes made to this document during the Project Review meeting. She said this document also needs to be moved to the full Council. Heister said she had a few more edit suggestions. Referring to letter A #4 on the first page, Heister asked if the sentence in parenthesis be removed as it was meant to be a note referencing where the information had been obtained. She referred to letter B #2(a). She suggested the sentence in parenthesis be removed as it will now be addressed in a separate statement to be added. This edit was agreed upon. Heister referred to letter B #3 where it read "Most importantly, the Council should examine the pattern of actual land use changes which have occurred as compared to the Land and Water Use Guidelines and the towns' ordinances." She suggested that if the Council plans to address this task in the next several years, the word "should", should be changed to "will" or a positive word along those lines. Heister said there is no set pattern to how often this task needs to be undertaken. A baseline is needed, she added, and once that is accomplished, this would not have to be done for another 10 years or so. O'Dell suggested the task be removed as there is no mechanism to conduct a baseline currently. Heister stated that a pattern of land use change study is being conducted by Dr. Claire Jantz of Shippensburg University and she suggested that surplus funding could be used to fund such a project. Hahn provided some history of the baseline data having been pulled together in the 1990's by Dr. Jantz and others. Hahn said it was learned that Dr Jantz was still moving forward with this work and has been comparing notes with NPS Upper Delaware staff. She suggested the UDC could fund the continuance of this work. Ramie stated there is funding still available in our Outside Consulting budget line that has not been allocated to any particular project. Based on the information that Hahn provided, Heister suggested that if the UDC were to put this task in a Cooperative Agreement, this would be the one to put it in, noting it would be pulling together existing information and maybe providing some funding to tailor it to the river valley. Robinson said he believes the Bureau of Outdoor Recreation conducted such a study in the late 1970's and it is available in book form. Richardson feels it is a very important project. Discussion took place about compiling the existing information. Roeder noted the UDC is limited to its funding. Robinson suggested adding the language "subject to the availability of funding." This edit was agreed upon. Heister referred to letter B #5. She suggested this task could be consolidated with letter B #1. This edit was agreed upon. Ramie said a second draft will be distributed prior to the May 7 full Council meeting. A motion to forward the Cooperative Agreement Scope of Work with the agreed upon edits to the May 7 full Council for approval was made by Rajs, seconded by Conway and carried with Peckham abstaining. Dexter suggested following up with Dr. Claire Jantz to see if her work on land use changes is available. Heister noted that GIS Consultant Shannon Thol would likely be available for a local study and very capable of doing such work. Robinson suggested that an intern from Cornell

University studying Land Use could be solicited to conduct this study. Members shared their thoughts on this idea.

**Review of Draft FY 2016 Budget:** Ramie referred members to the copy of the budget in their packet. She noted it is very difficult to project ahead to October 1<sup>st</sup> for budgetary matters this early in the fiscal year. She said it is predicated on the current trends in spending. Ramie explained some of the changes in the budget lines. A motion to move the draft FY 2016 Budget to the May 7 full Council for approval was made by Rajs, seconded by Robinson and carried.

**Review of Draft FY 2016 Work Plan:** Ramie referred members to the copy of the work plan provided in their packets. Conway said she would like to address participation in outside meetings. She was unsure what task in the work plan this would fall under. After a lengthy discussion, it was decided a task be added to the Operations Committee work plan regarding the review of the UDC's participation with outside organizations and establishing a protocol for approval of non-UDC meeting attendance. Ramie said she will come up with language to add as #15 under "Public Affairs". Ramie suggested reviewing the work plan page by page. Regarding #13 on page 5, "Offer staff support and grant administration services to the Upper Delaware Scenic Byway, Inc. based on availability of resources.", Heister said federal funds can't be used for another agency. Ramie asked if it is a proposal to omit that task. After a brief discussion, it was decided to omit that task from the work plan. Richardson questioned why #9 under fund raising which pertained to the selling of the UDC t-shirts had to be listed. Ramie said that it reflected a small source of independent income for the UDC from donations. Members agreed to omit that task. A motion to forward the draft FY 2016 Work Plan with the agreed upon edits to the May 7 full Council for approval was made by Rajs, seconded by Peckham and carried.

**UDC Property Enhancement Project:** Ramie said we had the opportunity to apply for a Sullivan County Plans & Progress Grant. The agreed upon project was to enhance the front of the office by re-doing the landscape around the Byway sign, putting up a flag pole and purchasing a bench. The grant application is due by April 30 and does require two bids. Ramie said that despite Odell's efforts, only one bid was received. That bid was provided in members' packets. Ramie said we have received notification from the Park Service that the enhancement project is not one that is applicable to use federal funds on however. Therefore, Ramie said, we are withdrawing the project. Rajs questioned if the landscaping part of the project could be accomplished through another organization such as Sullivan Renaissance. Odell said she had spoken to a member of the Narrowsburg Beautification Group and was going to follow up with her. Heister provided justification for not using federal funds for new property enhancement project, although maintenance was allowable. Richardson feels the project is a worthwhile one and would like to pursue it. Roeder said this can be addressed at a future meeting.

**River Clean-Up Grant Applications:** Ramie noted that April 24 was the deadline for municipalities to apply for the river clean-up grants for which \$3,000 had been allocated under the 2015 Technical Assistance Grants budget line. Four applications were received from Damascus Township, Lackawaxen Township, and the Towns of Lumberland and Tusten. The requests totaled \$3,411. Ramie recommended the approval of the four applications at their full requests. The additional money is available from the current \$1,072 surplus in that budget line based on the UDC awarding \$28,928 of its \$30,000 TAG allocations in 2015. A motion to recommend the proposal to the full Council at its May 7<sup>th</sup> meeting was made by Peckham, seconded by Rajs and carried.

**Summary of Pending Bills/Financial Statements as of 3-31-15:** The committee was provided with an abstract of bills dated April 28 to review. A motion by Rajs, seconded by Conway to pay the bills listed on the abstract was carried unanimously. Financial Statements as of March 31, 2015 were provided for individual review.

**Other:** None

**Old Business:**

**Personnel Subcommittee Report:** Roeder noted this was addressed during the Executive Session.

A brief discussion took place regarding the handout Roeder provided to members for informational purposes about solar power.

**Public Comment:** None

**Adjournment:** A motion by Rajs, seconded by Peckham to adjourn the meeting at 10:00 p.m. was carried unanimously.

*Minutes submitted by Cindy Odell, 5/5/15*