

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
July 28, 2015

Committee Present: Alan Henry, Jeff Dexter, Debra Conway, Harold Roeder, Jr., Fred Peckham,
Aaron Robinson
Committee Absent: Nadia Rajs, Dave Dean, Larry Richardson
NPS Partner: Kris Heister, Carla Hahn
Staff: Laurie Ramie, Travis O'Dell, Cindy Odell
Guests: Josh Sheard

The UDC's Operations Committee held its monthly meeting on Tuesday, July 28, 2015 at the Council office in Narrowsburg, NY. Chairperson Henry called the meeting to order at 6:30 p.m.

Discussion with Josh Sheard of Sage Investments: Henry introduced Sheard and noted he was attending as a follow-up to a meeting that took place on July 2nd between Sheard, Robinson, Ramie and himself. Sheard said he was asked by the Council to provide some investment options for a portion of the UDC's unrestricted funds. He presented the findings of a hypothetical portfolio dating from February 15, 2002 through June 30, 2015 with an initial \$30,000 investment in four different mutual funds with Hartford Funds which is sub-advised by Wellington Management. He reported that the final market value of this hypothetical portfolio totaled over \$82,000 in that thirteen year span. Sheard reviewed the portfolio with members providing information on the funds the money was put in, referring to them as conservative ones. Sheard stated that returns on money are indicative on how much risk one is willing to take. He added that mutual funds are a good place to start. He recommended that any investments take place after the start of the next fiscal year. A brief question and answer session took place. Peckham asked how liquid the fund is. Sheard told him that money taken out within the first year is subject to a 1% surrender fee. Money taken out after the first year is not subject to a surrender fee. Sheard provided some background information on Hartford Funds. Henry questioned the fees involved with the mutual fund. Sheard said that typically with C share mutual funds, the annual maintenance fee runs 1.75% with the financial advisor commission coming out of that. Sheard provided his card and told members they could call him with any additional questions. Henry thanked him for his time and said this topic is one that needs to be addressed by the full Council.

Approval of June 23 Meeting Minutes: A motion by Conway seconded by Roeder to approve the June 23 meeting minutes was carried with Robinson abstaining. There was no public comment on the agenda.

Executive Director's Report and Monthly Calendar: Ramie reported on the UDC's current balance in unrestricted funds. She stated she applied for a wire transfer payment on July 27th for the July expenses and provided the balance in the federal account, noting this money needs to be fully drawn down by September 30th. A brief discussion regarding the recurring budget surplus took place. Ramie noted that bookkeeper Mike Poska prepared a new report in response to the committee's request for better tracking of expenditures. That report is provided in members' packets.

Ramie stated that a detailed report regarding the Outside Consulting Services is provided in members' packets and will be reviewed later in the meeting. She noted the three projects include Records Management, Website Upgrade, and Project Review. Approval for a draft scope of work and Request for Proposals for updating the 1988 Project Review Workbook will be sought at the Project Review meeting to get cost estimates to most likely pursue this project in FY 2016.

Ramie noted that we received notification on July 7th from broker Nancy Yoder of a 10.81% rate hike by MVP Health Care for the UDC's policy renewal due December 1, 2015.

Ramie reported that the UDC's 27th Annual Family Raft Trip will take place this Sunday, August 2nd. Odell reported that the latest guest count is at 86. Staff will assemble at Kittatinny Canoes Luke's Landing in Barryville at 8:30 for the 9 – 10 a.m. check-in and launch.

Ramie stated that three news releases were issued. They were "Lumberland and Damascus Complete UDC Grant Projects", 7/2; "UDC 27th Annual Raft Trip Reservations due by July 24", 7/8; and "Narrowsburg Bridge Rehabilitation Subject of July 29 Public Meeting", 7/20.

UDC informational booths were staffed at the July 18 Zane Grey Festival and the July 26 Narrowsburg RiverFest. Staff answered questions, handed out brochures and raft trip flyers, signed up people to the newsletter mail list, and sold t-shirts.

Ramie said we received the reimbursement payment request from Lackawaxen Township for the 2015 River Clean-up Grant. Four remaining projects (Damascus Township, and the Towns of Tusten, Lumberland and Highland) must be completed by August 21 in order to be eligible for reimbursement as approved on May 7th.

The 2016 UDC Technical Assistance Grant round opened on June 1st. Those applications are due by August 28th. A special meeting of the Project Review Committee will take place on September 8th with the final vote taking place at the October 1st full Council meeting.

Ramie stated her written report contains a list of non-UDC meetings or events attended by her over the past month, highlights of Upper Delaware Scenic Byway activities, and list of documents produced by her. She referred members to the August calendar of UDC Meetings, Activities, and Deadlines. Ramie asked Heister if she knew when we might receive a Cooperative Agreement draft to look over. Heister said she has not received any word yet.

New Business

Outside Consulting Services Projects Update: Ramie referred members to the report provided in their packets. Regarding the UDC Website Upgrade, she stated that the Operations Committee approved \$7,000 at the June 23 meeting to cover costs for the upgrade of the current website. A deposit was paid to contractor W Design of Barryville, NY on July 6. Ramie reported that staff met with Dorene Warner of W Design on July 21 to discuss options for content, visual direction, adding a photo gallery, and the migration from Adobe Contribute to the Word Press Content Management System. A potential revised home page design was attached to the written report. Staff will meet next with W Design on August 4 at 9 a.m. Ramie said that Council participation is welcome on this project. The project is on target to be substantially completed by September 30th.

Ramie noted that the Records Management Project is being broken down into three phases. Phase 1 is the Attic Clean-up; Phase 2, Attic Organization; and Phase 3, Records Management. Staff prepared a scope of work for Phase 2 of tasks that include: identify the attic materials; group like subjects together, organize and label materials by subject, year, and category; create a list of contents; store boxes on shelves; inventory, box, and move to the attic the Resource Specialist subject files from the downstairs cabinets. The timeframe is to initiate the work by August 17 with a completion deadline of September 18. A bid was received by an individual who had previously expressed interest and inspected the attic before submitting her proposal. The proposal will be addressed as a separate agenda item. An agreement for contracted services was also attached to the written report.

Ramie stated that Henry had recommended that the construction of a permanent staircase to gain better accessibility to the attic be pursued. She noted that pull-down stairs currently in place to the attic recently needed repair work done to them. This project could potentially be pursued in the next fiscal year. A classified ad will be placed in the Sullivan County Democrat as a free 20 word classified ad was being offered with the renewal of the Council's subscription. A brief discussion about the proposed project took place. Henry said he feels it is a good idea to explore options for accomplishing a permanent staircase as he considers the attic good, usable space with currently limited accessibility. Ramie suggested staff could solicit more input on this proposed project beyond the single classified ad.

Ramie said that her report contains budget information regarding the Outside Consulting Services budget line. She noted we are currently within budget.

Proposal for Phase 2 Records Management Project: Ramie referred to the proposal provided in members' packets and spoke of the agreement that would be associated with the project. She stated the agreement contains the disclaimer, timetable, and compensation information. The project can be started August 17th and must be completed by September 18th. A motion to accept the proposal of Karen Carlson of Beach Lake was made by Conway, seconded by Robinson and carried with Henry abstaining.

Health Insurance Rate Discussion: Ramie stated that upon learning of MVP's 10.81% rate hike, staff met with broker Nancy Yoder to discuss alternatives. All small group plans Yoder investigated that offer access to PA health care providers would cost more than MVP. Individual (non-group) plans are available through

the Affordable Care Act, however, there may be accounting issues and tax implications for the reimbursement payments that would be required to be made to the employee under the UDC's current 100% coverage policy, according to Bookkeeper Mike Poska. An inquiry has been made to auditor Dick Eckersley for an advisory opinion. A brief discussion about the UDC's current plan's deductibles and out-of-pocket maximums took place. A motion to recommend full funding of health insurance for the two employees currently covered by MVP to the full Council was made by Robinson, seconded by Conway and carried.

Lackawaxen Township River Clean-up Grant, Request for Payment, \$736: Ramie reported that Lackawaxen Township did submit all of the required reimbursement paperwork and she recommended the approval of the payment. A motion to approve payment in full was made by Dexter, seconded by Roeder and carried.

TAG 2015-09 Town of Fremont, Request for Payment, \$4,018: A motion to approve payment contingent upon the approval of the project by the Project Review Committee was made by Conway, seconded by Dexter and carried.

Summary of Pending Bills/Financial Statements as of 6-30-15 and 7-31-15: The committee was provided with an abstract of bills dated July 28 to review. A motion by Conway, seconded by Robinson to pay the bills listed on the abstract was carried unanimously. Ramie referenced the new "Profit & Loss Budget vs. Actual Fiscal Year" report done by UDC Bookkeeper Mike Poska upon request and provided in members' packets. Henry asked Ramie if it is a better working document for her. She said it was. Ramie asked if members wanted Poska to continue providing the "Balance Sheet Prev Year Comparison" report as well. Robinson said yes, that is a valid report also. Ramie said she will ask Poska to continue to provide both reports on a monthly basis. Financial Statements as of June 30 and July 31, 2015 were provided for individual review.

Other: None

Old Business:

Review of Resource Specialist Performance Appraisal Forms: Ramie said the approval of these forms was passed so quickly at last month's meeting that O'Dell did not get a chance to express some concerns that he had on his particular form. O'Dell noted that there are a couple of tasks that he is not comfortable being evaluated on as they are not how his position is meant to function. He referred to the 4th and 7th performance checklist boxes on page 2 of the evaluation form. He noted they both deal with landowners and he does not feel the position is set up to deal directly with landowners. He added that primarily the Council works with the municipalities. Because Richardson, who drew up the appraisal forms, was not in attendance, members opted to bring this issue up at next month's meeting since the implementation of these forms is not dated. O'Dell also suggested that the sections of the appraisal forms be numbered for clarity. Henry said he looks at appraisal forms as dynamic documents that can be changed. He added that Richardson be contacted with the suggested edits in advance of the meeting.

Professional Development Incentives Policy: Ramie said she believed that the Personnel Subcommittee was going to come up with some proposals for this policy. She noted this proposed policy was not staff driven, but came out of Personnel Subcommittee discussion. Conway said the Subcommittee would like staff input and suggestions. Peckham stated that there may be courses that staff could take making them more valuable to the UDC. Henry referred to the concept as personal enhancement. Robinson said he has seen instances where staff develops a set of objectives or goals on an annual basis. Some of these goals may demonstrate an effort over and beyond the base job description. He provided some examples and spoke about its effectiveness in the insurance industry. Conway said that this concept was developed to get away from a solid percentage salary increase annually that would eventually exhaust the budget. The committee was looking for ideas for one-time rewards, bonus, incentive, or reimbursement that would benefit the employee without committing the Council to meet that again in years to come. Peckham suggested that a planning course might be something that O'Dell may want to pursue. The Council could pay for the course and it would directly benefit them. Henry asked staff to come up with some ideas of

areas that could be incentivized. O'Dell said that staff already attends certain training. It is typically done on UDC time, costs, if any, are paid upon approval by the Operations Committee, and mileage is reimbursed. Henry asked staff to come up with recommendations for a proposal.

Other: Ramie said we received a response to our invitation to PA Governor Tom Wolf for the UDC's raft trip. He is unable to attend.

Conway questioned if the reading of the committee meeting minutes is necessary at the full Council meetings. She noted that by eliminating it, much time could be saved at the meetings. Conway added that the meeting minutes are sent out to all the members and available on-line. After a brief discussion, a motion to forward the recommendation of the Operations Committee to dispense with the verbal reading of the committee minutes to the full Council was made by Conway and seconded by Dexter. Dexter suggested that the Chair could ask if there are any questions on the minutes that were distributed. A vote was taken and the motion passed.

Public Comment: None

Adjournment: A motion by Roeder, seconded by Dexter to adjourn the meeting at 7:49 p.m. was carried unanimously.

Minutes submitted by Cindy Odell, 8/4/15