

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
August 25, 2015

Committee Present: Harold Roeder, Jr., Dave Dean, Larry Richardson, Jeff Dexter, Fred Peckham, Aaron Robinson
Committee Absent: Nadia Rajs, Alan Henry, Debra Conway
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, August 25, 2015 at the Council office in Narrowsburg, NY. Vice-chairperson Roeder called the meeting to order at 7:16 p.m.

Approval of July 28 Meeting Minutes: A motion by Dean seconded by Robinson to approve the July 28 meeting minutes was carried with Richardson abstaining. There was no public comment on the agenda.

Executive Director's Report and Monthly Calendar: Ramie reported that she drew down half of the remaining federal account balance for FY 2015 on August 17th and she intends to draw down the remaining balance by September 21 to zero out the account and precede the U.S. Department of the Interior's Financial and Business Management System (FBMS) shutdown as of September 27th. Ramie said she inquired of the NPS when the UDC's FY 2016 funds will be credited to the account. On August 17, UPDE Administrative Office Karen Henry replied, "The new agreement cannot be signed/funded until after the system is back up (this year is earlier and probably Oct. 13). We won't know what the spending limitations will be until a Continuing Resolution is devised by Congress." Ramie noted that her written report contains the balances of the UDC's two bank accounts with Jeff Bank.

Ramie noted that the deadline of Phase 1 of the Records Management project, attic clean-up and repairs has been extended to August 28th. Once this phase is completed, the Attic Organization phase is to begin.

Ramie reported that the website upgrade is going well. It has been decided to add a dedicated Partner News section to which NPS UPDE information can be added. A letter requesting permission to do this was sent to Superintendent Heister on August 8th. She has advised us that we are authorized to do this. Dorene Warner continues to design the website and will be sharing her progress with us on-line so that we can review it.

Ramie noted that Request for Proposal advertisements for the Project Review Workbook Review project ran two times each in three different newspapers. Sealed bids are due by September 1st for review by the Project Review Committee and potential action by the UDC on October 1st.

In terms of facility needs, Ramie said two action items need to be addressed. She reported that Action Item #1 is the replacement of the aging toilets in the UDC bathrooms. An estimate from contractor Don Bellotti of Callicoon provided on August 14 following an inspection of the equipment lists option 1 as replacement with similar tank-less Gerber brand toilets for \$850 and option 2 as replacement with Gerber Ultra Flush Toilets with pressurized tanks and the additional plumbing required for \$1,350. Item #2 is a bid to build a permanent staircase to the attic based on an August 10 inspection. The estimate from Reeves Mountain Construction of Narrowsburg is included in members' packets. Ramie noted that the installation of a staircase will affect the door into the conference room. She said the estimate contains two options for addressing the issue. Ramie said these action items will be addressed under New Business.

Three news releases: "Fremont Completes 2015 UDC Grant", 7/29; "UDC 27th Annual Raft Trip" (photo and caption), 8/3; and "Apply for UDC Grants by Aug. 28", 8/5 were released in the past month, Ramie stated.

Ramie noted that "The Upper Delaware" Fall/Winter 2015 newsletter is due to the printer on September 16th. She has begun uploading photos and planning the composition and database update schedule. The newsletter is scheduled to be delivered on October 1. Ramie will request a quote for FY 2016 printing and mailing services.

Ramie referred members to the September calendar of UDC Meetings, Activities and Deadlines. She added that anything that involves a deadline is in bold font. Upcoming meetings and activities in October are also highlighted on the calendar.

New Business

River Clean-up Grants Report: Ramie said she sent a memo on August 17 to request advance consideration of ideas to re-allocate the balance that remains due to some municipalities underspending their awarded amount. The balance that remains is \$1,010. Berlin Rep. Al Henry suggested seeing if any of the participating towns could do another sweep of the shorelines or contract with a vendor to do a special clean-up of the accesses, particularly Skinners Falls, Narrowsburg, Ten Mile River, Lackawaxen, Highland, or Mongaup. Deerpark Rep. Dave Dean advised that the Town of Deerpark has scheduled a litter cleanup on Route 97 along the Hawks Nest. He suggested the UDC could partner with the Town on this project and some of the additional funding could be used to accomplish this task. Dexter said he could contact the Calkins 4H group to see if they would be available to conduct another river sweep or perform a clean-up at the Skinners Falls area in September. He will try and get an answer in the next couple of days. After a brief discussion, Richardson made a motion to leave the decision of divvying the balance up between the two proposed projects to the Executive Director. The motion was seconded by Peckham and carried. Richardson asked if photos could be taken of either of the projects.

TAG 2015-02 Town of Highland, Request for Payment, \$1,500: A motion to approve payment for TAG 2015-02, Town of Highland, in the amount of \$1,500 was made by Peckham, seconded by Richardson and carried.

TAG 2015-03 Town of Fremont, Request for Payment, \$1,130.17: A motion to approve payment for TAG 2015-03, Town of Fremont, in the amount of \$1,130.17 was made by Peckham, seconded by Richardson and carried.

TAG 2015-05 Town of Delaware, Request for Payment, \$6,670: A motion to approve payment for TAG 2015-05, Town of Delaware, in the amount of \$6,670 was made by Peckham, seconded by Richardson and carried.

TAG 2015-07 Town of Tusten, Request for Payment, \$552: A motion to approve payment for TAG 2015-07, Town of Tusten, in the amount of \$552 was made by Peckham, seconded by Richardson and carried.

TAG 2015-08 Shohola Township, Request for Payment, \$3,900: A motion to approve payment for TAG 2015-08, Shohola Township, in the amount of \$3,900 was made by Peckham, seconded by Richardson and carried.

TAG 2015-11 Sullivan County, Request for Payment, \$3,000: A motion to approve payment for TAG 2015-11, Sullivan County, in the amount of \$3,000 was made by Peckham, seconded by Richardson and carried.

Status of FY 2015 Budget: Ramie referred members to the Profit & Loss report for Fiscal Year Ending (FYE) 9/30/15 provided in their packets. She reviewed the selections and explained the surplus or deficit in each line. Ramie referred members to budget line 578 "printing" noting there is \$500 available. It was suggested that more of the updated "Design Handbooks" be printed. She recommends printing as many copies as can be done for \$500. Ramie pointed out the almost \$4,800 savings in the "utilities" line. She credits this to the energy saving improvements accomplished last year in the office. Members and staff shared some ideas for expending the surplus. Peckham questioned if there is an exhaust fan in the attic. He was told there was not. After a brief discussion, it was decided that a solar exhaust fan would be beneficial in the attic. Ramie said the bids for the Project Review Workbook review are due by September 1. That project could be acted on at the September 3 full Council meeting in order to expend some of the FY 2015 surplus. Dexter spoke of a GIS project done of the river valley in the past. He suggested that Shannon Thol could be contacted to inquire about obtaining the data and converting it to a usable format and the cost

associated with accomplishing that. A brief discussion about forest cover took place. Dexter noted we have a chance to grab a 20 year old snapshot of what the area used to look like. He feels that would be valuable information to have. Ramie questioned if Thol would be available to take on such a project. Hahn said she could be asked. Dexter said he recalls that Thol said she has the contact information for the person that has the older data. She said she could retrieve it and put it in an up-to-date format. After more discussion, O'Dell was directed to contact GIS consultant Shannon Thol about her availability and price to convert the data Dexter spoke of for projected land cover in the river valley as a potential FY 2015 project. Peckham suggested looking into the cost to obtain and print topographical quadrangle maps for the Upper Delaware River Corridor from the USGS as a potential FY 2015 expenditure.

Richardson noted that if the UDC had the ability to provide grants that would cover “bricks and mortar”, we would be flooded with applications.

Approval of UDC Attic Stairs and Toilet Replacement Bids: A motion to proceed with the quote of Reeves Mountain Construction to construct permanent stairs to the attic with option 2 to rework the door to the conference room to accept a 36” handicap accessible door for a total of \$5,500 and add on the solar exhaust fan option; to proceed with the quote of Don Bellotti to install Gerber Ultra Flush toilets and the required additional plumbing for a total of \$1,350; and to print \$500 worth of Design Handbooks was made by Dean, seconded by Peckham and carried.

September 24, 2015 Water 101 Workshop - \$10 Fee Approval: Ramie said this workshop will focus on “Fundamental Water Resource Challenges and Needs”. It will take place from 12:30 – 4:30 p.m. at the Delaware Youth Center in Callicoon, NY. The workshop will inform participants about the new multi-county effort in the Upper Delaware River Watershed to improve the way we manage and protect our valuable water resources for the future. A \$10 fee per participant applies, Ramie added. Roeder asked who is sponsoring the workshop. Ramie said it is Sullivan County Planning, the Friends of the Upper Delaware River and the Upper Delaware Tailwaters Coalition. She has not seen any other names associated with the event to date. Ramie said scholarships for interested Council members to attend could be considered. She said she will send out a memo to UDC board members with an offer to pay the fee and register the interested individuals. Members agreed.

Summary of Pending Bills/Financial Statements as of 8-31-15: The committee was provided with an abstract of bills dated August 25 to review. A motion by Dexter, seconded by Peckham to pay the bills listed on the abstract was carried unanimously. Financial Statements as of August 31, 2015 were provided for individual review.

Other: None

Old Business:

Review of Resource Specialist Performance Appraisal Forms: O'Dell noted that although it is listed in his job description, he has an issue with the task which states that he “Serves as first contact with the landowner and draft correspondence for signature by the Executive Director or Council as needed.” He shared his explanation for this. Richardson shared his opinion on this task. After a lengthy discussion, it was decided that Richardson would revise the Resource Specialist Staff Performance Appraisal to add the word “May” to that task listed under the Performance Appraisal checklist section so that it reads, “May serve as first contact with the landowner and draft correspondence for signature by the Executive Director or Council as needed.” A motion to make this change was made by Richardson, seconded by Dexter and carried.

Professional Development Incentives Policy: Ramie said staff was asked at the last Operations Committee meeting to think about what sort of subject areas we would be interested in pursuing and how that would work in terms of a policy for incentives. Richardson said this idea was brought up in the Personnel Subcommittee, but never “fleshed out”. He feels it needs to be taken up with that committee and brought back here. Roeder asked if it was consensus that this issue be reverted back to the Personnel Subcommittee. Richardson said yes, that committee should meet to discuss formulating an incentives policy.

Other: O'Dell referred to the handout regarding a Dale Carnegie Course provided in members' packets. He noted this course was one that interested him. As the Professional Development Incentives Policy is not in place, members decided not to act on this course now. Richardson noted that this type of course is one that may be strongly considered.

Public Comment: None

Adjournment: A motion by Dexter, seconded by Dean to adjourn the meeting at 8:29 p.m. was carried unanimously.

Minutes submitted by Cindy Odell, 9/1/15