

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
September 23, 2014

Committee Present: Andy Boyar, Harold Roeder, Jr., Larry Richardson (6:46 p.m.), David Dean,
George Fluhr, Fred Peckham, Nadia Rajsz
Committee Absent: Jeffrey Dexter
NPS Partner: Kristina Heister
Staff: Laurie Ramie, Travis O'Dell, Cindy Odell
Guests: Debra Conway, Cheryl Korotky

The UDC's Operations Committee held its monthly meeting on Tuesday, September 23, 2014 at the Council office in Narrowsburg, NY. Chairperson Boyar called the meeting to order at 6:38 p.m.

Approval of August 26 Meeting Minutes: A motion by Rajsz, seconded by Fluhr to approve the August 26 meeting minutes was carried. There was no public comment on the agenda.

Executive Director's Report: Ramie reported that September 30th marks the end of the fiscal year for 2014. She applied on September 18th to draw down the balance of the UDC's FY 2014 federal allocation and received that money by wire transfer on September 19th. She noted we have finalized the year exactly where we should be from a financial standpoint. Modification #20 to our Cooperative Agreement with NPS was executed on September 8th with a notation that "FY 2015 funds are not presently available for this agreement; however, work may continue for FY 2015 subject to the availability of funds." The NPS will provide funding in a projected amount for FY 2015 not to exceed \$300,000. The UDC approved its FY 2015 budget on June 5, 2014 with a federal allocation of \$297,000 on advice from NPS. Any necessary adjustments will be made through additional modifications. The current Cooperative Agreement is due to expire on September 30, 2015.

Regarding the River Management Plan Review (RMP), Ramie stated that Environmental Planning & Design (EP&D) continued to review all documents supplied to them by the UDC, and held stakeholder interviews in person or by phone on August 27, 28, and beyond. Approximately 30 people were interviewed in all. A first draft of the Technical Review of the Plan was received on September 18 and an appendix chart of Roles, Responsibilities and Implementation Status was received on September 22 for preliminary internal review. Ramie noted that the chart of Roles, Responsibilities and Implementation Status lists over 250 tasks that are identified in the RMP, who is responsible for them and where they stand. It will be a valuable tool to have in the future. Ramie said she is reviewing the drafts of the report and appendix chart, the consultant has been incorporating feedback, they will continue their research to fill in outstanding information, then provide a draft to Superintendent Heister for Park Service input, and finally present their findings to the full Council at the October 2nd UDC meeting. Ramie reminded members that the contract with EP&D called for substantial completion by September 30th as it was known that the Council would not meet until October 2nd.

Ramie reported that all of our office improvement projects were completed. Her written report contains a list of what projects were completed and by whom. Ramie noted that a lot of capital improvements were accomplished this year thanks to the return of the federally sequestered funds.

Ramie said that the NPS forwarded a copy of the 63-page "Upper Delaware Scenic and Recreational River Archives Survey" report to the UDC on September 9th based on the work by professional archivists from March 31 to April 11, which included inventorying UDC records and files from 1988 to present on April 2nd. This report is currently being analyzed by NPS, and a summary of the findings and recommendations will be shared. Ramie noted that staff will analyze the report and look to accomplish some of the recommendations.

Ramie reported that she tallied 44 hours doing interviews and research, selecting photos, designing, and composing the Fall/Winter issue of "The Upper Delaware" from August 18 through September 22 as time allowed. She sent the package to Courier Printing in Deposit on September 22nd following final edits. Delivery of the newsletter is expected on October 1st. A quote for FY 2015 newsletter printing and mailing services will be requested and presented at next month's committee meeting for approval.

Ramie issued two news releases during the month and will begin researching and compiling information for the FY 2014 Annual Report following the conclusion of the fiscal year on September 30th. Once completed, the report will be posted on-line and print copies will be available.

Ramie referred members to her written report for Upper Delaware Scenic Byway activities and a list of special meetings or activities of the period.

The October calendar of UDC Meetings, Activities and Deadlines was provided in members' packets.

New Business

Approval to Transfer UDC Assets to First National Bank of Jeffersonville (Jeff Bank): Ramie noted that the UDC currently has their accounts with Bank of America which recently sold six of their branches to the National Bank of Delaware County, including the branch located in Narrowsburg, NY. As a result of a conversation with the UDC bookkeeper, Ramie is proposing switching the accounts to the First National Bank of Jeffersonville (Jeff Bank) as long as they can meet all of our needs. A motion to approve the transfer of UDC assets to the First National Bank of Jeffersonville (Jeff Bank) was made by Rajsasz, seconded by Roeder and carried unanimously.

Summary of Pending Bills 9-23-14/Financial Statements: The committee was provided with an abstract of bills dated September 23 to review. A motion by Rajsasz, seconded by Roeder to pay the bills listed on the abstract was carried unanimously. Financial Statements as of August 31, 2014 were provided for individual review.

Other: None

Old Business: None

Public Comment: None

Adjournment: A motion by Rajsasz, seconded by Roeder to adjourn the meeting at 6:52 p.m. was carried unanimously.

Minutes submitted by Cindy Odell, 9/24/14