

U. C. SWCD Board Meeting
January 24, 2024
9:00 A.M.

1. Open Meeting L. Tantillo

2. Work Reports J. Wedemeyer/C. DeGroot/T. Ferry
 - a) SWCD A. Doan
 - b) AWSMP O. Velez-Juarbe
 - c) NRCS

3. New Business
 - a) Annual Organizational Meeting
 - b) 2023 Employee Performance Evaluations
 - c) Internal Audit Scheduling
 - d) Farm Bureau Dues Reimbursement
 - e) 2024 Winter Newsletter and Website Update
 - f) Junior Technician Position/Job Posting
 - g) 2024 Envirothon Donation/Letter from Suffolk County SWCD
 - h) Computer Upgrade for C. DeGroot

4. Old Business
 - a) 2024 County Appropriation
 - b) New Truck Purchase Status
 - c) NYS Erosion and Sediment Control Certification

5. Minutes Approval – November

6. Financial Reports and Abstracts – November and December

7. Next Meeting – February 2024

8. Adjournment



Soil and Water Conservation District
5 Park Lane
Highland, New York 12528
(845) 883-7162

To: Ulster County SWCD Board of Directors

From: Jake Wedemeyer, Executive Director

Re: 2024 Organizational Meeting

Date: January 24, 2024

In order to meet our Part C performance measures as per the New York State Soil Water Conservation Committee, we will need to conduct our annual organizational meeting this month. At future meetings during the year, we will also have to review and update additional policies and documents.

In our meeting this month, we will need to address the following:

1. Official Bank Depositories
2. Official Newspapers
3. Schedule of Monthly Meetings
4. Schedule of internal Annual District Audit
5. Schedule review and adoption of District Annual Plan of Operations
6. Schedule review of all District Policies and Training Plans
7. Election of Officers

Below is a summary of decisions from last year's Organizational Meeting.

1)Official Banks – The District is currently doing business with *M & T Bank*. Everything continues to work well in our dealing with this bank. Once again, the Board will need to affirm M & T Bank as the official bank of Ulster SWCD.

2)Official Newspapers – In 2023, the Board resolved to retain all three local daily newspapers which are: *the Kingston Freeman, the New Paltz News, and the Middletown Times Herald Record*.

3)Schedule of Monthly Meetings- In 2023, the Board resolved to have monthly meetings on the fourth Wednesday of the month, subject to change when necessary. Meeting days have also been historically selected so as not to conflict with Legislative Environmental Committee Meetings.

4)Schedule of Annual District Audit- Chris and I are looking to schedule one as soon as possible. The Audit Subcommittee typically meets before the Board meeting to facilitate adopting the Subcommittee findings at the meeting in February. The external audit is also scheduled for June 2024.

5) Schedule review and adoption of the District Annual Plan of Work (APO) – As a guide, the 2024 APO was reviewed and adopted at the October 2023 special meeting.

6) Schedule a review of Individual Policies – In order to remain eligible for State reimbursement, the District will need to maintain the following policies by December 31, 2024:

1. Director Attendance;
2. Human Resources;
3. Procurement;
4. Investment/ Financial;
5. Director Training;
6. FOIL.

It is recommended to complete these tasks over the course of the year and try to adhere to the following schedule:

- January - Annual Organizational Meeting and Director Attendance (item #1)
- February – Annual District Audit
- March – Human Resources (item #2) and Procurement (item #3)
- April – typically no meeting or as needed
- May - FOIL Policy (item #6) and Investment/Financial Policy (item #4)
- June – Director Training (item #5)

The proposed schedule will allow more time at the meetings in the second half of the year for presentations from staff and outside speakers. The speakers would be from agencies or organizations working with the UCSWCD and provide additional opportunities to forward our mission as a Soil and Water Conservation to help individuals and communities.

7) Election of Officers- Last year, the Board resolved to hold the election of officers at the January meeting. It is recommended that this item be addressed at the January or February District Board Meeting.

Please feel free to contact me at 883-7162, extension 3 or on my cell phone at (845) 399-2401 if you have any questions.

Sincerely,



Jake Wedemeyer
Executive Director