



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

dnr.mo.gov

MEMORANDUM

2016-001

DATE: July 9, 2015

TO: All Soil and Water Conservation Districts

FROM:  Colette Weckenborg, Fiscal and Administrative Manager
Soil and Water Conservation Program
Department of Natural Resources

SUBJECT: District Operations Manual Updates

The Soil and Water Conservation Program has updated the District Operations Manual. An electronic version of the updated manual is available on the district intranet website at: <http://swcd.mo.gov/internal/operations-manual.htm>. If the district maintains a hard copy of the manual, the district is responsible for printing the updated sections.

The District Operations Manual updates are effective July 1, 2015. The updates of Section V and VII include formatting changes and the following policy updates which are summarized below:

- Combination of Administrative (fund 04) and Information/Education (fund 19) Grants Funding
- Eligible Expenses (grouping/formatting and removal of information technology equipment)
- Increase in Retirement Percentage to 7%
- Reimbursement of Lodging, Mileage and Meals (provided links to website locations of established per diem rates)
- Election Clarification (added language previously omitted mistakenly covering the nominating committee's responsibility to have nominees 60 days prior to an election)

If you have any questions, please contact your district coordinator. Thank you.

CW:djs