



MISSOURI
DEPARTMENT OF
NATURAL RESOURCES

Mike Kehoe
Governor

Jake Buxton
Director

MEMORANDUM 2027-004

DATE: September 14, 2026

TO: All Soil and Water Conservation Districts

FROM: Jim Plassmeyer, Director *JP*
Soil and Water Conservation Program

SUBJECT: District Operations Manual Updates

The Financial section of the District Operations Manual has been updated. The Updated manual has been saved on the SWCD intranet. Below is a list of items that were updated:

Section VII-Financial

- Added policy for state funded vehicle replacement
- Added clarifying language about sick leave payouts
- Updated hourly wage for interns
- Defined what is considered a donation
- Further explained what is considered a bonus

If you have questions about any of these updates, please contact your district coordinator. Thank you.

