

From: [Soil & Water Conservation Program](#)
To: [DNR.Soil and Water Conservation Districts staff](#)
Cc: [DNR.MGS SWC Staff](#); [Schaefer, Kurt](#); [Buxton, Jake](#); [Moore, Kyra](#); [Bridges, Carey](#); [Wieberg, Chris](#)
Subject: Continuation of District Operations
Date: Thursday, October 16, 2025 8:51:03 AM
Attachments: [SW Shutdown Additional information.docx](#)
Importance: High

Good morning district board members and employees,

At its Oct. 7, 2025, meeting, the Soil and Water Districts Commission expressed a strong desire for the SWCDs to continue serving landowners to the best of their ability throughout the duration of the federal shutdown.

Some important considerations for your immediate attention:

- The federal government shutdown is not a furlough of the soil and water conservation program or district employees.
- **Messaging from the districts needs to be clear:** Missouri's state cost-share program is active, and district employees are working to assist landowners as much as possible during the federal shutdown.
- The shutdown does not impact the program's Parks, Soils and Water Tax funding.
- Everyone needs to be working to keep the state cost-share program and district operations functioning.

The department's Soil and Water Conservation Program team members are available to help districts work through issues and roadblocks related to office closures.

Additionally, the supervisor's and employee's association representatives are available to assist their fellow district staff and supervisors.

Attached and below is some additional guidance and reminders that board members and employees need to consider.

Please reach out to any program team member if you have any questions.

Jim Plassmeyer
Program Director
Soil & Water Conservation Program
Phone 573-751-4932

Additional information

If districts have challenges implementing the following, please reach out to your district coordinator for assistance:

- All SWCDs, including those co-located in USDA service centers, are available to provide state cost-share assistance, even if limited due to office access.
- Administrative leave should only be used when no work can be done remotely. Administrative leave should not be granted without a policy outlining appropriate usage. Excessive administrative leave is not eligible for state funding.
- State-issued laptops may be taken out of the office and used in remote locations.
- All state computers should be powered on in the office so ITSD can perform routine updates and maintenance as needed. Please be responsive to inquiries from ITSD.
- Upon request to your district coordinator, the SWCP can work with IT to grant remote access to state-issued desktop computers for SWCDs. This only works if the state desktop is powered on. Per MO NRCS leadership, district staff may go into the office for a limited time to turn on computers. There cannot be ongoing working in the office.
- State funds may be used to support reimbursement of printing store costs of cost-share documents outside of the office (this does not include purchasing printers).
- M365, the DNR mapping tool and MoSWIMS are available from any internet-connected device, including locally owned or personal devices.
- All financial reporting deadlines remain in effect.
- Boards should arrange to meet at alternative locations or virtually.
- Timesheets, cost-share documents and other business must be completed according to established policies.
- Districts can conduct farm visits with district-owned vehicles for eligibility requirements and spot checks with state cost-share participants.
- There is no limit to the paid contracts a district can spot check.
- This is a good time to make contact with landowners on waiting lists to assess their request and do preliminary practice planning.
- Fiscal year 2027 Needs Assessment Process must be completed by Oct. 24, 2025. The commission will decide the FY27 initial cost-share allocation during its Dec. 1 meeting. If this report is not received by the deadline, the district's FY27 initial allocation may be impacted.
- The MASWCD is still planning the training conference. Boards need to meet deadlines for conference registration and hotel reservations.

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