



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director


DEPARTMENT OF NATURAL RESOURCES

dnr.mo.gov

MEMORANDUM 2017-008

DATE: September 20, 2016

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith, Director
Soil and Water Conservation Program

SUBJECT: Exception to Memo 2017-001

The education of soil and water conservation district (SWCD) supervisors and staff is very important in carrying out the programs funded with the Parks, Soils and Water Sales Tax. The Soil and Water Conservation Program (SWCP) has listened to concerns from SWCDs and the Missouri Association of Soil and Water Conservation Districts (MASWCD) that within the Administrative Grant Fund (04 fund) there may not be enough to allow all supervisors to attend the Training Conference and continue to provide for other SWCD needs throughout the year.

Memo 2017-001 states that supervisor expenses related to the Training Conference would no longer be reimbursed but should be expensed from the Administrative Grant Fund. The SWCP is making an exception for the MASWCD Training Conference this year. The SWCP will directly pay the association and hotel for costs associated to Monday, November 28, and Tuesday, November 29, for board supervisors. This will be reviewed again next year to determine if the 04 fund is the limiting factor for attendance of supervisors. Once registered, if supervisors do not attend the conference, the costs for the registration and hotel will not be paid by the SWCP. It will be the responsibility of the district to cover these costs, and is recommended that these expenses be paid by the individual, not with local funds.

If the district board approves individuals from the district to travel to the conference on Sunday, the cost for the hotel and meals prior to the conference will be allowed from state funds. Please note that if an individual chooses not to eat the meals **provided through conference registration**, these meals are not eligible to be reimbursed with state funds and recommended to be paid at the individuals expense.

The SWCP encourages all supervisors to attend the conference regardless of the time of service to their district as there are always new opportunities to learn and to meet Soil and Water Districts Commissioners, other board supervisors, district staff, program staff and partners. If you have any questions, please contact your coordinator. Thank you.

CM:djs