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NATURAL RESOURCES

Michael L. Parson, Governor

Dru Buntin, Director

**MEMORANDUM
2022-007**

DATE: September 16, 2021

TO: All Soil and Water Conservation Districts

FROM: Kurt Boeckmann, Director *RDB*
Soil and Water Conservation Program

SUBJECT: District Operations Manual Updates

The District Operations Manual has been updated. The updated sections of the manual have been placed on the SWCD intranet page. Below is a list of changes to each section:

Section I – District Law

- Section 278.157 Allows SWCDs to participate in the Missouri Local Government Employees' Retirement System.
- Chapter 261.130 Certain agriculture information and data not subject to disclosure (landowner confidentiality).
- Chapter 610 Missouri Sunshine Law and summary of the law.

Section IV – Board Meetings

- Chapter 261.130 Landowner Confidentiality.

Section V – District Elections

- The new elections policies adopted by the Soil and Water Districts Commission.

Section VII – Financial

- SWCD Employee Progression Line
- Updated list of eligible and ineligible items from state funds.
- UMB credit card for SWCD use.
- Soil and Water District Commission action of not allowing SWCD to use debit cards for SWCD business.

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Section VI – Personnel

- Incoming and Outgoing Staff Forms.
- SWCD Employee Progression Line and staff sharing.
- Changed job titles to District Specialist.

If you have any questions on any of the updates please contact your district coordinator. Thank you.