


**MEMORANDUM**  
**2024-005**

DATE: September 7, 2023  
TO: All Soil and Water Conservation Districts  
FROM: Jim Plassmeyer, Director   
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 III – District Boards and Duties

- Leases and Contracts- Must be reviewed annually and districts must carry renters insurance when applicable.
- Non-discrimination statement was added.

Section IV- Board Meetings

- Nepotism and when a board member should abstain from personnel decisions.

Section V - District Elections

- Language adjusted to better align with current election policy.

Section VII - Financial

- Reiterated that all district funds are public funds and may not be used for gifts, prizes, scholarships or unspecified donations.
- Added a provision for new no-till drill grant program.
- Clarified documentation requirements for some types of expenses.
- Removed requirement to maintain an annual financial report.
- Clarified that districts must collect and remit sales tax.
- Updated account types that districts are allowed to deposit funds into.

Section VI - Personnel

- Shared hours must be recorded in MoSWIMS.

Section VIII – Record Retention



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- Added record of advertisement of election.

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