

BACKGROUND

Title [89.08.070](#) Revised Code of Washington requires some specific duties of the [Washington State Conservation Commission](#), including:

- ◆ *“To offer such assistance as may be appropriate to the Supervisors of Conservation Districts...in the carrying out of any of their powers and programs”*
- ◆ *“To assist and guide Districts in the preparation and carrying out of programs for resource conservation authorized under this act; and to review District programs”*

Additionally, the law requires the Commission *“to issue regulations establishing guidelines and suitable controls to govern the use by Conservation Districts of such funds, property and services; and to review all budgets, administrative procedures and operations of such Districts and advise the Districts concerning their conformance with applicable laws and regulations.”*

In recognition of these duties, the Commission periodically reviews the operations of every District in Washington State. This District Operations Review form helps assure statewide consistency in the way Commission staff perform and present these reviews to the Districts they serve.

DISTRICT OPERATIONS REVIEWS ARE DESIGNED TO:

- ◆ Help build District capacity by reinforcing sound operational procedures and identifying opportunities to improve District operations
- ◆ Strengthen accountability by reviewing operating procedures under applicable local, state, and federal laws, regulations, and policies

Conservation District:	
Date conducted:	
Date exited with Board:	
Attending DOR –	
District Supervisors:	
District Staff:	
Commission Staff:	
Other:	
Present at exit –	
District Supervisors:	
District Staff:	
Commission Staff:	
Other:	
Previous DOR –	
Date exited:	
Notes from last DOR:	

District Operations Review: DOR

Required?	Questions	Answers
DISTRICT CAPACITY		
Advised	1: Has the Board reviewed RCW 89.08, the Conservation Districts Law sec.210 and 220, since the last district operations review?	Yes No NA
RCW 89.08.210	2: Does the Board maintain a full and accurate record of all District business including all proceedings, motions, resolutions, and minutes?	Yes No NA
	3: When was the last internal audit completed and who performed it?	Month, Year
RCW 89.08.220(7)	4: When was the District's long-range plan last amended and adopted by the District Board of Supervisors and is it done in the commission approved format?	Month, Year
RCW 89.08.220(7)	5: When was the District's annual work plan last adopted by the District Board of Supervisor sand is it done in the approved template?	Month, Year
RCW 89.08.341	6: Does the District have written agreements with all Conservation Partners where resources are exchanged and has the board reviewed them?	Yes No NA

OPERATIONS		
RCW 4.96.020	7: Who is the claims agent and Was the Claims Agent information filed with your County Auditor?	Yes No NA
RCW 89.08.215	8: Who did the District appoint as District Auditor?	
	9: Who did the District designate by resolution as District Treasurer?	
Advised	10: Does the District have a training plan for supervisors and employees?	Yes No NA
Americans with Disabilities Act	11: Does the District make its offices, meetings and programs accessible to the public?	Yes No NA
Advised	12: Has the District addressed any findings, management letters, or exit comments made by the State Auditor's Office during the last audit?	Yes No NA
Advised	13: Does the district have an annual budget?	Yes No NA
BARS	14: Does the Board receive and approve monthly District Treasurer's reports that include all deposits and checks by number, payee, purpose and employee leave liability?	Yes No NA
BARS	15: Checks are always filled out before being signed?	Yes No NA
Advised	16: Does the district have an asset management policy and are they following it?	Yes No NA

PERSONNEL POLICIES AND PROCEDURES		
Advised	17: Did the Board and employees review the personnel policies during the past year?	Yes No NA
Advised	18: Are personnel policies applied fairly and consistently?	Yes No NA
Advised	19: Does the district have the required posters posted as shown on the list on the DOL website? http://www.dol.gov/osbp/sbrefa/poster/matrix.htm	Yes No NA

BIG THREE LAWS		
RCW 42.30.070 RCW 42.30.080	20: How does the District keep the public informed of the time and place of all meetings or gatherings of three or more supervisors?	
RCW 89.08.200 RCW 42.30.060	21: Do all official actions of the Board occur when a quorum of supervisors is present and in open, public meeting?	Yes No NA
RCW 42.30.110	22: Does the Board follow correct procedure for going into, coming out of and recording time and purpose of executive session?	Yes No NA
RCW 42.17.250-348	23: Does the District comply with the Public Records Act by providing records requested in accordance with the law including written procedures for handling requests?	Yes No NA
RCW 42.23.030	24: Does the District have a cost share policy including Supervisors?	Yes No NA
RCW 42.23.030	25: If a supervisor has accepted cost share, do District meeting minutes note he/she abstained from authorization, approval, or ratification of the contract?	Yes No NA
RCW 42.23.030	26: Does the District have contracts exceeding \$1,500/month (in total for each person) with associate supervisors, employees, or their spouses or dependent children?	Yes No NA
RCW 42.23.030	27: Does the District maintain a list of these special contracts?	Yes No NA

REPORTING		
RCW 89.08.070	28: Board minutes including District treasurer's reports?	Yes No NA
	29: Personnel policies and amendments?	Yes No NA
	30: Inter-local agreements, MOU's, MOA's, contracts?	Yes No NA
	31: District boundary changes?	Yes No NA
	32: Supervisor appointments and elections	Yes No NA
	33: Employee roster changes?	Yes No NA

EXIT CONFERENCE COMMENTS

- Suggestions/discussions for strengthening district operations.
Comments:

- District feedback to the District Operations Review.
Comments:

- What can the Commission do to help your conservation district?
Comments:

