

## 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

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

# District Operations Review: DOR

Required?	Questions	Answers
<b>DISTRICT CAPACITY</b>		
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
<a href="#">RCW 89.08.210</a>	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
<a href="#">RCW 89.08.220(7)</a>	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
<a href="#">RCW 89.08.220(7)</a>	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
<a href="#">RCW 89.08.341</a>	6: Does the District have written agreements with all Conservation Partners where resources are exchanged and has the board reviewed them?	Yes No NA

<b>OPERATIONS</b>		
<a href="#">RCW 4.96.020</a>	7: Who is the claims agent and Was the Claims Agent information filed with your County Auditor?	Yes No NA
<a href="#">RCW 89.08.215</a>	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
<a href="#">Americans with Disabilities Act</a>	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
<a href="#">BARS</a>	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
<a href="#">BARS</a>	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

<b>PERSONNEL POLICIES AND PROCEDURES</b>		
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? <a href="http://www.dol.gov/osbp/sbrefa/poster/matrix.htm">http://www.dol.gov/osbp/sbrefa/poster/matrix.htm</a>	Yes No NA

BIG THREE LAWS			
<a href="#">RCW 42.30.070</a> <a href="#">RCW 42.30.080</a>	20: How does the District keep the public informed of the time and place of all meetings or gatherings of three or more supervisors?		
<a href="#">RCW 89.08.200</a> <a href="#">RCW 42.30.060</a>	21: Do all official actions of the Board occur when a quorum of supervisors is present and in open, public meeting?	Yes	No NA
<a href="#">RCW 42.30.110</a>	22: Does the Board follow correct procedure for going into, coming out of and recording time and purpose of executive session?	Yes	No NA
<a href="#">RCW 42.17.250-348</a>	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
<a href="#">RCW 42.23.030</a>	24: Does the District have a cost share policy including Supervisors?	Yes	No NA
<a href="#">RCW 42.23.030</a>	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
<a href="#">RCW 42.23.030</a>	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
<a href="#">RCW 42.23.030</a>	27: Does the District maintain a list of these special contracts?	Yes	No NA

REPORTING			
<a href="#">RCW 89.08.070</a>	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:*

# District Operations Review: DOR

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DOR Action Plan		
Description of action	By who?	By when?

Those attending the exit conference held on            in            , Washington:

Signature	Position
	Conservation Commission staff