

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