

## 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><i>Grays Harbor Conservation District</i></b>
<b>Date conducted:</b>	<b><i>December 15, 2005</i></b>
<b>Date exited with Board:</b>	
<b>Attending DOR –</b>	
<b>District Supervisors:</b>	
<b>District Staff:</b>	<b><i>Terry Nielsen (Office Manager)</i></b>
<b>Commission Staff:</b>	<b><i>Tom Salzer (Regional Manager)</i></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><i>May 16, 2003</i></b>
<b>Notes from last DOR:</b>	

Required?	Questions	Answers
<b>DISTRICT CAPACITY</b>		
Advised	1: Has the Board reviewed RCW 89.08, the Conservation Districts Law, since the last district operations review?	<input checked="" type="checkbox"/> Yes    No    NA
<b>Has the Board fulfilled the three "powers and duties" required of supervisors?</b>		
<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?	<input checked="" type="checkbox"/> Yes    No    NA
	3: Has the Board secured surety bonds (for example, an employee dishonesty bond at WGEP) for supervisors and employees who handle district assets, including money?	<input checked="" type="checkbox"/> Yes    No    NA
	4: When was the last internal audit completed?	April, 2005
	5: Who performed your last internal audit? <b>Terry Willis and Carl Waara</b>	<b>Chair &amp; Auditor</b>
<b>Long-range Plan</b>		
<a href="#">RCW 89.08.220(7)</a>	6: When was the District's long-range plan last amended and adopted by the District Board of Supervisors? <b>Revision in process</b>	April, 1998
	7: Does it include an inventory or reference inventories of renewable natural resources? <b>But 1990 version does</b>	Yes <input checked="" type="checkbox"/> No    NA
	8: Does it include a compilation of current resource needs and projection of future requirements? <b>Plan in process includes map</b>	Yes <input checked="" type="checkbox"/> No    NA
	9: Does it include priorities for various resource activities, projected timetables, and descriptions of alternatives? <b>YES for plan in process</b>	Yes <input checked="" type="checkbox"/> No    NA
	10: Does it include provisions for coordination with other programs and agencies? <b>YES for plan in process</b>	Yes <input checked="" type="checkbox"/> No    NA
<b>Annual Plan</b>		
<a href="#">RCW 89.08.220(7)</a>	11: When was the District's annual work plan last adopted by the District Board of Supervisors?	May, 2005
	12: Does it describe the action programs, services, facilities, materials, working arrangements, and estimated funds needed to carry out the highest priority parts of the Long Range Plan?	<input checked="" type="checkbox"/> Yes    No    NA
<a href="#">RCW 89.08.210</a> <a href="#">RCW 89.08.220 (13)</a>	13: How has the Board kept the community informed about its plans and programs?	<b>Notices in newspaper</b>
<a href="#">RCW 89.08.341</a> 3rd paragraph	14: How did the Board solicit proposals and feedback from the community prior to adopting its most recent Annual Work Plan?	<b>Did not solicit community</b>
<b>Cooperative and Interlocal Agreements</b>		
<a href="#">RCW 89.08.341</a>	15: Does the District have written agreements with all Conservation Partners where resources are exchanged?	<input checked="" type="checkbox"/> Yes    No    NA
Advised	16: Has the Board reviewed those agreements in the past year?	<input checked="" type="checkbox"/> Yes    No    NA

OPERATIONS		
Advised	17: Has the District reviewed all insurance coverage during the past year?	<input checked="" type="checkbox"/> Yes No NA
<a href="#">RCW 4.96.020</a>	18: Who was appointed by the Board as a Claims Agent?	<b>Office Manager</b>
<a href="#">RCW 4.96.020</a>	19: Was the Claims Agent information filed with your County Auditor?	<input checked="" type="checkbox"/> Yes No NA
<a href="#">RCW 89.08.215</a>	20: Who did the District appoint as District Auditor?	<b>Carl Waara</b>
	21: Who did the District designate by resolution as District Treasurer?	<b>Terry Nielsen</b>
Advised	22: Does the District have a training plan for supervisors and employees?	Yes <input checked="" type="checkbox"/> No NA
<a href="#">Americans with Disabilities Act</a>	23: Does the District make its offices, meetings and programs accessible to the public?	<input checked="" type="checkbox"/> Yes No NA
Advised	24: Has the District paid for scholarships, camperships, or made a donation to schools?	Yes <input checked="" type="checkbox"/> No NA
Advised	25: If the District sells plant materials, does it maintain an inventory to reconcile materials purchased and sold?	<input checked="" type="checkbox"/> Yes No NA
Advised	26: Has the District addressed any findings, management letters, or exit comments made by the State Auditor's Office during the last audit?	<input checked="" type="checkbox"/> Yes No NA

BIG THREE LAWS		
<b>Open Public Meetings Act (OPMA): <a href="#">RCW 42.30</a></b>		
<a href="#">RCW 42.30.070</a> <a href="#">RCW 42.30.080</a>	27: How does the District keep the public informed of the time and place of all meetings or gatherings of three or more supervisors?	<b>Notices to newspaper</b>
<a href="#">RCW 89.08.200</a> <a href="#">RCW 42.30.060</a>	28: Do all official actions of the Board occur when a quorum of supervisors is present and in open, public meeting?	<input checked="" type="checkbox"/> Yes No NA
<a href="#">RCW 42.30.110</a>	29: Does the Board follow correct procedure for going into and coming out of executive session?	<input checked="" type="checkbox"/> Yes No NA
<a href="#">RCW 42.30.110</a>	30: Is the purpose and time for executive sessions disclosed in the minutes?	<input checked="" type="checkbox"/> Yes No NA
<b>Public Records Act (PRA): <a href="#">RCW 42.17.250-348</a></b>		
	31: Does the District comply with the Public Records Act by providing records requested in accordance with the law?	<input checked="" type="checkbox"/> Yes No NA
	32: Does the District have written procedures for responding to public records requests?	Yes <input checked="" type="checkbox"/> No NA
<b>Code of Ethics for Municipal Officers: <a href="#">RCW 42.23</a></b>		
<a href="#">RCW 42.23.030</a>	33: Does the District have contracts exceeding \$1,500/month (in total for each person) with supervisors, associate supervisors, employees, or their spouses or dependent children? <b>Only with District supervisors</b>	<input checked="" type="checkbox"/> Yes No NA
<a href="#">RCW 42.23.030</a>	34: If a supervisor has accepted cost share, do District meeting minutes note he/she abstained from authorization, approval, or ratification of the contract?	<input checked="" type="checkbox"/> Yes No NA
<a href="#">RCW 42.23.030</a>	35: Does the District maintain a list of these contracts?	Yes <input checked="" type="checkbox"/> No NA

PERSONNEL POLICIES AND PROCEDURES			
<b>Policy review and fair application of policies</b>			
Advised	36: Did the Board review its personnel policies during the past year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
	37: Did employees review the District's personnel policies?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
	38: Are personnel policies applied fairly and consistently?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
<b>Are the following topics covered in the District's Personnel Policies?</b>			
<a href="#">Commission Grants policy</a>	39: Anti-Sexual Harassment Policy substantially like the Conservation Commission's?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
<a href="#">RCW 49.46 FLSA</a>	40: Exempt and non-exempt employees? <b>No exempt staff</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>	
	41: Exchange time system with accrued hour cap for exempt employees? <b>No exempt staff</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>	
<a href="#">FMLA RCW 49.12.270 WAC 163-30-020</a>	42: Family and Medical Leave including options for maternity, paternity, sick child, and leave without pay?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
<a href="#">RCW 2.36.165</a>	43: Jury Duty Leave?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
<a href="#">RCW 38.40.060</a>	44: Military Leave?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
ADA/CRA	45: Reasonable Accommodation?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
RCW 49.17	46: Safety Policy with an Accident Prevention Program and a Workplace Violence Prevention Program?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
	47: Vietnam Era Veteran's Readjustment Assistance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
<a href="#">RCW 42.41</a>	48: Whistleblower Policy?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Advised	49: Anti-Retaliation Policy?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Advised	50: Conflict of Interest Policy?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Advised	51: Grievance Procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Advised	52: Scheduled performance appraisals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Advised	53: Corrective action, discipline and termination policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Advised	54: Discharge or separation from service procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Advised	55: Telephone, cell phone, computer, e-mail, and Internet usage policy?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
<b>Does the District have the <a href="#">required employment posters</a> displayed?</b>			
Required	56: Notice to Employees: If a Job Injury Occurs... (state L&I)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Required	57: Job Safety and Health Protection (state L&I)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Required	58: Your Rights as a Non-agricultural Worker (state L&I)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Required	59: Notice to Employees: Unemployment Benefits (state ESD)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Advised	60: Washington State Law Prohibits Discrimination in Employment (state HRC)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Advised	61: Washington Minimum Wage (state L&I)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Required	62: Your Rights Under the Fair Labor Standards Act (federal DOL)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Required	63: Employee Polygraph Protection Act (federal DOL)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	

Required	64: Your Rights Under the Family and Medical Leave Act (federal DOL)	<input checked="" type="checkbox"/> Yes	No	NA
Required	65: Equal Employment Opportunity is the Law (federal EEOC)	<input checked="" type="checkbox"/> Yes	No	NA

## FINANCES

Advised	66: Does the district have an annual budget?	<input checked="" type="checkbox"/> Yes	No	NA
<a href="#">BARS</a>	67: Are all individual incoming transactions noted in an official, numbered receipt book?	<input checked="" type="checkbox"/> Yes	No	NA
<a href="#">BARS</a>	68: Does the Board receive and approve monthly District Treasurer's reports that include all deposits and checks by number, payee, and purpose?	<input checked="" type="checkbox"/> Yes	No	NA
<a href="#">RCW 89.08.215</a> <a href="#">BARS</a>	69: Does an authorized supervisor and a second authorized person sign checks after Board approval?	<input checked="" type="checkbox"/> Yes	No	NA
<a href="#">BARS</a>	70: Checks are always filled out before being signed?	<input checked="" type="checkbox"/> Yes	No	NA
FLSA/49.46	71: Does the District pay overtime to non-exempt employees when overtime is worked? <b>Employees do not work overtime</b>	Yes	No	<input checked="" type="checkbox"/> NA
Advised	72: Are all District bank statements, reconciliation reports and Treasurer's reports checked before Board meetings by someone appointed by the Board?	<input checked="" type="checkbox"/> Yes	No	NA

## REPORTING

<b>Is core information provided to the Conservation Commission upon request?</b>				
<a href="#">RCW 89.08.070</a>	73: Board minutes including District treasurer's reports?	<input checked="" type="checkbox"/> Yes	No	NA
	74: Personnel policies and amendments?	<input checked="" type="checkbox"/> Yes	No	NA
	75: Interlocal agreements, MOU's, MOA's, contracts?	Yes	No	<input checked="" type="checkbox"/> NA
	76: District boundary changes?	<input checked="" type="checkbox"/> Yes	No	NA
	77: Supervisor appointments and elections	<input checked="" type="checkbox"/> Yes	No	NA
	78: Employee roster changes?	<input checked="" type="checkbox"/> Yes	No	NA

## EXIT CONFERENCE COMMENTS

- Suggestions/discussions for strengthening district operations.

**Comments: Questions 6 through 10 about the District's long range plan...Due to the age of the plan, the existing plan may not adequately reflect conditions within the District or the long-term direction for District programs.**

**Question 42 regarding Family Medical Leave Act...The District needs to cover FMLA provisions in it's personnel policies.**

**Questions 13, 14 and 27 about public outreach and about public involvement prior to adoption of the District's annual plan of work...Notices to the newspaper are unlikely to be sufficient to adequately inform your community of your good work or involve them in it.**

**Question 32 about requests for public records...The District should adopt a procedure for responding to public records requests. A good procedure will help assure that the rights of individuals the District serves and the rights of the general public are protected.**

**Question 35 about an exceptions list of cost-sharing contracts with conservation district supervisors...The District should maintain a list of such contracts, even though district supervisors are exempted from the requirements of RCW 42.23.030.**

**Questions 39 through 55 regarding personnel policies...We recommend using the latest template provided by WGEP to guide revisions of existing personnel policies.**

 District feedback to the District Operations Review.

*Comments:*

What can the Commission do to help your conservation district?

*Comments:*

