

## **Washington State Conservation Commission** **Conservation District - Good Standing Checklist**

This checklist provides an annual measurement of how Washington's conservation districts meet both legal requirements as well as those activities undertaken by public entities to maintain their value with the public. This checklist is vetted biennially with Washington's conservation districts and approved by the 10-member Washington State Conservation Commission. The checklist is objectively and independently completed on an annual basis by staff of the Conservation Commission.

The Good Standing checklist contains two categories of activities. All activities are important, but the manner in which conservation districts expend public funds and conduct supervisor elections are deemed very important for districts both individually and collectively.

**Subject to decisions by the Commission board, the identification of one or more opportunities for improvement in Category 1 of this Good Standing checklist may have a negative impact on the budget allocation each district receives for the next fiscal year.**

Each district with opportunities for improvement brought to light by the checklist will work with their Conservation Commission Regional Manager to create an action plan to address those issues.

Conservation District

Completed on

\_\_\_\_\_

Completed by:

\_\_\_\_\_

Reviewed by:

\_\_\_\_\_

### Category 1:

**Implementation of Natural Resource Conservation - With the understanding there may be documented extenuating circumstances:**

- The funded conservation activities in the Annual Work Plan (AWP) are implemented.
- Implementation goals (intermediate outcomes) that were agreed to with WSCC for the last State fiscal year were all met.

**Financial Reporting and Vouchering**

- Financial reporting and vouchering to WSCC is on time, complete, and accurate and complies with WSCC Financial policies and procedures
- WSCC Allocated funding utilized in a timely manner - and/or - WSCC has been notified that funding allocations cannot be utilized in a timely manner

**Supervisor Election and Appointment**

- Election and appointment of supervisors comply with WSCC rules and procedures

**Audit Issue Resolution (If Any)**

- Has addressed or is in the process of addressing any identified, resolvable State Auditor or district internal audit issues

## Category 2:

**Annual Work Plan - With the understanding that eventual funding of programs may change due to decisions out of the control of the district, the district Annual Work Plan:**

- Is submitted on time and in the current WSCC template
- Contains achievable and measurable activities, reasonable completion target dates, staffing/task assignments, and a supporting budget
- Has priorities compatible with the district submission to WACD budget request

**Long Range Plan**

- Plan is on the current WSCC Template, annually reviewed and on file with WSCC.
- Long Range Plan has been updated within the past 5 years

**General District Operations**

- Has a physical location that meets requirements for public offices with regular office hours for public access, information, and services
- Regular board meetings are held and attended by a quorum of supervisors. ("Regular" means monthly unless it can be shown that a different schedule better meets the needs of the public.)
- There is an approved delegation of managerial responsibilities to a manager or other primary point of contact
- District has board-approved (by date and signature), up-to-date manual for personnel and other policies which has been reviewed by the board within the past two years.

**Internal Audits & District Operation Reviews**

- Performed/provided for an annual internal audit as required by RCW 89.08.210 for the most recently completed district fiscal year.
- Has begun process to address any identified opportunities for improvement on WSCC District Operations Review

**Public Outreach, Involvement and Education**

- Communication to the public via regular newsletters, current website, or educational programs or other media within the current fiscal year has occurred;
- All regular and special board meetings as well as other public events are properly publicized and conducted.
- Input sought from stakeholders, which includes at least one public meeting, before annual work plan and long range plan are approved by the board. (*Note - Public meeting could be either an identified portion of a regular board meeting or a separate public hearing held for that purpose*)

**District Capacity**

- Supervisors & staff partake in training (WACD, WADE, WSCC, Enduris, NRCS, etc)
- Each district board has chosen a supervisor to be Chair.

**Annual Report of Accomplishment**

- Annual report of accomplishments was submitted on time and within the prescribed format to WSCC as requested

Districts in Good Standing Action Plan		
Description of action	By who?	By when?

Plan of action agreed to on  in , Washington

Signature	Position
	Conservation District Chair
	Conservation District Manager
	Conservation Commission Staff