



**SPECIAL DISTRICT BOARD PRACTICES ASSESSMENT**

**West Multnomah SWCD  
November 7, 2018**

**Board Members: Kim Peterson, Jane Hartline, George Sowder, Brian Lightcap, Terri Preeg Riggsby, Weston Miller, Shawn Looney  
Contact: Jim Cathcart**

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
<b>Board Duties and Responsibilities</b>				<b>Where do you think you excel, just get by, or need to improve?</b>
Adherence to standards of good stewardship				The board feels they are very active and well informed of the activities of the district. They are active in budgeting and long-range planning and feel they are good stewards of the district's resources and the tax payer's money.
Demonstration of good governance practices				The board feels they demonstrate good governance practices. They have job descriptions for officers, but not other board members. They adhere to public meeting and records laws. They have a process for appointing associate board members. They do not have a policy on how to conduct meetings, but they do conduct regular board trainings.

<b>Operational Compliance</b>				
Overall regulatory compliance				The board feels that the staff and management keep the board on track. The board feels they are very aware of the regulatory environment they operate under.
Timeliness of compliance reporting				The board feels they are in compliance and meet deadlines.
Potential compliance challenges				The board knows of no compliance challenges.
<b>Budget and Finance</b>				
Consistency in budgeting to meet needs				The board feels the district has a very rigorous process for budgeting and spending. The district has a comptroller to supervise the district's finances. The board feel they understand the district's budget and that it is well managed. The board also does future financial planning.
Soundness of financial practices				The board feels they have strong financial practices including separation of duties, written financial policies, and a comptroller to supervise the financial operations of the district. The audit has always given the district a positive review.
<b>Customer Relations</b>				
Management of service problems				The board feels they have a good reputation with landowners and other agencies.
Improvements to customer service				The board has a diversity and inclusion committee to improve customer service to all their constituents.

<b>Personnel Administration</b>				
Staff morale and work climate				The board feels there is good staff morale. They have little turnover in staff and see the staff grow in skills, proficiency, and professionalism. They see the staff working well together and that they are committed to the district's work.
Management of employee performance				The board has approved a new employee handbook and a written performance review policy. However, there is a lack of consistent staff performance reviews.
Alignment of positions with work assignments				The board feels there is a good alignment of positions with their work assignments.
<b>Policies and Procedures</b>				
Soundness of administrative policies				The district updated all their administrative policies in the last two years and so feel they have sound policies.
Consistency between work practices and policies				The board feels there is consistency.
Efficiency of staff and work systems				The board feels that the staff is very efficient in their work. They believe the staff gets a lot done with limited resources. The staff is good at helping each other out.