

2017 Board of Commissioners Balanced Scorecard

Indicators, targets and scores -- As of March 31, 2017

	Key Indicator	Basis	Target			
				YTD	Status	Comments
Stakeholder	S1 - Sustain Our Public Partnership	Reporter: Congdon				
	Board attendance at Tri-Commission Regional Stakeholder Meetings	Quarterly update based on information from Commissioner Blue Books (tracked by Clerk of Board) Target: 75% attendance at all meetings	75%	80%	✓	Results through 1st Qtr 2017
	Attendance at quarterly Mid-C commissioners/managers meeting	Quarterly update based on information from Commissioner Blue Books (tracked by Clerk of Board) Target: 60% attendance at all meetings	60%	40%		Results through 1st Qtr 2017 *2 commissioners attended Public Meeting on same date
Financial	F1 - Maintain Strong Financial Stewardship	Reporter: Arseneault				
	Quarterly operating and financial review presented by management. Board checks for adherence to budgets, long-range plans, guidelines, principles, policies, and acceptable risk levels.	Quarterly update provided by District management within 45 days after quarter end or as soon thereafter as scheduling allows Target: 4 quarterly presentations by management completed on time with satisfactory content	4	1	✓	2016 4th Qtr Finance & Energy Resource updates provided February 6, 2017 Generation and Transmission, Utility Services and Fiber operating updates- ongoing
	G1 - Ensure Effective Execution	Reporter: Smith				
	Quarterly review of Board balanced scorecard status. Each Commissioner gives an update on the status of their assigned objectives.	Quarterly review of objectives & indicator results by Reporter. Target: 4 quarterly reviews	4	1	✓	2016 4th Qtr reviewed January 16, 2017
	Annual review of policies: internal controls, communications, regulatory compliance, enterprise risk management, network line extension and financial, etc.	Annual review of key District policies (reviewed through normal course of business) Target: 100% review of key board policies	1	ongoing		Telecom Fees and Charges update Feb 21, 2107 Financial Policies update March 6, 2017
	Semi-annual evaluation of General Manager performance including communications of Board expectations.	Semi-annual review of General Manager along with communication of Board expectations. Target: 2 reviews	2	1	✓	Completed first review on February 21, 2017

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Internal	Annual evaluation of General Counsel performance including communications of Board expectations.	Annual review of General Counsel along with communication of Board expectations. Target: 1 review	1			Review to be scheduled
	G2 - Approve Strategy & Business Planning	Reporter: Bolz				
	Annual review and revision, if needed, of Board Balanced Scorecard to provide foundation for the strategic goal setting process.	Annual review/revision of Board Balanced Scorecard Target: 1 comprehensive review session	1	1	✓	Reviewed at March 30, 2017 Workshop
	Annual strategic planning goals reviewed and set	Annual review of strategic planning goals in preparation to support managements annual budget process. Target: 1 session	1	1	✓	Annual review and goals set with General Manager on February 21, 2017
	Annual District budget review and adoption	Annual budget adoption as presented by District management. Target: Adoption by year end.	1			To be completed by Year End 2017
	G3 - Responsible Board Representation	Reporter: McKenna				
	Board coverage in key <u>regional/national</u> association meetings (WPUDA, APPA, NWPPA, ENW)	Target: 60% for WPUDA for 3 attendees @ 7 meetings	60%	67%	✓	Results through 1st Qtr 2017
		Target: 100% for APPA for 1 attendee @ 2 meetings	100%	100%	✓	Results through 1st Qtr 2017
		Target: 100% for NWPPA for 1 attendee @ 2 meetings	100%	100%	✓	Results through 1st Qtr 2017
	Quarterly update based on information from Commissioner Blue Books (tracked by Clerk of Board).	Target: 100% for ENW for 1 attendee @ 4 quarterly mtg.	100%	0%		Results through 1st Qtr 2017
	Attendance at regularly scheduled meetings	Quarterly update based on information from Commissioner Blue Books (tracked by Clerk of Board). Target: 90% attendance.	90%	93%	✓	Results through 1st Qtr 2017
	G4 - Ensure Compliance	Reporter: Smith				
	Board appoints 2 members to participate in audit committee (President, VP, and Secretary as alternate)	Annually board appoints 2 members to participate in audit committee. (Pres. & VP, Secretary Alternate) Target: 2 board members appointed	1	1	✓	Completed January 3, 2017
	Annual internal audit committee report & annual update from Internal Auditor	Annual internal audit committee report reviewed & receive audit committee annual update from Internal Auditor Target: 1 Annual review	1	1	✓	Completed February 21, 2017
E1 - Evaluate Governance Positions	Reporter: McKenna					

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Enablers	Annual review/revision of Board Governance policy manual and the Code of Ethics	Annual review / revision of Board Governance policies Target: 1 annual review	1	1	✓	Completed March 30, 2017
	Annual review of Group agreement	Annual review Target : 1 Annual review	1	1	✓	Completed March 30, 2017
	Annual review of Board performance	Annual review of Board performance. Target: 1 annual self evaluation submitted to Chairman	1			To be completed by year-end 2017
	E2 - Continuously Improve board Member Skills	Reporter: Bolz				
	Development of annual training plan and budget	Annually review and update training plan to be used for budget preparation. Target: 1 annual review of plan	1			To be completed by year end 2017
	Review and update annual training program for newly elected board members	Annually review and update training program for newly elected board members. Target: 1 annual review of program	1			To be completed by year end 2017

BOARD of COMMISSIONERS

Scorecard Matrix

Assignment Key:

Delegate

Alternate

	Date	Ann	Dennis	Randy	Steve	Garry	Qtr Attend	Qtr # Mtg	Actual %	Target %
S1 - Tri Commission Regional Stakeholder Meetings										
1st quarter	3/28	1	M	1	1	1	4	5	80%	75%
2nd quarter										
3rd quarter										
4th quarter										
Total by Commissioner:		1	0	1	1	1				
% by Commissioner:		100%	0%	100%	100%	100%			80%	75%
S1 - Mid-C Commissioner / Manager Meeting										
January/February	2/13	1				1	2	5	40%	60%
April										
September										
November										
Total by Commissioner:		1	0	0	0	1				
% by Commissioner:		25%	0%	0%	0%	25%			10%	60%

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Assignment Key:

Delegate

Alternate

	Date	Ann	Dennis	Randy	Steve	Garry	Qtr Attend	Qtr # Mtg	Actual %	Target %
G3 - Responsible Board Representation										
Committees: Board: Smith Government Affairs: Arseneault Education: Bolz Telecom: McKenna Energy: Smith Water: Congdon Communications:										
WPUDA - Jan	Jan	P	M	1	1	1				
WPUDA - Feb	Feb	P	M	1	1	1				
WPUDA - Mar	Mar	1	M	1	1	1	10	15	67%	60%
WPUDA - Apr	April									
WPUDA - May	May									
WPUDA - June	June									
WPUDA - July	Jul									
WPUDA - Sept	Sept									
WPUDA - Water	Sept									
WPUDA - Nov	Nov									
WPUDA - Dec	Dec									
Total by Commissioner:		1	0	3	3	3			67%	60%
APPA - Leg Rally	2/26			1	1		2	2	100%	100%
APPA - Annual Conf	6/16									
APPA - Policy Makers	7/17									
ENW - Jan	1/25						0	1	0%	100%
ENW - Apr	4/26							1	0%	100%
ENW - July	7/26							1		
ENW - Oct	10/26							1		
NWPPA - Board meeting	3/8	1								
NWPPA - Education Committee							1	1	100%	100%
NWPPA - Annual Conference	5/7									
NWPPA - Board meeting										
G3 - Responsible Board Representation										
Attendance at Regularly Scheduled meetings										
Board Meeting	1/3	1	Phone	1	1	1				
	1/16	P	Phone	P	1	1				
	2/6	1	M	1	1	1				
	2/21	1	M	1	1	1				
	3/6	1	M	B	1	1				
	3/20	1	M	1	1	1	28	30	93%	90%

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Delegate

Alternate

	Date	Ann	Dennis	Randy	Steve	Garry	Qtr Attend	Qtr # Mtg	Actual %	Target %
Total by Commissioner:		5	0	4	6	6				
% by Commissioner:		83%	0%	67%	100%	100%			93%	90%

INFORMATIONAL ONLY - NOT TO BE REPORTED ON THE QUARTERLY REPORT
G3 - Responsible Board Representation
Attendance at Special meetings (workshops, subcommittees, and other open public meetings).

Facilities Tour	1/9	1	M	1	1	1	1st quarter
Audit Committee	1/31	1				1	
Leavenworth Substation	2/13			1	1		
Board Workshop	3/30	1	M	1	1	1	
							2nd quarter
							3rd quarter
							4th quarter

Attendance Key:

Business Leave	B
Personal Leave	P
Medical Leave	M