# 2017 Board of Commissioners Balanced Scorecard

Indicators, targets and scores -- As of December 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% | 90% | ✓ | Results through 4th 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% | 60% | ✓ | Results through 4th Qtr 2017 *In 1st Qtr - 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<br><br>Target: 4 quarterly presentations by management completed on time with satisfactory content | 4 | 4 | ✓ | 2016 4th Qtr Finance & Energy Resource updates provided February 6, 2017<br>2017 1st Qtr Finance & Energy Resource updates provided May 15, 2017<br>2017 2nd Qtr Finance & Energy Resource updates provided August 7, 2017<br>2017 3rd Qtr Finance & Energy Resource updates provided November 6, 2017<br><br>Generation and Transmission, Utility Services and Fiber operating updates- ongoing |
| **Internal** | **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 | 4 | ✓ | 2016 4th Qtr reviewed January 16, 2017<br>2017 1st Qtr reviewed April 17, 2017<br>2017 2nd Qtr reviewed July 24, 2017<br>2017 3rd Qtr reviewed October 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<br>Financial Policies update March 6, 2017<br>Utility Services Policy Update June 26, 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 | 2 | ✓ | Completed 1st review on February 21, 2017<br>Completed 2nd review on August 21, 2017 |

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

| | Key Indicator | Basis | Target | YTD | Status | Comments |
|---|---|---|---|---|---|---|
| Internal | Annual evaluation of General Counsel performance including communications of Board expectations. | Annual review of General Counsel along with communication of Board expectations.<br>Target: 1 review | 1 | 1 | ✔ | Review & communication completed on February 21, 2017 |
| | **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<br>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.<br>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.<br>Target: Adoption by year end. | 1 | 1 | ✔ | 2018 Budget Adoption on December 4, 2017 |
| | **G3 - Responsible Board Representation** | Reporter: **McKenna** | | | | |
| | Board coverage in key regional/national association meetings (WPUDA, APPA, NWPPA, ENW) | Target: 60% for WPUDA for 3 attendees @ 7 meetings | 60% | 73% | ✔ | Results through 4th Qtr 2017 |
| | | Target: 100% for APPA for 1 attendee @ 2 meetings | 100% | 100% | ✔ | Results through 4th Qtr 2017 |
| | | Target: 100% for NWPPA for 1 attendee @ 2 meetings | 100% | 100% | ✔ | Results through 4th 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% | 75% | | Results through 4th Qtr 2017<br>*In 1st Qtr unable to attend due to scheduling conflicts |
| | Attendance at regularly scheduled meetings | Quarterly update based on information from Commissioner Blue Books (tracked by Clerk of Board).<br>Target: 90% attendance. | 90% | 96% | ✔ | Results through 4th 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)<br>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<br>Target: 1 Annual review | 1 | 1 | ✔ | Completed February 21, 2017 |

2017_4thQtr_BOC Targets-Scores

## 2017 Board of Commissioners Balanced Scorecard

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

| | Key Indicator | Basis | Target | YTD | Status | Comments |
|---|---|---|---|---|---|---|
| Enablers | **E1 - Evaluate Governance Positions** | Reporter: **McKenna** | | | | |
| | 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 |
| | Quarterly review of Board performance | Quarterly Review at Board Meeting Target: 1 quarterly review of metrics at Board meeting | 4 | 4 | ✔ | Completed January 16th, April 17th and July 24, 2017 and October 16, 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 | 1 | ✔ | Completed in Board Workshop September 19, 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 | 1 | ✔ | Completed through December, 2017 |

2017_4thQtr_BOC Targets-Scores

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 | No Meeting | | | | | | | | | |
| 3rd quarter | No Meeting | | | | | | | | | |
| 4th quarter | 11/7 | 1 | 1 | 1 | 1 | 1 | 5 | 5 | 100% | 75% |
| Total by Commissioner: | | 2 | 1 | 2 | 2 | 2 | | | | |
| % by Commissioner: | | 200% | 100% | 200% | 200% | 200% | | | 90% | 75% |
| **S1** - Mid-C Commissioner / Manager Meeting | | | | | | | | | | |
| January/February | 2/13 | 1 | | | | 1 | 2 | 5 | 40% | 60% |
| June | 6/12 | | 1 | 1 | | | 2 | 5 | 40% | |
| September | No Meeting | | | | | | | | | |
| November | | 1 | 1 | 1 | 1 | 1 | 5 | 5 | 100% | |
| Total by Commissioner: | | 2 | 2 | 2 | 1 | 2 | 9 | 15 | | |
| % by Commissioner: | | 13% | 13% | 13% | 7% | 13% | | | 60% | 60% |

# BOARD of COMMISSIONERS
## Scorecard Matrix

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<br>Telecom: McKenna     Energy: Smith<br>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 | 13 | 15 | 87% | 60% |
| WPUDA - Apr | April | 1 | M | | 1 | 1 | | | | |
| WPUDA - May | May | | M | | | 1 | | | | |
| WPUDA - June | NO Mtg | | | | | | 6 | 10 | 60% | 60% |
| WPUDA - July | Jul | 1 | 1 | 1 | 1 | 1 | | | | |
| WPUDA - Sept | Sept | | 1 | 1 | 1 | P | | | | |
| WPUDA - Water | Sept | 1 | | 1 | | | 10 | 15 | 67% | 60% |
| WPUDA - Nov | Nov | 1 | 1 | 1 | 1 | 1 | | | | |
| WPUDA - Dec | Dec | 1 | 1 | 1 | 1 | 1 | | | | |
| Total by Commissioner: | | 6 | 4 | 8 | 8 | 8 | 29 | 40 | 73% | 60% |
| APPA - Leg Rally | 2/26 | | | 1 | 1 | 1 | 2 | 2 | 100% | 100% |
| APPA - Annual Conf | 6/16 | | | 1 | 1 | 1 | 3 | 2 | 100% | |
| APPA - Policy Makers | 7/17 | | | 1 | | | 1 | 1 | 100% | |
| ENW - Jan | 1/25 | | | | | | 0 | 1 | 0% | 100% |
| ENW - Apr | 4/26 | | 1 | 1 | | | 2 | 1 | 100% | 100% |
| ENW - July | 7/26 | | 1 | | | | 1 | 1 | 100% | 100% |
| ENW - Oct | 10/26 | | | 1 | 1 | | 2 | 1 | 100% | 100% |
| | | | | | | | 3 | 4 | 75% | 100% |
| NWPPA - Board meeting | 3/8 | 1 | | | | | 1 | 1 | 100% | 100% |
| NWPPA - Education Committee | ? | | | | | | 0 | 0 | - | 100% |
| NWPPA - Annual Conference | 5/7 | 1 | | | | | 1 | 1 | 100% | 100% |
| NWPPA - Board meeting | 7/11 | 1 | | | | | 1 | 1 | 100% | 100% |
| NWPPA -Qrtly Board of Trustees | 9/13 | 1 | | | | | 1 | 1 | 100% | 100% |
| **G3** - Responsible Board Representation<br>Attendance at Regularly Scheduled meetings | | | | | | | | | | |
| Board Meeting | 1/3 | 1 | 1 | 1 | 1 | 1 | | | | |
| | 1/16 | P | 1 | P | 1 | 1 | | | | |
| | 2/6 | 1 | M | 1 | 1 | 1 | | | | |
| | 2/21 | 1 | M | 1 | 1 | 1 | | | | |
| | 3/6 | 1 | M | 1 | 1 | 1 | | | | |
| | 3/20 | 1 | M | 1 | 1 | 1 | 28 | 30 | 93% | 90% |
| | 4/3 | 1 | M | P | 1 | 1 | | | | |
| | 4/17 | 1 | M | 1 | 1 | 1 | | | | |
| | 5/1 | 1 | M | 1 | 1 | 1 | | | | |
| | 5/15 | 1 | 1 | 1 | 1 | 1 | | | | |

2017_4thQtr_BOC_tracking : G3_only                                    1/12/2018

Assignment Key: | Delegate | Alternate |

| | Date | Ann | Dennis | Randy | Steve | Garry | Qtr Attend | Qtr # Mtg | Actual % | Target % |
|---|---|---|---|---|---|---|---|---|---|---|
| | 6/5 | 1 | 1 | 1 | 1 | 1 | | | | |
| | 6/26 | 1 | 1 | P | 1 | 1 | 28 | 30 | 93% | 90% |
| | 7/10 | 1 | 1 | 1 | 1 | 1 | | | | |
| | 7/24 | 1 | 1 | 1 | 1 | 1 | | | | |
| | 8/7 | 1 | 1 | 1 | 1 | 1 | | | | |
| | 8/21 | 1 | 1 | 1 | 1 | 1 | | | | |
| | 9/5 | 1 | 1 | 1 | 1 | P | | | | |
| | 9/18 | 1 | 1 | 1 | 1 | 1 | 29 | 30 | 97% | 90% |
| Special Board meeting Chelan substation | 9/19 | 1 | 1 | 1 | 1 | 1 | | | | |
| Board Workshop | 9/19 | 1 | 1 | 1 | 1 | 1 | | | | |
| | 10/2 | 1 | 1 | 1 | 1 | 1 | | | | |
| | 10/16 | 1 | 1 | 1 | 1 | 1 | | | | |
| | 11/6 | 1 | 1 | 1 | 1 | 1 | | | | |
| | 11/20 | 1 | 1 | 1 | 1 | 1 | | | | |
| | 12/4 | 1 | 1 | 1 | 1 | 1 | | | | |
| | 12/18 | 1 | 1 | 1 | 1 | 1 | 40 | 40 | 100% | 90% |
| | | | | | | | | | | |
| Total by Commissioner: | | 25 | 19 | 23 | 26 | 25 | | | | |
| | | | | | | | | | 96% | 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).**

| | Date | Ann | Dennis | Randy | Steve | Garry | | |
|---|---|---|---|---|---|---|---|---|
| Facilities Tour | 1/9 | 1 | M | 1 | 1 | 1 | \ | |
| Audit Committee | 1/31 | 1 | | | | 1 | \| | |
| Leavenworth Substation | 2/13 | | | 1 | 1 | | \| | 1st quarter |
| Board Workshop | 3/30 | 1 | M | 1 | 1 | 1 | / | |
| Alcoa Workgroup Public Mtg | 4/25 | | | 1 | | | \ | |
| AMI Community Meeting | 4/26 | 1 | | | | | \| | |
| Strategy Partners Update | 5/2 | | | 1 | 1 | 1 | \| | 2nd quarter |
| Audit Committee | 5/2 | | | 1 | | 1 | \| | |
| Audit Committee | 6/27 | | 1 | | | 1 | / | |
| Audit Committee | 9/26 | | | 1 | | 1 | \ | |
| Regional Water comm. mtg | 9/25 | | | | 1 | | \| | 3rd quarter |
| | | | | | | | / | |
| Public meeting Chelan Substation | 10/24 | 1 | 1 | 1 | 1 | P | \ | |
| Orondo Park Community Mtg | 11/11 | 1 | | | | 1 | \| | 4th quarter |
| Streetlight Community Mtg | 12/11 | | | | | | \| | |
| | | | | | | | / | |

Attendance Key:
| | |
|---|---|
| Business Leave | B |
| Personal Leave | P |
| Medical Leave | M |
| Attended by Phone | |