

**BOARD of COMMISSIONERS**

Scorecard Matrix

Assignment Key:

**Delegate**

**Alternate**

	Date	Ann	Dennis	Randy	Steve	Garry	Qtr Attend	Qtr # Mtg	Actual %	Target %
<b>S1 - Tri Commission Regional Stakeholder Meetings</b>										
1st quarter	3/28	1	M	1	1	1	4	5	80%	75%
2nd quarter	No Meeting									
3rd quarter										
4th quarter										
Total by Commissioner:		1	0	1	1	1				
% by Commissioner:		100%	0%	100%	100%	100%			80%	75%
<b>S1 - Mid-C Commissioner / Manager Meeting</b>										
January/February	2/13	1				1	2	5	40%	60%
June	6/12		1	1			2	5	40%	
September										
November										
Total by Commissioner:		1	1	1	0	1	4	10		
% by Commissioner:		10%	10%	10%	0%	10%			40%	60%

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Assignment Key:

**Delegate**

**Alternate**

	Date	Ann	Dennis	Randy	Steve	Garry	Qtr Attend	Qtr # Mtg	Actual %	Target %	
<b>G3 - Responsible Board Representation</b>											
<b>Committees:</b>		Board: Smith Telecom: McKenna Water: Congdon			Government Affairs: Arseneault Energy: Smith Communications:			Education: Bolz			
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										
WPUDA - Sept	Sept										
WPUDA - Water	Sept										
WPUDA - Nov	Nov										
WPUDA - Dec	Dec										
<b>Total by Commissioner:</b>		2	0	3	4	5			76%	60%	
APPA - Leg Rally	2/26			1	1		2	2	100%	100%	
APPA - Annual Conf	6/16			1	1	1	3	2	100%		
APPA - Policy Makers	7/17										
ENW - Jan	1/25						0	1	0%	100%	
ENW - Apr	4/26		1	1			2	1	200%	100%	
ENW - July	7/26							1			
ENW - Oct	10/26							1			
NWPPA - Board meeting	3/8	1					1	1	100%	100%	
NWPPA - Education Committee							1	1	100%	100%	
NWPPA - Annual Conference	5/7	1					1	1	100%	100%	
NWPPA - Board meeting											
<b>G3 - Responsible Board Representation</b>											
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	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	Phone	1	1	1	1					



## 2017 Board of Commissioners Balanced Scorecard

Indicators, targets and scores -- As of June 30, 2017

	Key Indicator	Basis	Target	YTD	Status	Comments
Stakeholder	<b>S1 - Sustain Our Public Partnership</b>	Reporter: <b>Congdon</b>				
	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 2nd 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 2nd Qtr 2017 *In 1st Qtr - 2 commissioners attended Public Meeting on same date
Financial	<b>F1 - Maintain Strong Financial Stewardship</b>	Reporter: <b>Arseneault</b>				
	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	2	✓	2016 4th Qtr Finance & Energy Resource updates provided February 6, 2017 2017 1st Qtr Finance & Energy Resource updates provided May 15, 2017  Generation and Transmission, Utility Services and Fiber operating updates- ongoing
	<b>G1 - Ensure Effective Execution</b>	Reporter: <b>Smith</b>				
	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	2	✓	2016 4th Qtr reviewed January 16, 2017 2017 1st Qtr reviewed April 17, 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 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	1	✓	Completed first review on February 21, 2017

## 2017 Board of Commissioners Balanced Scorecard

Indicators, targets and scores -- As of June 30, 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. Target: 1 review	1			Review to be scheduled
	<b>G2 - Approve Strategy &amp; Business Planning</b>		Reporter: <b>Bolz</b>			
	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
	<b>G3 - Responsible Board Representation</b>		Reporter: <b>McKenna</b>			
	Board coverage in key <u>regional/national</u> association meetings (WPUDA, APPA, NWPPA, ENW)	Target: 60% for WPUDA for 3 attendees @ 7 meetings	60%	76%	✓	Results through 2nd Qtr 2017
		Target: 100% for APPA for 1 attendee @ 2 meetings	100%	100%	✓	Results through 2nd Qtr 2017
		Target: 100% for NWPPA for 1 attendee @ 2 meetings	100%	100%	✓	Results through 2nd 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%	50%		Results through 2nd Qtr 2017 *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). Target: 90% attendance.	90%	93%	✓	Results through 2nd Qtr 2017
	<b>G4 - Ensure Compliance</b>		Reporter: <b>Smith</b>			
	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

## 2017 Board of Commissioners Balanced Scorecard

Indicators, targets and scores -- As of June 30, 2017

	Key Indicator	Basis	Target	YTD	Status	Comments
Enablers	<b>E1 - Evaluate Governance Positions</b>	Reporter: <b>McKenna</b>				
	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
	<b>E2 - Continuously Improve board Member Skills</b>	Reporter: <b>Bolz</b>				
	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 in summer workshop for budget in September
	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