

## 2019 Board of Commissioners Balanced Scorecard

Indicators, targets and scores -- As of June 30, 2019

	Key Indicator	Basis	Annual Target	YTD Actual	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%	60%		Results through 2 <sup>nd</sup> Quarter 2019. (lower attendance due to scheduling conflict)
	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 2 <sup>nd</sup> Quarter 2019. (lower attendance due to scheduling conflict)
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	✓	Quarterly Energy Res Updates: 2/4, 5/13 Quarterly Financial Reviews: 2/19, 4/29 Quarterly Load Forecast Updates: 1/7, 4/1  Generation and Transmission, Utility Services and Fiber operating updates, HDL, Large Load, Quarterly load Forecasts-ongoing
G1 - Ensure Effective Execution	<b>G1 - Ensure Effective Execution</b>	Reporter: <b>Bolz</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	✓	2018 4th Qtr reviewed 1/21/19 2019 1st Qtr reviewed 4/15/19 2019 2nd Qtr reviewed _____ 2019 3rd Qtr reviewed _____
	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	ongoing	ongoing	✓	Schedule 4 Overview 1/21/19 Utility Service Policy & Regulation Revisions Review 1/21/19 Diamond Foundry and Stemily Contract Review 5/13/19 Insurance Renewal review 6/3/19
	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	✓	2018 Annual review on 2/4/19 2019 Midpoint review on _____
	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			Completed _____ (anticipated completion in December, 2019)

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	Key Indicator	Basis	Annual Target	YTD Actual	Status	Comments
Internal	<b>G2 - Approve Strategy &amp; Business Planning</b>	Reporter: <b>Smith</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 4/11/19 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			Reviewed _____ (anticipated in October as part of business planning)
	Annual District budget review and adoption	Annual budget adoption as presented by District management. Target: Adoption by December 10 (per Board Resolution)	1			Budget adopted _____ (anticipated adoption at the first meeting in December)
	<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%	60%	✓	Results through 2nd Quarter 2019.
		Target: 100% for APPA for 1 attendee @ 2 meetings	100%	200%	✓	Results through 2nd Quarter 2019. (2 attendees for additional learning)
		Target: 100% for NWPPA for 1 attendee @ 2 meetings	100%	167%	✓	Results through 2nd Quarter 2019. (3 attendees at Annual Conference)
	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%	100%	✓	Results through 2nd Quarter 2019.
	Attendance at regularly scheduled meetings	Quarterly update based on information from Commissioner Blue Books (tracked by Clerk of Board). Target: 90% attendance.	90%	95%	✓	Results through 2nd Quarter 2019.
	<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 1, 2019 (Officers elected in December, take office in January)
	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 19, 2019

## 2019 Board of Commissioners Balanced Scorecard

Indicators, targets and scores -- As of June 30, 2019

	Key Indicator	Basis	Annual Target	YTD Actual	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 4/11/19
	Annual review of Group agreement	Annual review Target : 1 Annual review	1	1	✓	Completed 4/11/19
	<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			Completed _____ (anticipated completion at the Fall 2019 Board Workshop)
	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			Completed _____ (anticipated completion at the Fall 2019 Board Workshop)

**BOARD of COMMISSIONERS**

Scorecard Matrix

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: Arseneault Water: Congdon Government Affairs: McKenna Energy: Smith Communications: Education: Bolz										
WPUDA - Jan	Jan	1		1	1		3	5		
WPUDA - Feb	Feb			1		1	2	5		
WPUDA - Water Mtg (if needed)	Mar						0	0		
WPUDA - Mar	Mar	1		1		1	3	5		
1st Quarter Year to Date							8	15	53%	60%
WPUDA - Water Mtg (if needed)	April						0			
WPUDA - Apr	April	1		1	1	1	4	5		
WPUDA - May	no mtg						0			
WPUDA - June	no mtg						0			
2nd Quarter Year to Date							12	20	60%	60%
WPUDA - Water Mtg (if needed)	Jul									
WPUDA - July	Jul									
WPUDA - Water Mtg (if needed)	Sept									
WPUDA - Sept	Sept									
3rd Quarter Year to Date							12	20	60%	60%
WPUDA - Nov	Nov						0			
WPUDA - Dec	Dec						0			
4th Quarter Year to Date		3	0	4	2	3	12	20	60%	60%
APPA - Leg Rally	Feb			1		1	2	1	200%	100%
APPA - Annual Conf	June			1	1		2	1	200%	100%
Year to date							4	2	200%	100%
ENW - Jan			1				1	1	100%	100%
ENW - Apr				1			1	1	100%	100%
ENW - July							0	0	-	100%
ENW - Oct							0	0	-	100%
Year to date							2	2	100%	100%
NWPPA - Board meeting	Mar	1					1	1	100%	100%
NWPPA - Education Committee	Feb	1					1	1	100%	100%
NWPPA - Annual Conference	May	1		1		1	3	1	300%	100%
NWPPA - Board meeting	Sept						0	0	-	100%
Year to date							5	3	167%	100%

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	Date	Ann	Dennis	Randy	Steve	Garry	Qtr Attend	Qtr # Mtg	Actual %	Target %
<b>G3 - Responsible Board Representation</b>										
<b>Attendance at Regularly Scheduled meetings</b>										
Board Meeting	1/7	1	1	1	1	1	5	5		
	1/21	1	1	1	1	1	5	5		
	2/4	1	1	1	1	1	5	5		
	2/19	B	1	1	1	1	4	5		
	3/4	1	1	1	1	1	5	5		
	3/18	1	1	1	1	1	5	5		
<b>1st Quarter Year to Date</b>							<b>29</b>	<b>30</b>	<b>97%</b>	<b>90%</b>
	4/1	1	1	P	1	1	4	5		
	4/15	1	1	1	1	1	5	5		
	4/29	1	1	1	1	1	5	5		
	5/13	1	1	1	1	1	5	5		
	6/3	1	1	1	1	1	5	5		
	6/17	1	P	1	1	1	4	5		
<b>2nd Quarter Year to Date</b>							<b>57</b>	<b>60</b>	<b>93%</b>	<b>90%</b>
	7/1									
	7/15									
	8/5									
	8/19									
	9/3									
	9/16									
<b>3rd Quarter Year to Date</b>							<b>57</b>	<b>60</b>	<b>95%</b>	<b>90%</b>
	10/7									
	10/21									
	11/4									
	11/18									
	12/2									
	12/16									
<b>4th Quarter Year to Date</b>							<b>57</b>	<b>60</b>	<b>95%</b>	<b>90%</b>
<b>Total by Commissioner:</b>		<b>11</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>12</b>				
<b>% by Commissioner:</b>		<b>92%</b>	<b>92%</b>	<b>92%</b>	<b>100%</b>	<b>100%</b>				

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**Alternate**

	Date	Ann	Dennis	Randy	Steve	Garry	Qtr Attend	Qtr # Mtg	Actual %	Target %
<b>*INFORMATIONAL ONLY - NOT TO BE REPORTED ON THE QUARTERLY REPORT*</b>										
<b>G3 - Responsible Board Representation</b>										
<b>Attendance at Special meetings (workshops, subcommittees, and other open public meetings).</b>										
WPUDA-Bd Orientation	1/16		1				1st quarter			
Special Commission Mtg	1/21	1	1	1	1	1				
PowerEx Visit	1/22-1/25			1						
Audit Committee	1/29		1		1					
Special Commission Mtg	2/7	1	1	1	1	1				
NWPPA Executive Committee	2/19	1								
Entiat City Council	2/25	1								
Wenatchee City Council	2/28		1			1				
Cashmere City Council	3/11				1					
Leavenworth City Council	3/12				1					
Discovery Center Workshop	3/14				1					
Cashmere Facilities Open House	3/19				1					
Leavenworth Fac. Open House	3/20				1					
Audit Committee	3/28				1	1				
Discovery Center Meeting	4/3	1			1		2nd quarter			
Board Workshop	4/11	1	1	1	1	1				
Audit Committee - Special	4/15				1					
Peshastin Water District Mtg	5/8				1					
Chelan Outreach Drop-In	5/15	1			1					
WPUDA Strategic Planning	5/16			1		1				
Microsoft Meeting	5/22		1							
USEA Awards Mtg	5/23					1				
Discovery Center Update	6/3	1			1					
Lake Chelan Watershed Mtg	6/12	1								
APPA Policy Makers Call	6/18			1						
Audit Committee	6/27				1	1				
							3rd quarter			
							4th quarter			

Attendance Key:

Business Leave	B
Personal Leave	P
Medical Leave	M
Attended by Phone	

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<b>S1 - Tri Commission Regional Stakeholder Meetings</b>										
1st quarter	No Meeting						0		-	
2nd quarter	5/29	1		1	1		3	5	60%	75%
3rd quarter	No Meeting								-	
4th quarter									-	75%
Total by Commissioner:		1	0	1	1	0	3	5	60%	75%
% by Commissioner:		20%	0%	20%	20%	0%				
<b>S1 - Mid-C Commissioner / Manager Meeting</b>										
January/February	No Meeting								-	60%
March	3/11		1			1	2	5	40%	60%
July	7/15						0		-	60%
November	?						0		-	60%
Total by Commissioner:		0	1	0	0	1	2	5	40%	60%
% by Commissioner:		0%	20%	0%	0%	20%				