

2018 Board of Commissioners Balanced Scorecard

Indicators, targets and scores -- As of March 31, 2018

	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%			Results through 1st Quarter 2018 (No Meeting 1st Qtr)
	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 1st Quarter 2018
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	✓	2017 4th Qtr Energy Resource & Finance update on February 5 and February 20, 2018 2017 4th Quarter Load forecast January, 8, 2018 Generation and Transmission, Utility Services and Fiber operating updates, HDL, Large Load, Quarterly load Forecasts-ongoing
	G1 - Ensure Effective Execution	Reporter: Bolz				
	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	✓	2017 4th Qtr reviewed January 22, 2018
	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		LED Streetlight Rate update January 8, 2018 HDL Moratorium March 19, 2018
	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	✓	First review on February 5, 2018

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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: Smith				
	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 February 5, 2018 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	✓	Reviewed January 8, 2018
	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 2018
	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 2018
		Target: 100% for APPA for 1 attendee @ 2 meetings	100%	100%	✓	Results through 1st Qtr 2018
		Target: 100% for NWPPA for 1 attendee @ 2 meetings	100%	100%	✓	Results through 1st Qtr 2018
		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%	
	Attendance at regularly scheduled meetings	Quarterly update based on information from Commissioner Blue Books (tracked by Clerk of Board). Target: 90% attendance.	90%	100%	✓	Results through 1st Qtr 2018
	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 1, 2018
	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 20, 2018

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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 February 5, 2018
	Annual review of Group agreement	Annual review Target : 1 Annual review	1	1	✓	Completed February 5, 2018
	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 in summer for 2019 Budget
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 2018	

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	No Meeting							5	0%	75%
2nd quarter								5		75%
3rd quarter								5		75%
4th quarter								5		75%
Total by Commissioner:		0	0	0	0	0				
% by Commissioner:		0%	0%	0%	0%	0%			0%	75%

S1 - Mid-C Commissioner / Manager Meeting										
January/February	no meeting							5	0%	60%
March	3/12	1	1	1			3	5	60%	60%
July								5		60%
November								5		60%
Total by Commissioner:		1	1	1	0	0				
% by Commissioner:		25%	25%	25%	0%	0%			15%	60%

S1 -Special meetings (public feedback is requested or required)
**** This has been removed and is now combined with G3 and is informational only. ****

BOARD of COMMISSIONERS

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G3 - Responsible Board Representation										
Committees: Board: Smith Telecom: McKenna Water: Congdon Government Affairs: Arseneault Energy: Smith Communications: Education: Bolz										
WPUDA - Jan	Jan	1	1	1	1					
WPUDA - Feb	Feb		1	1		1				
WPUDA - Mar	Mar		1	1		1	10	15	67%	60%
WPUDA - Water Mtg	Mar	1								
WPUDA - Apr	April									
WPUDA - May	May									
WPUDA - June	June							15		60%
WPUDA - Water Mtg										
WPUDA - July	Jul									
WPUDA - Aug	Sept									
WPUDA - Water Mtg	Sept							15		60%
WPUDA - Nov	Nov									
WPUDA - Dec	Dec									
Total by Commissioner:		2	3	3	1	2			22%	60%

APPA - Leg Rally	Feb		1			1	2	1	100%	100%
APPA - Annual Conf	June							1		100%
APPA - Policy Makers	Jul							1		100%
Quarterly Result							2	1	100%	100%
ENW - Jan							0	1	0%	100%
ENW - Apr								1	0%	100%
ENW - July								1	0%	100%
ENW - Oct								1	0%	100%
Quarterly Result							0	1	0	100%
NWPPA - Board meeting	Mar	1					1	1	100%	100%
NWPPA - Education Committee								1	0%	100%
NWPPA - Annual Conference	May							1	0%	100%
NWPPA - Board meeting								1	0%	100%
Quarterly Result							1	1	100%	100%

G3 - Responsible Board Representation										
Attendance at Regularly Scheduled meetings										
Board Meeting	Date	Ann	Dennis	Randy	Steve	Garry	Qtr Attend	Qtr # Mtg	Actual %	Target %
	1/8	1	1	1	1	1				
	1/22	1	1	1	1	1				
	2/5	1	1	1	1	1				
	2/20	1	1	1	1	1				
	3/5	1	1	1	1	1				
	3/19	1	1	1	1	1				
Total by Commissioner:							30	30	100%	90%
% by Commissioner:		100%	100%	100%	100%	100%			100%	90%