2020 Board of Commissioners Balanced Scorecard

Indicators, targets and scores -- As of June 30, 2020

	On Track
	Not in Compliance
	Starts in Future

	Key Indicator	Basis	Annual Target	YTD Actual	Comments
Stakeholder	**S1 - Sustain Our Public Partnership**	Reporter: **Congdon**			
	Board attendance at Tri-Commission Regional Stakeholder Meetings	Three times per year - update based on information from Commissioner Blue Books (tracked by Clerk of Board) Target: 75% attendance at all meetings	75%	0%	Results through 2nd Quarter 2020 (March meeting cancelled due to COVID19. Next meeting scheduled on 8/11/20)
	Attendance at quarterly Mid-C commissioners/managers meeting	Three times per year - update based on information from Commissioner Blue Books (tracked by Clerk of Board) Target: 60% attendance at all meetings	60%	0%	Results through 2nd Quarter 2020 (No meeting held in 1st or 2nd quarter due to COVID19)
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	2	Quarterly Energy Res Updates: 2/18, 5/11 Quarterly Financial Reviews: 2/3, 5/11 Quarterly Load Forecast Updates: 1/20, 4/13 Generation and Transmission, Utility Services and Fiber operating updates, HDL, Large Load - 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 (S1, F1, G1-3, E1-2).	Quarterly review of Balanced Scorecard objectives & indicator results by Reporter. Target: 4 quarterly reviews	4	2	2019 4th Qtr reviewed 1/20/20 2020 1st Qtr reviewed 5/13/20 (at Board Workshop)
	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	Rates Planning 1/6, 1/20 Stehekin Integrated Resource Plan 1/20 Rates Public Hearing 2/3 2020 Bond Issuance 3/16 Low Income Program Assessment 3/30 PPB Criteria and General Updates 3/30, 6/1 Integrated Resource Plan 5/11, 6/15 Rock Island Early Action Projects 6/15 Transmission Rates 6/15 Low-Income Conservation Program 6/15
	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	2019 Annual review completed 2/6/20
	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	1	Completed 4/13/20

REPORT_2020_Q3

2020 Board of Commissioners Balanced Scorecard

Indicators, targets and scores -- As of June 30, 2020

	On Track
	Not in Compliance
	Starts in Future

	Key Indicator	Basis	Annual Target	YTD Actual	Comments
Internal	**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	Completed 5/13/20
	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	Completed 5/13/20
	Annual District budget review and adoption	Annual budget adoption as presented by District management. Target: Adoption by December 10 (per Board Resolution)	1	0	(presented for approval in December, 2020)
	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%	71%	Results through 2nd Quarter 2020
		Target: 100% for APPA for 1 attendee @ 2 meetings	100%	200%	Results through 2nd Quarter 2020 (2 attendees at 2 meetings for additional learning)
		Target: 100% for NWPPA for elected board member @ 2 board meetings	100%	100%	Results through 2nd Quarter 2020
		Target: 60% for NWPPA for attendees @ 1 annual conference	60%	0%	Annual Conference cancelled due to Coronavirus
	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 2020
	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 2nd Quarter 2020
	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	0	(scheduled for completion in December)

2020 Board of Commissioners Balanced Scorecard

Indicators, targets and scores -- As of June 30, 2020

	On Track
	Not in Compliance
	Starts in Future

	Key Indicator	Basis	Annual Target	YTD Actual	Comments
	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 2/18/20
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 5/13/20
	Annual review of Group agreement	Annual review Target : 1 Annual review	1	1	Completed 5/13/20
	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	0	(scheduled for completion at Fall 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	0	(scheduled for completion at Fall workshop)

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 / 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	1	3	5		
WPUDA - Water Workshop (call)	Mar	1					1	1		
WPUDA - Mar	No mtg	Cancelled due to Coronavirus					0	0		
1st Quarter Year to Date							7	11	64%	60%
WPUDA - Water Mtg (if needed)	April						0			
WPUDA - Apr	April	1		1		1	3	5		
WPUDA - May	no mtg						0			
WPUDA - June	June	1	1	1	1	1	5	5		
2nd Quarter Year to Date							15	21	71%	60%
APPA - Leg Rally	Feb			1		1	2	1	200%	100%
APPA - Annual Conf (Virtual)	June			1		1	2	1	200%	100%
Year to date							4	2	200%	100%
Energy Northwest	Jan					1	1	1	100%	100%
Energy Northwest	April				1		1	1	100%	100%
Energy Northwest	July						0	0	-	100%
Energy Northwest	October						0	0	-	100%
Year to date							2	2	100%	100%
NWPPA - Board meeting	Mar	1					1	1	100%	100%
NWPPA - Education Committee	Feb						0	1	0%	100%
NWPPA - Annual Conference	May	Postponed due to Coronavirus					0	0	-	100%
NWPPA - Board meeting	Sept						0		-	100%
Year to date							1	2	50%	100%

	Date	Ann	Dennis	Randy	Steve	Garry	Qtr Attend	Qtr # Mtg	Actual %	Target %
G3 - Responsible Board Representation Attendance at Regularly Scheduled meetings										
Board Meeting	1/6	1	1	1	1	1	5	5		
	1/20	1	1	1	1	1	5	5		
	2/3	1	1	1	1	1	5	5		
	2/18	1	1	1	1	1	5	5		
	3/2	1	1	1	1	1	5	5		
	3/16	1	1	1	1	1	5	5		
	3/30	1	1	1	1	1	5	5		
1st Quarter Year to Date							35	35	100%	90%
	4/13	1	1	1	1	1	5	5		
	4/27	1	1	1	1	1	5	5		
	5/11	1	1	1	1	1	5	5		
	6/1	1	1	1	1	1	5	5		
	6/15	1	1	1	1	1	5	5		
2nd Quarter Year to Date							60	60	100%	90%
Total by Commissioner:		12	12	12	12	12				
% by Commissioner:		100%	100%	100%	100%	100%				

Attendance Key:
Business Leave	B
Personal Leave	P
Medical Leave	M
Attended by Phone	(yellow)

	Date	Ann	Dennis	Randy	Steve	Garry		
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).**								
Meeting w/Manson Reclamation	1/2	1					\	
Manson Rec & Parks meeting	1/7				1		|	
Mtg with County & Port Commissioners	1/8					1	|	
Manson Rec & Parks tour	1/10	1					|	
Upper Valley Commissioners mtg	1/10			1	1		|	
Meeting w/Manson Reclamation	1/13	1					|	
Mtg w/Douglas PUD Commissioners	1/16					1	|	
Chelan Douglas Land Trust Meeting	1/21	1					|	
Audit Committee meeting	1/28	1			1		|	
Safety meeting	1/28				1		|	
Upper Valley Commissioners mtg	2/4			1	1		|	
Special Board Meeting	2/6	1	1	1	1	1	|	
Wenatchee World Forum	2/19					1	|	1st quarter
WPUDA Water Workshop Planning Call	2/19	1					|	
Constituent meeting	2/21	1					|	
Constituent meeting	2/26		1				|	
Meeting w/Port	3/4	1					|	
Constituent meeting	3/9	1					|	
Constituent calls	3/13		1				|	
Constituent meeting	3/15	1					|	
WPUDA Water Call	3/20	1					|	
WPUDA Executive Committee Call	3/24			1			|	
Constituent calls	3/25					1	|	
Constituent call	3/27					1	|	
Call re: Lake Chelan Research Institute	3/31	1					|	
Audit Committee meeting	3/31				1	1	/	

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).								
WPUDA Water Committee call	4/2	1					\	
WPUDA Water Committee call	4/9	1						
WPUDA Water Committee call	4/16	1						
APPA Policy Makers Call	4/21			1				
Discovery Center Design Meeting	4/22	1						
WPUDA Water Committee call	4/23	1						
WPUDA Water Committee call	4/30	1						
Mtg w/County & Port Commissioners	5/6					1		
Chamber Recovery Council	5/7					1		
WPUDA Water Committee call	5/7	1						
Board Workshop	5/13	1	1	1	1	1		
Chamber Recovery Council	5/14					1		
WPUDA Water Committee call	5/14	1						
WPUDA Strategic Comm. Mtg	5/15		1	1	1	1		
Mtg w/County & Port Commissioners	5/20					1		2nd quarter
WPUDA Annual Meeting	5/22		1	1	1	1		
Chamber Recovery Council	5/28					1		
WPUDA Water Committee call	5/28	1						
Mtg with County & Port Commissioners	6/3					1		
Chamber Recovery Council	6/4					1		
WPUDA Water Committee call	6/4	1						
Watershed Planning Meeting	6/10	1						
Chamber Recovery Council	6/11					1		
Meeting with constituent	6/16	1						
Mtg with County & Port Commissioners	6/17					1		
APPA Policy Makers Call	6/24			1				
Chamber Recovery Council	6/25					1		
Call with constituent	6/26			1				
Meeting with Chelan Research Institute	6/26	1						
Audit Committee meeting	6/30				1	1		
Water Advisory Group Meeting	6/30	1					/	

	Date	Ann	Dennis	Randy	Steve	Garry	Qtr Attend	Qtr # Mtg	Actual %	Target %
S1 - Tri Commission Regional Stakeholder Meetings (held 3 times per year)										
Meeting 1 (Jan-Apr)	No mtg	cancelled due to Coronavirus							-	75%
Meeting 2 (May-Aug)	8/11								-	75%
Meeting 3 (Sept-Dec)	date								-	75%
Total by Commissioner:		0	0	0	0	0	0	0	#DIV/0!	75%
% by Commissioner:		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!				

	Date	Ann	Dennis	Randy	Steve	Garry	Qtr Attend	Qtr # Mtg	Actual %	Target %
S1 - Mid-C Commissioner / Manager Meeting (held 3 times per year)										
Meeting 1 (Jan-Apr)	No mtg	cancelled due to Coronavirus					0	0	-	60%
Meeting 2 (May-Aug)	No mtg	cancelled due to Coronavirus					0	0	-	60%
Meeting 3 (Sept-Dec)	date								-	60%
Total by Commissioner:		0	0	0	0	0	0	0	#DIV/0!	60%
% by Commissioner:		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!				

S1 -Special meetings (public feedback is requested or required)

** This has been removed and is now combined with G3 and is <u>informational only.</u> **