

2025 BOARD OF PUBLIC UTILITIES SELF-EVALUATION

Requirement statement from the Board of Public Utilities Procedural Rules:

3.10. BPU Self-Evaluation

- a. During November and December, the BPU will perform an annual self-evaluation of its own performance. The BPU may invite major stakeholders (e.g., DPU staff, County Council, County Manager) to participate in specific aspects of the evaluation.
- b. The purposes and reasons for the BPU self-evaluation are intended to:
- 1). Promote understanding of roles and responsibilities
 - 2). Provide orientation for new members
 - 3). Address, and perhaps help resolve, board conflicts
 - 4). Clarify what members expect from the group and self
 - 5). Identify priorities for the BPU's future efforts
 - 6). Identify BPU strengths and weaknesses
 - 7). Identify opportunities for improvement in BPU performance
 - 8). Help identify needed changes to this PR
 - 9). Ensure that self-evaluation aligns with at least three of the Baldrige "Criteria for Performance Excellence."
- c. Refer to Appendix L for a BPU self-evaluation template adapted from the APPA Handbook for Public Power Policymakers. The BPU will change the self-evaluation topics over time to fit the changing business climate, relations with the Utilities Manager, relations with the County Council, and to include lessons learned from previous self-evaluations.
- d. In its self-evaluation the BPU will address open-ended questions such as:
- 1). What did the BPU accomplish during the past year?
 - 2). What did the BPU fail to accomplish during the past year?
 - 3). What did the BPU do well during the past year?
 - 4). What did the BPU do poorly during the past year?
 - 5). What were the key issues of the past year? Did the BPU address them adequately?"
- e. The BPU will seek broad participation in the self-evaluation process by:
- 1). Soliciting suggestions for self-evaluation questions from DPU staff, County staff, and County Council.
 - 2). Inviting the immediate past BPU member(s) to participate in the self-evaluation.
 - 3). Inviting the County Council Liaison, County Manager, and County Attorney to participate in the self-evaluation.
- f. The BPU will explore ways to make the BPU self-evaluation honest and candid.
- g. The BPU will explore ways to collect questions, complaints, and compliments to be addressed in the annual self-evaluation process.
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GENERAL BOARD FUNCTIONS

1. Operations

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
a. There is a board policy manual addressing meeting procedures, committee roles and structure, election and term of officers, new member orientation, and related matters.	<input type="radio"/>	<input type="radio"/>				
b. Board members participate in a formal orientation.	<input type="radio"/>	<input type="radio"/>				
c. Board procedures are adhered to regarding bylaws, open meeting requirements, compliance with legal regulations, etc.	<input type="radio"/>	<input type="radio"/>				
d. Meeting packets are complete and published 72 hours prior to meetings.	<input type="radio"/>	<input type="radio"/>				
e. The length of board meetings is appropriate.	<input type="radio"/>	<input type="radio"/>				
f. There is an annual board meeting calendar.	<input type="radio"/>	<input type="radio"/>				
g. The board receives sufficient information to make good decisions.	<input type="radio"/>	<input type="radio"/>				
h. Decisions are made in a timely manner.	<input type="radio"/>	<input type="radio"/>				

2. Do you have any additional comments regarding GENERAL BOARD FUNCTIONS or operations?

Write your answer here

BOARD POLICY AREAS

3. Accountability

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
a. The board understands its obligation to see the organization acts in the best interests of utilities customers and citizens of the county.	<input type="radio"/>	<input type="radio"/>				
b. The board acts with diligence and objectivity on behalf of utilities customers and the county.	<input type="radio"/>	<input type="radio"/>				

4. Responsibility

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
a. Board members understand their roles.	<input type="radio"/>	<input type="radio"/>				
b. Board members understand the difference between their policy role and management's administrative role.	<input type="radio"/>	<input type="radio"/>				
c. Board members' actions reflect their understanding of these differences.	<input type="radio"/>	<input type="radio"/>				

5. Policy Direction

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
a. Board members understand the mission, goals and strategies of the organization.	<input type="radio"/>	<input type="radio"/>				
b. The board gives clear directions to management on the mission and goals of the organization.	<input type="radio"/>	<input type="radio"/>				
c. The board spends appropriate time on policy consideration and direction versus operational issues.	<input type="radio"/>	<input type="radio"/>				

6. Monitoring

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
a. The board has a system for receiving and monitoring information about the department's organizational performance.	<input type="radio"/>	<input type="radio"/>				
b. There are systems in place for modifying policy, procedures, processes, and priorities when the department's organizational performance does not meet standards.	<input type="radio"/>	<input type="radio"/>				
c. Organizational goal setting and achievements are considered during the Utilities Manager's evaluation.	<input type="radio"/>	<input type="radio"/>				

7. Communication and Advocacy

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
a. The board strives to represent the interests of the entire community it serves.	<input type="radio"/>	<input type="radio"/>				
b. The board communicates the value of the DPU to its customers and partners.	<input type="radio"/>	<input type="radio"/>				
c. The board seeks input and involves its partners in policy considerations and decisions.	<input type="radio"/>	<input type="radio"/>				
d. Board members support the organization publicly.	<input type="radio"/>	<input type="radio"/>				
e. The board communicates effectively with the County Council.	<input type="radio"/>	<input type="radio"/>				

8. Do you have additional comments regarding any of the BOARD POLICY AREAS in the section above?

Write your answer here

BOARD RESPONSIBILITY AREAS

9. Legal

Strongly Agree *Agree* *Neutral* *Disagree* *Strongly Disagree* *Don't Know*

a. The board acts within the guidelines set by the county charter and policies and procedures.

b. There are written policies on board ethics and conflicts of interest.

10. Financial

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
a. The board approves the annual operating and capital budgets and receive periodic (at least quarterly) progress reports.	<input type="radio"/>	<input type="radio"/>				
b. The board reviews a financial plan for the organization and receive sufficient information to monitor its financial strength and performance.	<input type="radio"/>	<input type="radio"/>				
c. Financial goals are established and the board receives tracking information.	<input type="radio"/>	<input type="radio"/>				
d. The the requirements for an annual audit are met and the board receives a report on the results.	<input type="radio"/>	<input type="radio"/>				
e. The DPU and the board are indemnified sufficiently against insurable risk.	<input type="radio"/>	<input type="radio"/>				
f. The board effectively recommends and advocates for rate increases with the County Council when these increases are necessary for the financial health of the department.	<input type="radio"/>	<input type="radio"/>				

11. Planning

	<i>All the time</i>	<i>Most of the time</i>	<i>Sometimes</i>	<i>Seldom</i>	<i>Not at all</i>
a. The board is informed about the business environment in which the organization is operating.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. The board reviews and approves the DPU's mission, vision, goals, and major strategic initiatives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Board members participate in annual DPU strategy and planning meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. Board/Management Relations

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
a. There is a written job description and employment contract for the Utilities Manager.	<input type="radio"/>	<input type="radio"/>				
b. The board conducts a formal, annual performance review of the Utilities Manager.	<input type="radio"/>	<input type="radio"/>				
c. The Utilities Manager's compensation is linked to the results of this review.	<input type="radio"/>	<input type="radio"/>				

12. Board/Management Relations

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
d. The board makes resources available for the Utilities Manager's continued professional development.	<input type="radio"/>	<input type="radio"/>				
e. There is a succession plan for the Utilities Manager, with exposure to the board of possible successors.	<input type="radio"/>	<input type="radio"/>				
f. The board has established an effective working relationship with the Utilities Manager.	<input type="radio"/>	<input type="radio"/>				
g. There is board/management cooperation on determining the future direction of the DPU.	<input type="radio"/>	<input type="radio"/>				
h. Board members' and Utilities Manager's roles are clearly defined so the board focuses on policy considerations and does not direct DPU staff or become involved in daily operations.	<input type="radio"/>	<input type="radio"/>				
i. The board provides overall staffing direction to the Utilities Manager without becoming involved in specific personnel matters.	<input type="radio"/>	<input type="radio"/>				
j. The board is explicit about the information it needs from the Utilities Manager to fulfill its governance function.	<input type="radio"/>	<input type="radio"/>				
k. Board members participate in educational opportunities recommended and offered by the county, department, or other entities that enhance their effectiveness as a board member.	<input type="radio"/>	<input type="radio"/>				

13. Do you have additional comments regarding BOARD RESPONSIBILITY AREAS in the section above?

Write your answer here

OPEN ENDED QUESTIONS

14. What could the chair have done that would've improved the board's effectiveness?

Write your answer here

15. What did the board accomplish during the past year?

Write your answer here

16. What did the board fail to accomplish during the past year?

Write your answer here

17. What did the board do well during the past year?

Write your answer here

18. What did the board do poorly during the past year?

Write your answer here

19. What were the key issues of the past year? Did the board address them adequately?

Write your answer here

20. What changes could be made to make this self-evaluation more effective?

Write your answer here

21. Do you have any additional comments?

Write your answer here