



**SOUTHEAST ALASKA POWER AGENCY**  
 Annual (Special) Board Meeting  
 (Held electronically)

**AGENDA**

<b>JANUARY 17, 2025 SEAPA ANNUAL (SPECIAL) BOARD MEETING</b>		
<b>Time</b>	<b>Event</b>	
2 PM	Meeting Starts	<b>For telephonic participation dial:</b>  <b>1.888.475.4499</b>  <b>Meeting ID No. 832 2626 4356</b>
3:30 PM	15-Minute Break	
5 PM	Meeting Adjourns	

- 1. Call to Order**
  - A. Roll Call
  - B. Communications/Lay on the Table Items
  - C. Disclosure of Conflicts of Interest
- 2. Approval of the Agenda**
- 3. Introduction of Board Members**
- 4. Election of Officers**
  - A. Chairperson
  - B. Vice Chairperson
  - C. Secretary/Treasurer
- 5. Persons to be Heard**
- 6. Review and Approve Minutes**
  - A. December 4, 2024 Minutes of Regular Board Meeting
- 7. New Business**
  - A. Review/Discussion Re CEO Evaluation Forms
- 8. Next Meeting Dates**
- 9. Director Comments**
- 10. Adjourn**

## **AGENDA ITEM 3**

### **Introduction of Board Members**

---

**The Chair will request an exchange of introductions for the benefit of new board members.**

## **AGENDA ITEM 4**

### **Election of Officers**

---

- A. Chairperson**
- B. Vice Chairperson**
- C. Secretary/Treasurer**

*The Chair will announce that the next order of business is the election of officers and that a motion with a second is not required so nominations will be open for each respective office. Following each nomination, if no further nominations are heard, the Chair declares that the officer is elected. If any position is contested, a roll call (vote) shall be taken on the contested position.*

# Southeast Alaska Power Agency Regular Meeting Minutes

**Location:** Ketchikan, Alaska

**Date:** December 4, 2024

**Time:** 9 a.m. - 5 p.m.

## Agenda Items

### 1) Call to Order

#### A. Roll Call.

Chairperson Sivertsen called the regular meeting to order at 9:00 a.m. AKST on December 4, 2024. The following directors and alternates were present, thus establishing a quorum of the board:

Directors	Present Electronically (E) In Person (IP)	Alternates	Present Electronically (E) In Person (IP)	Representing	Community
Bob Sivertsen	IP	Jeremy Bynum	IP	Swan Lake	Ketchikan
Judy Zenge		Delilah Walsh	IP	Swan Lake	Ketchikan
Steve Prysunka		Mason Villarma <sup>1</sup>		Tyee Lake	Wrangell
Bob Lynn	IP	Thomas Fine-Walsh	IP	Tyee Lake	Petersburg
Karl Hagerman	IP	Mark Jensen		Tyee Lake	Petersburg

The following SEAPA staff and counsel were present for all or part of the meeting:

Staff	Present Electronically (E) In Person (IP)	Staff	Present Electronically (E) In Person (IP)	Counsel	Present Electronically (E) In Person (IP)
Robert Siedman, P.E., CEO	IP	Kay Key, Controller	IP		
Clay Hammer, Operations Mgr.	IP	Sharon Thompson, EA/CA	IP	Joel Paisner	IP
Mark Hilson, P.E., Proj. Mgr.	IP	Marcy Graves, Admin. Asst.	IP		
Kris Womack, Elec Controls Engineer	IP				

B. *Communications / Lay on the Table Items:* FY2025 Draft Budget presented under New Business Item 8D and which will be posted to SEAPA's website following approval of these minutes.

C. *Disclosure of Conflicts of Interest:* None.

### 2) Approval of the Agenda

The Chair requested a motion to approve the Agenda.

➤ <b>Motion</b>	M/S (Hagerman/Lynn) to approve the Agenda as presented. The motion was approved unanimously by polled vote.	✓ <b>Action 24-1144</b>
-----------------	---	-----------------------------

3) **Persons to be Heard:** None.

### 4) Consideration of Approval of Minutes

A. *Minutes of Regular Meeting held on August 28-29, 2024*

<sup>1</sup> Director Villarma attended the meeting electronically from 9:30 a.m. until approx. 12:50 p.m.



➤ <b>Motion</b>	M/S (Walsh/Lynn) to approve the minutes of SEAPA’s regular meeting held on August 28-29, 2024. The motion was approved unanimously by polled vote.	✓ <b>Action 24-1145</b>
-----------------	--	-----------------------------

**B. Minutes of Special Meeting (Work Shop) held on October 25, 2024**

➤ <b>Motion</b>	M/S (Walsh/Lynn) to approve the minutes of SEAPA’s special meeting held on October 25, 2024. The motion was approved unanimously by polled vote.	✓ <b>Action 24-1146</b>
-----------------	--	-----------------------------

**5) Financial Reports**

➤ <b>Motion</b>	M/S (Walsh/Hagerman) to accept year-to-date financial statements through October 2024 and disbursements for August through November 2024 totaling \$4,952,050.95. Following the CEO’s report on the Agency’s current financial position and financial statements, and fielding questions and comments from directors, the motion was approved unanimously by polled vote.	✓ <b>Action 24-1147</b>
-----------------	---	-----------------------------

**6) CEO Report**

Mr. Siedman provided an update on safety and overview of the upcoming legislative activities. He reported the Agency may be awarded grant funds from the Alaska legislature’s FY2026 funds that SEAPA had applied for under Round 16 of the Alaska Energy Authority’s (AEA) Renewal Energy Grant Program, and that notice from the Department of Energy of a \$5MM grant award to SEAPA under the DOE Section 247 Grant Program, is pending grant negotiations. He reported that the Forest Service has not yet responded to SEAPA’s concerns regarding vegetation management, and presented a list of SEAPA projects that had been completed in 2024. He continued with an update on the progress of items under the Agency’s five-year strategic plan, and an overview of activities during recent AEA board meetings since his appointment to the board by the Governor. He closed with optimism over successful personnel recruitment efforts in 2024 that will serve to perform major capital projects, relicensing, and increased regulatory requirements going forward.

**7) Unfinished Business**

**A. Consideration of Resolution No. 2024-102 Re Drug & Alcohol Policy**

➤ <b>Motion</b>	M/S (Hagerman/Bynum) to approve Resolution No. 2024-102 adopting a SEAPA Drug and Alcohol Policy. The motion was approved unanimously by polled vote.	✓ <b>Action 24-1148</b>
-----------------	---	-----------------------------

The meeting recessed at 10:00 a.m. and resumed at 10:15 a.m.

**8) New Business**

**A. Executive Session for Discussions regarding an employee or employees**

➤ <b>Motion</b>	M/S (Walsh/Lynn) to recess into Executive Session to be conducted pursuant to SEAPA’s Bylaws consistent with Alaska Statute 44.62.310 for discussions relating to an Agency employee or employees. Such discussions may involve subjects that tend to prejudice the reputation and character of a person or persons the immediate knowledge of which would clearly have an adverse effect upon the finances of the Agency, the Projects, or any of the Member Utilities represented on the Board. The motion was approved unanimously by polled vote.	✓ <b>Action 24-1149</b>
-----------------	---	-----------------------------

The meeting recessed for the executive session and reconvened at 12:51 p.m.



*B. Reserved for Possible Action following the Executive Session*

The Chair announced that a motion will be heard as a result of the executive session.

<b>&gt; Motion</b>	M/S (Lynn/Hagerman) to instruct staff to amend SEAPA's FY2025 budget to reflect the appropriate changes for the employees' compensation and provide a one-time bonus of \$15,000 to be paid to SEAPA's Chief Executive officer from SEAPA's FY2024 budget. The motion was approved unanimously by polled vote.	✓ Action 24-1150
--------------------	--	---------------------

The Chair announced the meeting will break for lunch. The meeting recessed at 12:55 p.m. and resumed at 1:30 p.m.

*C. Consideration of FY2025 Wholesale Power Rate*

<b>&gt; Motion</b>	M/S (Hagerman/Walsh) to approve setting SEAPA's wholesale power rate at 7.3 cents per kWh for the period January 1, 2025 through December 31, 2025. Following a discussion of why no increase to the wholesale power rate is requested for FY2025, the motion was approved unanimously by polled vote.	✓ Action 24-1151
--------------------	--	---------------------

*D. Consideration of FY2025 Budget*

<b>&gt; Motion</b>	M/S (Lynn/Hagerman) to adopt the Fiscal Year 2025 Budget of the Southeast Alaska Power Agency presented at the December 4, 2024 SEAPA board meeting as a Lay on the Table Item, and which shall be posted to SEAPA's website following the Board's approval of these minutes.	✓ Action 24-1152
--------------------	---	---------------------

Mr. Siedman discussed an overview of the budget, and proceeded with a page-by-page review of the Operating Revenue and Expenses, and Nonoperating Budget.

The meeting recessed at 2:33 p.m. and resumed at 2:48 p.m.

Mr. Siedman reviewed the R&R Capital Budget, and fielded director comments and questions. The Chair requested a vote on the outstanding motion for the budget.

The motion to adopt SEAPA's Fiscal Year 2025 Budget presented as a Lay on the Table Item during the meeting was approved unanimously by polled vote.

*E. Consideration of Closure of New Generation Integration Project*

<b>&gt; Motion</b>	M/S (Lynn/Hagerman) to halt any further work on SEAPA's 1830-006 New Generation Integration and to close this Feasibility Project. The motion was approved unanimously by polled vote.	✓ Action 24-1153
--------------------	--	---------------------

*F. Consideration of FY2025 Operations Plan*

<b>&gt; Motion</b>	M/S (Hagerman/Lynn) to approve the 2025 SEAPA Operations Plan as presented in SEAPA's December 4, 2024 Board Packet.	✓ Action 24-1154
--------------------	--	---------------------

Mr. Siedman presented SEAPA's 2025 Operations Plan as presented in the December 4, 2024 Board Packet. The highlights of discussion focussed on the language presented in a blue font on page 8 under Section 6.2 (Coordination of KPU Supplemental Diesel Generation) and in blue font on page 10 under Section 6.4 (Coordination of Petersburg & Wrangell's Supplemental Diesel Generation) of the Operations Plan. The blue-font language on the respective pages proposes that the draft limits at each hydro project can be lowered without Board approval by way of a written request to SEAPA from the respective utilities, and that lowering the draft limit would lower the Diesel Operations Plans proportionately for all elevations at the facilities. Following a consensus that discussion could wait until full membership

of the board is present, the Chair requested a motion to amend the main motion to accept the plan with the exception of the language in blue font on pages 8 and 10 respectively.

<b>&gt; Motion</b>	M/S (Bynum/Lynn) to amend the motion by removing the blue language in the 2025 Operations Plan and save it for discussion at a later time. The motion was approved unanimously by polled vote.	✓ <b>Action</b> 24-1155
--------------------	--	----------------------------

**9) Staff Reports**

A. *Plant Operations Quarterly Report (Hammer)*

Mr. Hammer provided highlights of the results of monthly inspections at SEAPA’s Swan and Tye Lake Plants reporting that both plants were neat and orderly with no safety concerns noted. He provided highlights of the safety training that had occurred and discussed the business at hand in photographs presented at the end of the report.

B. *Project Manager Report (Hilson)*

Mr. Hilson presented a PowerPoint slide show summarizing the highlights of his Project Manager’s report provided in the December 4, 2024 board packet. He discussed FERC license-related activities and projects, which included the Swan Lake Dam Vibration Analysis, Partial Discharge Monitors, and EDG Governors-Exciters and Inlet Valve Control System. He closed with an update on the Cleveland Peninsula Helipad Replacement Project advising that the Agency intends to solicit bids in 2025 for the installation of seven new helipads.

C. *Electric Controls Engineer (Womack)*

Mr. Womack provided progress reports for the Tye Station Service & 15kV Switchgear, Ketchikan Substation Design and Tye Third Turbine Design Projects. He advised that construction should begin in April 2025 for the Tye Station Service & 15 kV Switchgear Project and that 100% design was submitted to SEAPA in October for the Ketchikan Substation Project. He outlined the Project’s next steps, and closed with a progress report on Tye’s Third Turbine Design.

**10) 2025 Meeting Dates**

The next meeting date was reported as January 17, 2025 for a special (annual) meeting to exchange introductions of new board members, elect officers, review CEO evaluation forms, and any other new business that may be necessary for the Agency.

**11) Director Comments**

Directors exchanged brief comments.

**12) Adjourn**

The Chair requested a motion to adjourn.

<b>&gt; Motion</b>	M/S (Hagerman/Lynn) to adjourn the meeting. The Chair announced the meeting adjourned after no objections were heard.	✓ <b>Action</b> 24-1156
--------------------	---	----------------------------

The meeting adjourned on December 4, 2024 at 5:15 p.m.

**Signed:**

**Attest:**

\_\_\_\_\_  
**Secretary/Treasurer**

\_\_\_\_\_  
**Chairperson**





## SOUTHEAST ALASKA POWER AGENCY

---

**Date:** January 10, 2025  
**To:** SEAPA Board of Directors  
**From:** Robert Siedman, P.E., CEO  
**Subject:** CEO Evaluation Forms

At its June 26, 2024 board meeting, SEAPA adopted the attached Resolution 2024-095 updating SEAPA's Annual CEO Evaluation Process and Forms. The General Schedule included in the adopted forms requires that at SEAPA's first annual (special) board meeting, the CEO evaluation forms shall be inserted in the board packet for review, discussion, and modifications. If no changes, then the forms are adopted by consensus. If modifications are requested, SEAPA staff will modify them accordingly following the board meeting, and submit them for formal approval and adoption at the first regular board meeting of the year.

The following forms are attached behind Resolution 2024-095 for review and discussion:

- *Final Compiled Feedback and Evaluation* (CEO Performance Evaluation Form)
- *Individual Board Member Form* (CEO Performance Evaluation)

The Individual Employee Form (SEAPA's Employee Feedback Survey) which was distributed to SEAPA employees in 2024 was not included in the Resolution; however, the results of the compiled scores were submitted to Directors.

Staff will be available during the meeting to field any questions and comments on the forms.





**RESOLUTION NO. 2024-095**

**SOUTHEAST ALASKA POWER AGENCY ("SEAPA")**

**Resolution Updating Annual CEO Evaluation Process and Forms**

**WHEREAS**, as part of the governance process for the Southeast Alaska Power Agency (SEAPA), the Board of Directors annually reviews the performance of its Chief Executive Officer; and,

**WHEREAS**, the Board of Directors adopted an Annual CEO Evaluation Process on December 10, 2021 under Resolution #2021-083; and,

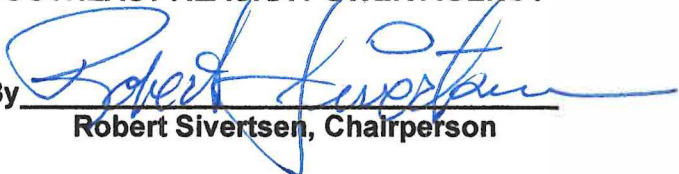
**WHEREAS**, the Board of Directors has reviewed the CEO evaluation process and evaluation forms, and seeks to adopt the attached updated process and forms in place of the process and forms adopted under Resolution #2021-083.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of SEAPA hereby adopts the attached CEO Evaluation Process and Evaluation Forms in place of the process and forms adopted under Resolution #2021-083.

**BE IT FURTHER RESOLVED** that Resolution 2021-083 and the process and forms adopted under it are replaced by this Resolution 2024-095 in its entirety.

*This Resolution No. 2024-095 was duly passed and adopted by SEAPA's Board of Directors on the 26 day of June 2024.*

**SOUTHEAST ALASKA POWER AGENCY**

By   
**Robert Sivertsen, Chairperson**

**ATTEST:**

  
**Secretary-Treasurer**



# SEAPA’s Chief Executive Officer Performance Evaluation

## Final Compiled Feedback and Evaluation

Year of Evaluation: 2024 Board Chair Name: \_\_\_\_\_

CEO Name: \_\_\_\_\_

Prior to the end of each calendar year, the Board of Directors shall provide the CEO with a performance evaluation and allow the CEO an opportunity to discuss with the Board his or her performance, compensation, and goals for the coming year. The CEO shall set a time for this review at a meeting of the Board of Directors in the Fall of each year. As part of the annual review, the CEO and Board shall establish a time frame in which to complete the review and discuss compensation as per the terms of the Employee Agreement between the Southeast Alaska Power Agency and its Executive Officer.

### CEO Performance Evaluation Process

1. Annual Review of Performance Evaluation Form. The Board or assigned Board committee will review the CEO performance evaluation form adopted under amended Resolution No. 2021-083 and make modifications to adopt the assessment questions and criteria to the organization’s unique needs. Modifications made by the Board will be made after the yearly evaluation is completed and agreed upon by the Board of Directors and the CEO, prior to the first Regular Board Meeting of the following evaluation year.
2. CEO Self-Assessment. The Chair will initiate the CEO performance appraisal process by asking the CEO to complete a self-assessment prior to beginning the evaluation process every year (see schedule). The CEO self-assessment should include a summary of achievements relative to the performance criteria defined at the beginning of the year, and a self-appraisal of performance based on the CEO’s key accountabilities in each of the areas that are rated by the Board.
3. Board Evaluation. The CEO self-assessment will be distributed to all Board Members by the Chair for consideration prior to the evaluation process. The Directors and alternates will develop separate evaluations, with consideration to the CEO self-assessment. A total of 10 evaluations will be sent to the Chair to compile a final evaluation and summary report.

4. Summary Report. The evaluations will be collected by the Chair, and responses compiled in a manner that reveals an overall Board performance rating in each area, the CEO's self-rating, and a summary of comments made by both Board members and the CEO.
5. Board Review. Board Members will meet in executive session to discuss what to emphasize in their feedback to the CEO and discuss the final CEO evaluation report. The Members should also review the CEO's proposed goals for the coming year, make any modifications necessary, and collaborate with the CEO to ensure mutual agreement and commitment.
6. Final Documentation. The Chair should incorporate modifications to the evaluation and prepare final documentation of the CEO evaluation for feedback.
7. Personal CEO Feedback. The Board Members will meet with the CEO in executive session to discuss evaluation results. This session should provide performance improvement feedback to the CEO, and stimulate a productive, two-way dialogue with the CEO that includes his or her responses to the compiled evaluation, and personal commitments to improvement.
8. Compensation. Discussion of potential salary increases and/or bonuses should not take place during the feedback meeting.

### **Board Chair Final Documentation and Feedback Process:**

1. Evaluating Ratings. The Board Chair should orchestrate feedback on ratings from the Board Members. If a rating of "N/A", a "5" or a "2" or less is received by the Chair from an individual Board Member for any performance evaluation category, the Chair should reach out to the Board Member to determine the reason for the rating. If the reason is "insufficient information", the Chair should attempt to provide additional information or reach out to the CEO for feedback on the specific informational topic prior to compiling the final form.
2. Compiling Ratings. SEAPA's Chair should compile the ratings from each individual Board Member's evaluation form in the final compiled feedback and evaluation form provided herein. The final form will automatically sum and calculate an overall rating per category and summation for the final, overall rating. A rating of "N/A" will reduce a category's total possible rating (e.g. If Board Member #2 checks a rating of "N/A" in a category, the total possible rating in that category would be reduced from a 5 to a 4). The final rating is a sum of all categories (weighted) for a final rating out of 5.
3. Compiling Comments and Goals. The Chair should compile comments for each category that are reflective of the entire Board for discussion with the CEO. Prior to meeting with the CEO, the Chair should review the compiled final comments with the Board in executive session. Goals and objectives for the following evaluation year should be agreed to by the 5 Voting members in executive session and discussed with the CEO during the feedback session.

## CEO Leadership Performance Evaluation

CEO Name: \_\_\_\_\_

Compile the CEO's performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO's performance. Add comments for feedback from the individual Board Member forms to provide a final rating and context to the rating, or what would be helpful to the CEO in improving his or her performance.

If the rating of the CEO's performance is 2 or below, please provide specific suggestions for needed performance improvement. Similarly, a rating of N/A or 5 should be followed by comments explaining why you believe you could not rate the CEO or why you believe he/she "Exceeds Expectations".

Leadership	<i>Chair to compile from individual Board Members</i>										
<b>Board Member #1</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>Board Member #2</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>Board Member #3</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>Board Member #4</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>Board Member #5</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>Board Member #6</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>Board Member #7</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>Board Member #8</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>Board Member #9</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>Board Member #10</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<ul style="list-style-type: none"> <li>• Demonstrates a clear vision in correctly anticipating trends, and priorities affecting the Agency's prosperity and operation.</li> <li>• Accurately communicates his or her concept, vision, mission, strategies, goals, and direction for the Agency to stakeholders.</li> <li>• Motivates and encourages high employee morale and loyalty to the organization and facilitates team building and cohesiveness among the employees to achieve the Agency's mission.</li> <li>• Demonstrates initiation, setting high working standards and pursues goals with a high level of personal drive.</li> </ul>	<p>Board Compiled Comments:</p>										

<b>Overall Evaluation</b>	5	/	5
---------------------------	---	---	---

## CEO Financial Performance Evaluation

CEO Name: \_\_\_\_\_

Compile the CEO's performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO's performance. Add comments for feedback from the individual Board Member forms to provide a final rating and context to the rating, or what would be helpful to the CEO in improving his or her performance.

If the rating of the CEO's performance is 2 or below, please provide specific suggestions for needed performance improvement. Similarly, a rating of N/A or 5 should be followed by comments explaining why you believe you could not rate the CEO or why you believe he/she "Exceeds Expectations".

Financial	<i>Chair to compile from individual Board Members</i>						
Board Member #1	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #2	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #3	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #4	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #5	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #6	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #7	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #8	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #9	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #10	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A

<ul style="list-style-type: none"> <li>• Financial results in the past year met or exceeded financial goals for the organization.</li> <li>• Continuously explores opportunities to strengthen the organization's financial position and organizational growth and development.</li> <li>• Engages the board in robust dialogue about financial reports and plans, providing sufficient and clear information about progress and results achieved.</li> <li>• Ensures an unmodified opinion for the annual audit with little-to-no significant deficiencies or material weaknesses.</li> <li>• Forecasts the future Wholesale Power Rate (WPR) in a timely manner and prepares information for the Board in advance of SEAPA's annual budget meeting.</li> </ul>	<p>Board Compiled Comments:</p>
--	---------------------------------

<b>Overall Evaluation</b>	5	/	5
---------------------------	---	---	---

## CEO Board Relations Performance Evaluation

CEO Name: \_\_\_\_\_

Compile the CEO's performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO's performance. Add comments for feedback from the individual Board Member forms to provide a final rating and context to the rating, or what would be helpful to the CEO in improving his or her performance.

If the rating of the CEO's performance is 2 or below, please provide specific suggestions for needed performance improvement. Similarly, a rating of N/A or 5 should be followed by comments explaining why you believe you could not rate the CEO or why you believe he/she "Exceeds Expectations".

Board Relations	Chair to compile from individual Board Members						
Board Member #1	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #2	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #3	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #4	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #5	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #6	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #7	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #8	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #9	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A
Board Member #10	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	N/A

<ul style="list-style-type: none"> <li>• Provides leadership continually involving the Board in developing share vision, strategies, goals, and direction for the organization.</li> <li>• Demonstrates a sound knowledge of Board governance and procedures.</li> <li>• Works with Board Members and Member Utilities to gain a broad understanding of their concerns, capital investment strategies, and financial characteristics. Demonstrates sensitivity to Member Communities' local issues and concerns and assist wherever possible to address their needs.</li> <li>• Has been readily available to individual Board Members whenever necessary, as well as supports the Board in its governance duties by providing necessary resources and information.</li> </ul>	<p>Board Compiled Comments:</p>
--	---------------------------------

<b>Overall Evaluation</b>	5	/	5
---------------------------	---	---	---

**CEO External Relations Performance Evaluation** CEO Name: \_\_\_\_\_

Compile the CEO’s performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO’s performance. Add comments for feedback from the individual Board Member forms to provide a final rating and context to the rating, or what would be helpful to the CEO in improving his or her performance.

**If the rating of the CEO’s performance is 2 or below, please provide specific suggestions for needed performance improvement. Similarly, a rating of N/A or 5 should be followed by comments explaining why you believe you could not rate the CEO or why you believe he/she "Exceeds Expectations".**

<b>External Relations</b>	<i>Chair to compile from individual Board Members</i>										
<b>Board Member #1</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>N/A</b>
<b>Board Member #2</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>N/A</b>
<b>Board Member #3</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>N/A</b>
<b>Board Member #4</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>N/A</b>
<b>Board Member #5</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>N/A</b>
<b>Board Member #6</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>N/A</b>
<b>Board Member #7</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>N/A</b>
<b>Board Member #8</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>N/A</b>
<b>Board Member #9</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>N/A</b>
<b>Board Member #10</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>N/A</b>
<ul style="list-style-type: none"> <li>• Gains respect and support of the communities on the conduct of the Southeast Alaska Power Agency.</li> <li>• Prepares and sends periodic communications to the member communities.</li> <li>• Keeps well informed on State and Federal Regulations and how they affect SEAPA.</li> <li>• Works effectively with public and private agencies</li> </ul>	<p>Board Compiled Comments:</p>										

<b>Overall Evaluation</b>	5	/	5
---------------------------	---	---	---

## CEO Strategic Planning Performance Evaluation

CEO Name: \_\_\_\_\_

Compile the CEO's performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO's performance. Add comments for feedback from the individual Board Member forms to provide a final rating and context to the rating, or what would be helpful to the CEO in improving his or her performance.

**In the event that you rate the CEO's performance 2 or below, please provide specific suggestions for needed performance improvement. Similarly, a rating of N/A or 5 should be followed by comments explaining why you believe you could not rate the CEO or why you believe he/she "Exceeds Expectations".**

Strategic Planning	<i>Chair to compile from individual Board Members</i>										
Board Member #1	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5						N/A
Board Member #2	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5						N/A
Board Member #3	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5						N/A
Board Member #4	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5						N/A
Board Member #5	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5						N/A
Board Member #6	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5						N/A
Board Member #7	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5						N/A
Board Member #8	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5						N/A
Board Member #9	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5						N/A
Board Member #10	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5						N/A
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <ul style="list-style-type: none"> <li>Maintains and updates the Renewal, Replacement, Risk and Reserve (4R) Plan.</li> <li>Develops, communicates, and leads the implementation of a forward-looking strategic plan in a manner consistent with the organization's mission, vision, and values.</li> <li>Engages internal and external stakeholders to develop strategies and plans to move the organization in the desired direction.</li> <li>Develops and executes sound procedures and practices.</li> </ul> </div> <div style="width: 55%;"> <p>Board Compiled Comments:</p> </div> </div>											

<b>Overall Evaluation</b>	5	/	5
---------------------------	---	---	---



## CEO Overall Performance Evaluation and Additional Comments

CEO Name: \_\_\_\_\_

<b>Leadership</b>	5 / 5
<b>Financial</b>	5 / 5
<b>Board Relations</b>	5 / 5
<b>External Relations</b>	5 / 5
<b>Strategic Planning</b>	5 / 5

<b>Overall Evaluation</b>	<b>5.0</b>	<b>/</b>	<b>5</b>
---------------------------	------------	----------	----------

Additional Comments:



# SEAPA's Chief Executive Officer Performance Evaluation

## *Individual Board Member Form*

Board Member Name: \_\_\_\_\_

CEO Name: \_\_\_\_\_

Prior to the end of each calendar year, the Board of Directors shall provide the CEO with a performance evaluation and allow the CEO an opportunity to discuss with the Board his or her performance, compensation, and goals for the coming year. The CEO shall set a time for this review at a meeting of the Board of Directors in the Fall of each year. As part of the annual review, the CEO and Board shall establish a time frame in which to complete the review and discuss compensation as per the terms of the Employee Agreement between the Southeast Alaska Power Agency and its Executive Officer.

### **CEO Performance Evaluation Process**

1. Annual Review of Performance Evaluation Form. The Board or assigned Board committee will review the CEO performance evaluation form adopted under amended Resolution No. 2021-083 and make modifications to adopt the assessment questions and criteria to the organization's unique needs. Modifications made by the Board will be made after the yearly evaluation is completed and agreed upon by the Board of Directors and the CEO, prior to the first Regular Board Meeting of the following evaluation year.
2. CEO Self-Assessment. The Chair will initiate the CEO performance appraisal process by asking the CEO to complete a self-assessment prior to beginning the evaluation process every year (see schedule). The CEO self-assessment should include a summary of achievements relative to the performance criteria defined at the beginning of the year, and a self-appraisal of performance based on the CEO's key accountabilities in each of the areas that are rated by the Board.
3. Board Evaluation. The CEO self-assessment will be distributed to all Board Members by the Chair for consideration prior to the evaluation process. The Directors and alternates will develop separate evaluations, with consideration to the CEO self-assessment. A total of 10 evaluations will be sent to the Chair to compile a final evaluation and summary report.

4. Summary Report. The evaluations will be collected by the Chair, and responses compiled in a manner that reveals an overall Board performance rating in each area, the CEO's self-rating, and a summary of comments made by both Board members and the CEO.
5. Board Review. Board Members will meet in executive session to discuss what to emphasize in their feedback to the CEO and discuss the final CEO evaluation report. The Members should also review the CEO's proposed goals for the coming year, make any modifications necessary, and collaborate with the CEO to ensure mutual agreement and commitment.
6. Final Documentation. The Chair should incorporate modifications to the evaluation and prepare final documentation of the CEO evaluation for feedback.
7. Personal CEO Feedback. The Board Members will meet with the CEO in executive session to discuss evaluation results. This session should provide performance improvement feedback to the CEO, and stimulate a productive, two-way dialogue with the CEO that includes his or her responses to the compiled evaluation, and personal commitments to leadership improvement.
8. Compensation. Discussion of potential salary increases and/or bonuses should not take place during the feedback meeting.

<b>GENERAL SCHEDULE FOR CEO EVALUATION PROCESS <i>(dates will be added)</i></b>	
Annum (Special) Board Meeting	Insert CEO evaluation form in Board packet for review, discussion, and modifications in the special session (election of officers meeting). If no changes, the form is adopted by consensus. If modifications are requested, SEAPA staff shall modify the form accordingly following the Board meeting.
1st Regular Board Meeting	If modifications to the CEO evaluation form were requested in the Annual (Special) Board Meeting, staff will insert the new modified evaluation form into Board packet for approval and adoption.
Two weeks after 3rd Quarter Regular Board Meeting	SEAPA staff distributes adopted Evaluation Form with CEO's self-assessment to Directors via email for completion. Staff to include the following instructions in email distributing the form: - Email address for the Chair - Deadline date for return of the form (deadline for return should be two weeks following date of distribution of the form) to the SEAPA Chair stating "Privileged and Confidential Communications" in the subject line of the email. Completed forms shall be returned to the Board Chair via Email.
One month after 3rd Quarter Regular Board Meeting	SEAPA's Chair shall maintain a checklist to determine whether all Directors have submitted evaluations and communicate with Members to follow up with any that may not have been submitted by deadline.
October	Deadline for SEAPA's Board Chair to compile evaluations in preparation for the final regular 4th quarter Board Meeting
October/November	Evaluate the CEO in executive session in a regular board meeting so the evaluation takes place face-to-face and enough time is afforded for the evaluation.
4th Quarter Regular Board Meeting	Discuss compensation with CEO in executive session.

*\*CEO evaluation deadlines and actual dates change from year to year. A detailed schedule will be proposed and approved by the Board each fiscal year.*

## CEO Leadership Performance Evaluation

CEO Name: \_\_\_\_\_

Evaluate the CEO's performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO's performance. Add comments you believe provide context to your rating, or that would be helpful to the CEO in improving his or her performance.

**5 – Exceeds Expectations:** The CEO performs *above and beyond* these accountabilities as a part of his or her leadership. The CEO's performance in this area is *outstanding and exceeds my expectations*.

**4 – Meets All Expectations:** The CEO *always* practices these accountabilities as a part of his or her leadership. The CEO's performance in this area *meets all of my expectations*.

**3 – Meets Most Expectations:** The CEO *often* practices these accountabilities as a part of his or her leadership, but not always. The CEO's performance in this area *generally meets my expectations*.

**2 – Meets Some Expectations:** The CEO *inconsistently* practices these accountabilities as a part of his or her leadership. The CEO's performance in this area only *meets some of my expectations*.

**1 – Does Not Meet Expectations:** The CEO *rarely or never* practices these accountabilities as a part of his or her leadership. The CEO *does not perform well* in this area.

**N/A – Not Applicable:** Not applicable or has not been observed.

In the event that you rate the CEO's performance 2 or below, please provide specific suggestions for needed performance improvement. Similarly, a rating of N/A or 5 should be followed by comments explaining why you believe you could not rate the CEO or why you believe he/she "Exceeds

Leadership	Check the Applicable Performance Rating and Include Your Comments					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>• Demonstrates a clear vision in correctly anticipating trends, and priorities affecting the Agency's prosperity and operation.</li> <li>• Accurately communicates his or her concept, vision, mission, strategies, goals, and direction for the Agency to stakeholders.</li> <li>• Motivates and encourages high employee morale and loyalty to the organization and facilitates team building and cohesiveness among the employees to achieve the Agency's mission. <i>See attached employee feedback form.</i></li> <li>• Demonstrates initiation, setting high working standards and pursues goals with a high level of personal drive.</li> </ul>	Comments:					
<p>CEO Self-Rating: <u>5</u></p> <p>CEO Comments:</p>						

## CEO Financial Performance Evaluation

CEO Name: \_\_\_\_\_

Evaluate the CEO's performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO's performance. Add comments you believe provide context to your rating, or that would be helpful to the CEO in improving his or her performance.

**5 – Exceeds Expectations:** The CEO performs *above and beyond* these accountabilities as a part of his or her leadership. The CEO's performance in this area is *outstanding and exceeds my expectations*.

**4 – Meets All Expectations:** The CEO *always* practices these accountabilities as a part of his or her leadership. The CEO's performance in this area *meets all of my expectations*.

**3 – Meets Most Expectations:** The CEO *often* practices these accountabilities as a part of his or her leadership, but not always. The CEO's performance in this area *generally meets my expectations*.

**2 – Meets Some Expectations:** The CEO *inconsistently* practices these accountabilities as a part of his or her leadership. The CEO's performance in this area only *meets some of my expectations*.

**1 – Does Not Meet Expectations:** The CEO *rarely or never* practices these accountabilities as a part of his or her leadership. The CEO *does not perform well* in this area.

**N/A – Not Applicable:** Not applicable or has not been observed.

In the event that you rate the CEO's performance 2 or below, please provide specific suggestions for needed performance improvement. Similarly, a rating of N/A or 5 should be followed by comments explaining why you believe you could not rate the CEO or why you believe he/she "Exceeds Expectations".

Financial	Check the Applicable Performance Rating and Include Your Comments					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Financial results in the past year met or exceeded financial goals for the organization's growth.</li> <li>Continuously explores opportunities to strengthen the organization's financial position and organizational growth and development.</li> <li>Engages the board in robust dialogue about financial reports and plans, providing sufficient and clear information about progress and results achieved.</li> <li>Ensures an unmodified opinion for the annual audit with little-to-no significant deficiencies or material weaknesses.</li> <li>Forecasts the future Wholesale Power Rate (WPR) in a timely manner and prepares information for the Board in advance of SEAPA's yearly budget meeting.</li> </ul>	Comments:					
<p>CEO Self-Rating: <u>5</u></p> <p>CEO Comments:</p>						

## CEO Board Relations Performance Evaluation

CEO Name: \_\_\_\_\_

Evaluate the CEO's performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO's performance. Add comments you believe provide context to your rating, or that would be helpful to the CEO in improving his or her performance.

**5 – Exceeds Expectations:** The CEO performs *above and beyond* these accountabilities as a part of his or her leadership. The CEO's performance in this area is *outstanding and exceeds my expectations*.

**4 – Meets All Expectations:** The CEO *always* practices these accountabilities as a part of his or her leadership. The CEO's performance in this area *meets all of my expectations*.

**3 – Meets Most Expectations:** The CEO *often* practices these accountabilities as a part of his or her leadership, but not always. The CEO's performance in this area *generally meets my expectations*.

**2 – Meets Some Expectations:** The CEO *inconsistently* practices these accountabilities as a part of his or her leadership. The CEO's performance in this area only *meets some of my expectations*.

**1 – Does Not Meet Expectations:** The CEO *rarely or never* practices these accountabilities as a part of his or her leadership. The CEO *does not perform well* in this area.

**N/A – Not Applicable:** Not applicable or has not been observed.

In the event that you rate the CEO's performance 2 or below, please provide specific suggestions for needed performance improvement. Similarly, a rating of N/A or 5 should be followed by comments explaining why you believe you could not rate the CEO or why you believe he/she "Exceeds Expectations".

Board Relations	Check the Applicable Performance Rating and Include Your Comments					
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Provides leadership continually involving the Board in developing share vision, strategies, goals, and direction for the organization.</li> <li>Demonstrates a sound knowledge of Board governance and procedures.</li> <li>Works with Board Members and Member Utilities to gain a broad understanding of their concerns, capital investment strategies, and financial characteristics. Demonstrates sensitivity to Member Communities' local issues and concerns and assist wherever possible to address their needs.</li> <li>Has been readily available to individual Board Members whenever necessary, as well as supports the Board in its governance duties by providing necessary resources and information.</li> </ul>	Comments:					
<p>CEO Self-Rating: <u>5</u></p> <p>CEO Comments:</p>						

## CEO External Relations Performance Evaluation CEO Name: \_\_\_\_\_

Evaluate the CEO’s performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO’s performance. Add comments you believe provide context to your rating, or that would be helpful to the CEO in improving his or her performance.

**5 – Exceeds Expectations:** The CEO performs *above and beyond* these accountabilities as a part of his or her leadership. The CEO’s performance in this area is *outstanding and exceeds my expectations*.

**4 – Meets All Expectations:** The CEO *always* practices these accountabilities as a part of his or her leadership. The CEO’s performance in this area *meets all of my expectations*.

**3 – Meets Most Expectations:** The CEO *often* practices these accountabilities as a part of his or her leadership, but not always. The CEO’s performance in this area *generally meets my expectations*.

**2 – Meets Some Expectations:** The CEO *inconsistently* practices these accountabilities as a part of his or her leadership. The CEO’s performance in this area only *meets some of my expectations*.

**1 – Does Not Meet Expectations:** The CEO *rarely or never* practices these accountabilities as a part of his or her leadership. The CEO *does not perform well* in this area.

**N/A – Not Applicable:** Not applicable or has not been observed.

In the event that you rate the CEO’s performance 2 or below, please provide specific suggestions for needed performance improvement. Similarly, a rating of N/A or 5 should be followed by comments explaining why you believe you could not rate the CEO or why you believe he/she "Exceeds Expectations".

External Relations	Check the Applicable Performance Rating and Include Your Comments
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Gains respect and support of the communities on the conduct of the Southeast Alaska Power Agency.</li> <li>Prepares and sends periodic communications to the member communities.</li> <li>Keeps well informed on State and Federal Regulations and how they affect SEAPA.</li> <li>Works effectively with public and private agencies</li> </ul>	Comments:
<b>CEO Self-Rating:</b> <u>5</u> <b>CEO Comments:</b>	

## CEO Strategic Planning Performance Evaluation

CEO Name: \_\_\_\_\_

Evaluate the CEO’s performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO’s performance. Add comments you believe provide context to your rating, or that would be helpful to the CEO in improving his or her performance.

**5 – Exceeds Expectations:** The CEO performs *above and beyond* these accountabilities as a part of his or her leadership. The CEO’s performance in this area is *outstanding and exceeds my expectations*.

**4 – Meets All Expectations:** The CEO *always* practices these accountabilities as a part of his or her leadership. The CEO’s performance in this area *meets all of my expectations*.

**3 – Meets Most Expectations:** The CEO *often* practices these accountabilities as a part of his or her leadership, but not always. The CEO’s performance in this area *generally meets my expectations*.

**2 – Meets Some Expectations:** The CEO *inconsistently* practices these accountabilities as a part of his or her leadership. The CEO’s performance in this area only *meets some of my expectations*.

**1 – Does Not Meet Expectations:** The CEO *rarely or never* practices these accountabilities as a part of his or her leadership. The CEO *does not perform well* in this area.

**N/A – Not Applicable:** Not applicable or has not been observed.

In the event that you rate the CEO’s performance 2 or below, please provide specific suggestions for needed performance improvement. Similarly, a rating of N/A or 5 should be followed by comments explaining why you believe you could not rate the CEO or why you believe he/she "Exceeds Expectations".

Strategic Planning	Check the Applicable Performance Rating and Include Your Comments
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Maintains and updates the Renewal, Replacement, Risk and Reserve (4R) Plan.</li> <li>Develops, communicates, and leads the implementation of a forward-looking strategic plan in a manner consistent with the organization’s mission, vision, and values.</li> <li>Engages internal and external stakeholders to develop strategies and plans to move the organization in the desired direction.</li> <li>Develops and executes sound procedures and practices.</li> </ul>	Comments:
CEO Self-Rating: <u>5</u> CEO Comments:	



## CEO Overall Performance Evaluation and Additional Comments

CEO Name: \_\_\_\_\_

<b>Leadership</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> N/A
<b>Financial</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> N/A
<b>Board Relations</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> N/A
<b>External Relations</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> N/A
<b>Strategic Planning</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> N/A

<b>Overall Evaluation</b>	5	/	5
---------------------------	---	---	---

Additional Comments:

Proposed Goals & Objectives for SEAPA to discuss at a potential Regular Session Workshop:



## SEAPA 2025 BOARD MEETING DATES

Date(s)		Weekday(s)	Location or Format	Comments
January	17	Friday	Electronic	2PM Special Meeting: Introductions of New Board Members and Election of Officers
March	27	Thursday	Ketchikan	9-5PM Regular Meeting
June	25-26	Wed-Thurs	Wrangell	25 <sup>th</sup> : 1-5PM; 26 <sup>th</sup> : 9AM-1PM Regular Meeting
August	19-20	Tues-Wed	Petersburg	19 <sup>th</sup> : 1-5PM; 20 <sup>th</sup> : 9AM-1PM Regular Meeting
October	30	Thursday	Ketchikan	Time: TBD - Special Meeting to be held in person for an executive session to evaluate the Agency's CEO and potential Work Shop
December	3	Wednesday	Ketchikan	9-5PM Regular Meeting: Highlight is FY2026 Budget

(See attached for additional information on 2025 meeting dates and events)

# 2025

January							February							March							April								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4						1						1			1	2	3	4	5				
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26		
26	27	28	29	30	31	23	24	25	26	27	28	23	24	25	26	27	28	29	27	28	29	30							
														30	31														

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30	27	28	29	30	31	24	25	26	27	28	29	30	24	25	26	27	28	29	30

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
										1	2	3	4						1			1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29	26	29	30	31								
														30													

SEAPA Board Meeting dates are highlighted in yellow.

# 2025

## MEETING DATES / EVENTS

(Updated 12/06/2024)

### JANUARY

Date	Organization / Event	Location
1 (W)	SEAPA Holiday (New Year's Day)	N/A
2	KTN Council Mtg	KTN
6	PSG Assembly Mtg	PSG
14	WRG Assembly Mtg	WRG
16	KTN Council Mtg	KTN
17 (Fri)	SEAPA Special (Annual) Bd Mtg 2-5PM ***Elect Officers***	Electronic
20	PSG Assembly Mtg	PSG
28	WRG Assembly Mtg	WRG

### FEBRUARY

Date	Organization / Event	Location
3	PSG Assembly Mtg	PSG
4-6	APA Legislative Conference	Juneau
6	KTN Council Mtg	KTN
11	WRG Assembly Mtg	WRG
11-13	SE Conference-Mid Session Summit	Juneau
17 (M)	SEAPA Holiday (President's Day)	N/A
18	PSG Assembly Mtg	PSG
20	KTN Council Mtg	KTN
24-26	NW Hydro Association Conference	Seattle
25	WRG Assembly Mtg	WRG

### MARCH

Date	Organization / Event	Location
3	PSG Assembly Mtg	PSG
6	KTN City Council Mtg	KTN
11	WRG Assembly Mtg	WRG
17	PSG Assembly Mtg	PSG
20	KTN Council Mtg	KTN
25	WRG Assembly Mtg	WRG
27 (Th)	SEAPA Regular Board Mtg	KTN
31	NHA Waterpower Week	Wash DC

### APRIL

Date	Organization / Event	Location
1-2	NHA Waterpower Week	Wash DC
3	KTN Council Mtg	KTN
7	PSG Assembly Mtg	PSG
9	WRG Assembly Mtg	WRG
17	KTN Council Mtg	KTN
21	PSG Assembly Mtg	PSG
22	WRG Assembly Mtg	WRG
30	NWHA Technical Workshop	Kennewick WA

### MAY

Date	Organization / Event	Location
1	NWHA Technical Workshop	Kennewick WA
1	KTN City Council Mtg	KTN
5	PSG Assembly Mtg	PSG
13	WRG Assembly Mtg	WRG
15	KTN Council Mtg	KTN
19	PSG Assembly Mtg	PSG
26 (M)	SEAPA Holiday (Memorial Day)	N/A
27	WRG Assembly Mtg	WRG

### JUNE

Date	Organization / Event	Location
All Month	SEAPA Hydro Plants Shutdown	SWL/TYL/STI
2	PSG Assembly Mtg	PSG
3-5	APA Federal Legislative Conf	Wash DC
5	KTN Council Mtg	KTN
10	WRG Assembly Mtg	WRG
16	PSG Assembly Mtg	PSG
19	KTN Council Mtg	KTN
24	WRG Assembly Mtg	WRG
25 (W)	SEAPA Regular Bd Mtg 1PM-5PM	WRG
26 (Th)	SEAPA Regular Bd Mtg 9AM-12NOON	WRG

### JULY

Date	Organization / Event	Location
3	KTN Council Mtg	KTN
4 (Fr)	SEAPA Holiday (Independence Day)	N/A
7	PSG Assembly Mtg	PSG
17	KTN Council Mtg	KTN
21	PSG Assembly Mtg	PSG
21-24	AEGIS Policyholders Conference	Boston
22	WRG Assembly Mtg	WRG

### AUGUST

Date	Organization / Event	Location
4	PSG Assembly Mtg	PSG
7	KTN Council Mtg	KTN
18	PSG Assembly Mtg	PSG
19 (T)	SEAPA Regular Board Mtg 1PM-5PM	PSG
20 (W)	SEAPA Regular Board Mtg 9AM-1PM	PSG
21	KTN Council Mtg	KTN
26	WRG Assembly Mtg	WRG

## 2025 MEETING DATES / EVENTS

### SEPTEMBER

Date	Organization / Event	Location
1 (M)	SEAPA Holiday (Labor Day)	N/A
2	PSG Assembly Mtg	PSG
4	KTN Council Mtg	KTN
9	WRG Assembly Mtg	WRG
15	PSG Assembly Mtg	PSG
16-18	Southeast Conference Annual Mtg	Sitka
18	KTN Council Mtg	KTN
23	WRG Assembly Mtg	WRG
23-26	APA Annual Meeting	Cordova

### OCTOBER

Date	Organization / Event	Location
2	KTN Council Mtg	KTN
6	PSG Assembly Mtg	PSG
14	WRG Assembly Mtg	WRG
16	KTN Council Mtg	KTN
20	PSG Assembly Mtg	PSG
28	WRG Assembly Mtg	WRG
30 (Th)	SEAPA Special Board Mtg	KTN

### NOVEMBER

Date	Organization / Event	Location
3	PSG Assembly Mtg	PSG
6	KTN Council Mtg	KTN
11 (Tu)	SEAPA Holiday (Veteran's Day)	N/A
12	WRG Assembly Mtg	WRG
17	PSG Assembly Mtg	PSG
20	KTN Council Mtg	KTN
25	WRG Assembly Mtg	WRG
27 (Th)	SEAPA Holiday (Thanksgiving)	N/A
28 (F)	SEAPA Holiday (Day After)	N/A

### DECEMBER

Date	Organization / Event	Location
1	PSG Assembly Mtg	PSG
3 (Wed)	SEAPA Regular Board Mtg 9AM-5PM	KTN
4	KTN Council Mtg	KTN
TBD	Alaska Municipal League Annual Mtg	Anchorage
9	WRG Assembly Mtg	WRG
15	PSG Assembly Mtg	PSG
18	KTN Council Mtg	KTN
24 (W)	SEAPA Holiday (Christmas Eve)	N/A
25 (Th)	SEAPA Holiday (Christmas Day)	N/A

SEAPA Board Meetings noted on the above calendar are scheduled around the following:

Petersburg Borough Assembly Meetings	1st & 3rd Monday every month
Ketchikan Gateway Borough Meetings	Same as Petersburg every month
City and Borough of Wrangell Meetings	2nd & 4th Tuesday every month, except only one meeting held in July, August, and December: July & August: <u>only 4<sup>th</sup> Tuesday mtg held</u> December: <u>only 2<sup>nd</sup> mtg held</u>
Ketchikan City Council Meetings	1st & 3rd Thursday every month