**DRAFT**

**Items Requiring Action by KyMEA**

1. Establish banking relationships
   1. Issue RFP for banking services
   2. Issue RFP for line of credit
   3. Negotiate necessary agreements with financial institutions
2. Establish Meeting location and Administrative
   1. Routine meeting location to comply with Open Meetings Act
   2. Setting up KSBA agendas and related administration
   3. Develop administrative budgets for first 12 months and seek funding from members to KyMEA accounts
3. Accounting and Financial Systems
   1. Select enterprise management software and configure
      1. Issue RFP, evaluate systems (using consultant or member IT function), negotiate contract, obtain board approval
      2. Configure system to meet needs of agency including
         * settlements with PJM and MISO
         * member account management
         * integration with member SCADA and metering
         * Accounts payable and receivable
         * GASB compliance
   2. Establish procedures with member for allocation of administrative and power supply costs.
   3. Establish invoice development procedures and schedules to ensure adequate cash flow.
   4. Establish budget development process, review and approval process and schedules and budget reporting configurations.
4. Policy Development – Typically these JAAs are governed by policies to ensure proper level of authorities. Recommended policies include:
   1. Results Policies
      1. Core Purpose, vision mission and core values
   2. Board/Management Roles
      1. Controlling Authority
      2. Delegation of Authority to General Manager/President and Accountability
      3. Monitoring Performance of General Manager/President
   3. Management Policies
      1. Succession of Leadership
      2. Information and support to the Board
      3. Strategic and business planning
      4. Employee Policies
         * Drug and Alcohol
         * Workplace violence and criminal activity
         * Vacation and Holiday
         * Family and Medical Leave
         * Safety
         * Travel Expenses
         * Credit card policy
         * Company and personal vehicle policy
         * Compensation
         * Employee benefits (insurance, retirement, etc.)
         * Information technology use
   4. Financial Policies
      1. Investments
      2. Reserve Funds and Flow of Funds
      3. Debt Issuance and Payments
      4. Procurement
      5. Real Property
      6. Legal Action
      7. Short term borrowing
      8. Cost Allocation and Recovery
      9. Protection of Assets
   5. Risk Management Policies
      1. Trade execution and authorization
      2. Energy Risk Management and Governance
      3. Cyber-security and Protection of Confidential Information
   6. Legislation and Regulation
   7. External Communication and Community Involvement
   8. Project Participation Policies (for power supply projects)
5. Third Party Service Provider Selection for Tagging/Scheduling/Energy Settlements
   1. Issue RFP
   2. Negotiate service provider contract
6. Establish Credit Rating for Agency
   1. Moodys, S&P, Fitch discussions to determine required cash assets, Agency/member agreement terms to achieve ratings necessary to float bonds and enable counterparty trading agreements
   2. Integrate credit requirements into Service Agreements and Power Supply Agreements.
   3. Contract with agencies for rating and host ratings visits or calls as required
7. Enabling Agreements, Broker Agreements and Exchange Agreements
   1. Assignment of OMU Enabling Agreements to KyMEA to permit trade execution on day 1 of Agency operation.
   2. Establish accounts with ICE and NYMEX
   3. Negotiate energy broker agreements on behalf of Agency
8. FERC and RTO/ITO Registration
   1. Register with MISO, PJM, LKE, TVA, etc. as market participant
   2. Establish required credit with RTOs to enable transactions
   3. Register with FERC as certificated marketer and/or other required licensing
9. Transition of Service Provider Contracts
   1. Move nFront, NewGen, PFA, legal contract to KyMEA
10. SCADA and telecommunications Infrastructure
    1. Determine SCADA and telecom needs of third party provider and others
    2. Coordinate and contract for telemetry improvements necessary to provide required signals to 3rd party provide, TO, Reliability Coordinator, KyMEA offices, etc.
11. Transmission Agreements
12. Power Supply contracts
13. Agency/Member Service Contracts
14. Agency/Member Power Supply Contracts