 **Memorandum**

**Date: December 12, 2016**

**To: KyMEA Board of Directors**

**From: Terry Naulty, Treasurer**

**RE: Administrative Services for KyMEA**

Administration of KyMEA’s monthly meetings has fallen to the Secretary of the Board of Directors, Vent Foster. While those of us not involved in the day-to-day preparation of our monthly Board of Director meetings have not been spending significant time with administration, Vent spends considerable time with administrative actions. Those activities include the following:

1. Developing and posting agendas for our monthly Board meetings including the development of action motions, coordination of agenda items with our consultants and attorneys, posting of documents to the agenda, public notice of meetings, etc.
2. Scheduling special meeting locations and logistics for the monthly meetings in Bowling Green including arranging for meals.
3. Coordination of activities with KMUA for the quarterly meetings held in the same location.
4. Development of the official minutes of the Board and Executive Committee for approval and retention.
5. Responding to open records act requests.

In developing a scope of work for administrative and startup services for consideration by KMPA the above items along with the administration of the treasury functions and accounting and certain other start-up activities were envisioned. Although negotiations with KMPA are continuing, final agreement remains to be seen. However, at the request of the Secretary of the Board, alternative arrangements are necessary to help permit Vent to meet his Frankfort Power Board obligations.

As a stop gap measure until such time as a more permanent arrangement can be made with KMPA or the hiring of staff by the agency, I am recommending that the Board of Directors take action to authorize Owensboro Municipal Utilities to begin performing items t through 5 listed above as an addendum to the Accounting Services Agreement entered into between KyMEA and OMU. These responsibilities will be performed by Brittany Shain, Executive Assistant to the General Manager of OMU on a time and material rate of $35.00 per hour.