

DRAFT
For Discussion Only
Kentucky Municipal Energy Agency
Initial Work Plan for President and CEO

1. Assess current state of KyMEA power supply plan
 - a. Review all power supply agreements and proposed agreements with nFront Consulting – get current with supply arrangements and scheduling flexibility
2. Review accounting system and duties performed by Heather Overby.
 - a. Determine needs and timing of full time CFO hiring
 - b. Develop and propose to KyMEA an Authority Limits Policy stipulating authority level for President and CEO.
 - c. Put in place requisite signature authority with KyMEA banks
3. Review staffing plan with KyMEA Board
 - a. Obtain consensus with Board on number of staff positions and projected direct/indirect labor expenses
 - b. Discuss long-term board meeting location with board (Frankfort, Bowling Green, Louisville office?)
 - c. Assess benefits options for KyMEA staff (health, dental, life, disability, 401k, etc.) and make recommendation to KyMEA board by March, 2018 board meeting
 - d. Make recommendation to the board on staff titles, duties/job descriptions, and timing of hiring.
4. Based upon results of item 3 above, make recommendation to board on office accommodations including size and equipment needs (telemetry/load data from member systems and LMP points, computers, furniture, copiers, etc.).
5. After gaining consensus on item 4, begin office search and provide recommendations to the board on location and budget.
6. Develop and issue Request for Proposal for Energy Management Services
 - a. Receive offers prior to finalizing FY 2019 budget (July 2018/June 2019)
 - b. Award contract and shadow settle at least one full quarter of energy with selected provider prior to physical deliveries
7. Review and assess readiness of member systems for physical delivery, metering/telemetry post April 2019.
 - a. Develop strategy and recommendation on how to ensure that all required metering is in place at cessation of KU supply agreements.
 - b. Use meter data in shadow settlement exercises under task 6.
8. Attend at least one of each member board meetings in first six months
9. Develop FY 2019 budget by May 2018 KyMEA board meeting
 - a. Projected FY 2020 budget
 - b. Assess and recommend level of consulting spend after agency is in “operation”
10. Develop and recommend the following policies to the KyMEA board
 - a. Risk Management
 - b. Trading Authority
 - c. Financial Reserves and Metrics

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11. Evaluate and recommend additional policies for consideration by the KyMEA board
 - a. Board/Management Governance Policies
 - b. Travel and training
 - c. Purchasing and expenses
 - d. Personnel policies (sick leave, FMLA, vacation, holidays, alcohol and drugs, use of company vehicles, cell phones, etc.)
12. Working with nFront, develop energy pooling agreements with OMU and KMPA prior to January 1, 2019
 - a. Shadow settle all hours of 1st quarter of 2019