

ORANGE COUNTY POWER AUTHORITY
Staff Report – Item III.4

To: Orange County Power Authority Board of Directors

From: Power Authority Staff

Subject: ADMINISTRATIVE POLICIES OVERVIEW

Date: January 12, 2021

RECOMMENDATION

Discuss and provide direction, if necessary.

BACKGROUND

With the establishment of Orange County Power Authority (OCPA), there will be a number of administrative policies and procedures that the Board of Directors will need to formally adopt. Staff has identified the following policies with an estimated timeline for adoption. The timeline has been developed to take into consideration regulatory compliance, launch dates, as well as, when additional consultants will be brought on board to procure power.

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| 1. | Budget and Accounting Policy | January 26, 2021 |
| 2. | Guidelines for Access to Public Records | January 26, 2021 |
| 3. | Records Retention Policy and Schedule | January 26, 2021 |
| 4. | Customer Information Confidentiality Policy | February 9, 2021 |
| 5. | Prohibition of Disseminating Untrue or Misleading Information Policy | February 9, 2021 |
| 6. | Board of Directors Stipends | February 9, 2021 |
| 7. | OCPA Policies and Procedures (HR) | March 9, 2021 |
| 8. | Social Media Policy | March 9, 2021 |
| 9. | Time-sensitive Legislative and Regulatory Policy | March 9, 2021 |
| 10. | Conflict of Interest Code | April 13, 2021 |
| 11. | Information Technology Security | April 13, 2021 |
| 12. | Energy Risk Management Policy | June 8 and July 13, 2021 |
| 13. | Debt Management Policy | September 14, 2021 |
| 14. | Delinquent Account, Collections, and Bad Debt Policy | September 14, 2021 |
| 15. | Investment Policy | September 14, 2021 |
| 16. | Reserve Policy | September 14, 2021 |
| 17. | Net Energy Metering Program Policy | October 12, 2021 |

The aforementioned policies are not exclusive, and is meant to provide the Directors with an overview of what actions will be needed in the future. As OCPA matures and develops specific Programs, there will be need to develop additional policies.

FISCAL IMPACT

None.

ATTACHMENT

1. None.