



Kennebunk Light & Power District
4 Factory Pasture Lane
Kennebunk, Maine 04043
(207) 985-3311
www.klpd.org

BOARD OF TRUSTEES BUSINESS MEETING AGENDA
TUESDAY, FEBRUARY 26, 2019
DISTRICT OFFICES @ 5:00 PM

I.	CALL TO ORDER	5.00
II.	EXECUTIVE SESSION PURSUANT TO 1 MRSA 405.6 (E) FOR CONSULTATION WITH THE DISTRICT'S ATTORNEY REGARDING HYDRO OPERATIONS	5.05
III.	BOARD REVIEW AND APPROVE MINUTES OF 1/29/19 MEETING	6.05
IV.	BOARD REVIEW JANUARY 2019 FINANCIALS	6.10
V.	INFORM BOARD OF 2002 SPARE BUCKET TRUCK BID RESULTS	6.20
VI.	UPDATE TO BOARD ON ROSS ROAD PROJECT PLANNING PROGRESS	6.25
VII.	UPDATE TO BOARD ON SOLAR PROJECT PROGRESS AND PRODUCTION	6.45
VIII.	INFORM BOARD OF DRAWDOWN NEEDS, TIMELINE	6.55
IX.	GENERAL MANAGER'S REPORT	7.05
	a. PAST BOARD MEETING REQUESTS	
	b. SUMMER STREET PROJECT UPDATE	
	c. E-BILLING AND ONLINE CC PAYMENTS UPDATE	
	d. ONE TIME ACH PAYMENT OPTION UPDATE	
	e. SOLAR CHARGING STATION UPGRADE UPDATE	
	f. INFORM BOARD OF KLPD COLLABORATION WITH TOWN AND SEWER IN UTILIZING CORSON WORK	
X.	PUBLIC COMMENT PERIOD (LIMITED TO 15 MINUTES TOTAL)	7.15
XI.	BOARD DIRECTION ON 2019 MEETING DATES SCHEDULE AND ITEMS TO BE DELIBERATED ON	7.30
XII.	EXECUTIVE SESSION PURSUANT TO 1 MRSA 405.6(A) TO DISCUSS A PERSONNEL MATTER	7.50
XIII.	NEXT MEETINGS. MARCH 26, APRIL 30, 2019	7.55
XIV.	BOARD RECOMMENDATION FOR AGENDA ITEMS FOR NEXT MEETING	7.55
XV.	ADJOURN	8.00

KENNEBUNK LIGHT & POWER DISTRICT
COUNTY OF YORK
STATE OF MAINE

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BOARD OF TRUSTEES MEETING MINUTES
(Video recorded meeting)

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KENNEBUNK LIGHT & POWER DISTRICT
4 FACTORY PASTURE LANE
KENNEBUNK, ME 04043
TUESDAY, JANUARY 29, 2019
5:00 P.M.

- - -

BOARD MEMBERS:

PRESIDENT: DAVID CLUFF - (PRESENT)

VICE-PRESIDENT: ROBERT EMMONS - (NOT PRESENT)

GENERAL MANAGER/TREASURER: TODD SHEA - (PRESENT)

CLERK: DAN BARTILUCCI - (PRESENT)

TRUSTEE: JAY KILBOURN - (PRESENT)

TRUSTEE: BRADLEY "SCOTT" DUCHARME - (PRESENT)

ALSO PRESENT:

Matthew Rancourt, Business Manager

Albert Kolff

Beverly Freudenreick

(Other members of the public may have been present but not identified.)

APPEARANCES:

PRETI FLAHERTY
BY: TODD GRISET, ESQ.
One City Center
Portland, ME 04101

I. Call to Order.

President Cluff called the meeting to order at 5:00 p.m.

II. Executive Session Pursuant to 1 MRSA 405.6 (E) for Consultation with the District's Attorney Regarding Hydro Operations.

Motion by Trustee Kilbourn. Seconded by Trustee Ducharme.

Vote: 4-0.

(Executive Session concluded at 5:55 p.m.)

III. Board Review and Approve Minutes Of 11/27/18 Meeting.

Motion by Clerk Bartilucci to accept the minutes. Seconded by Trustee Ducharme.

Vote: 4-0.

IV. Board Review November, 2018 Financials.

V. Board Authorize General Manager to Offer for Sale "Truck 2", 2002 Spare Bucket Truck with Minimum Bid of \$10,000.

Motion by Trustee Kilbourn to authorize General Manager Shea to offer for sale "Truck 2", with a minimum Bid of \$15,000. Seconded by Trustee Ducharme.

Vote: 4-0.

VI. Board Authorize General Manager to Accept and Award Bids Regarding Agenda Item V; Bid Opening and Award Noon 2/22/19.

Motion by Trustee Kilbourn. Seconded by Clerk Bartilucci.

Vote: 4-0.

VII. Board Consideration of Approval of List of Legacy and 2018 Write Offs.

Motion by Trustee Kilbourn. Seconded by President Cluff.

Vote: 4-0.

VIII. Discussion with Board Regarding Capital Improvements Items Being Considered for 2019.

IX. General Manager's Report

- a. Past Board Meeting Requests**
- b. Solar Array Update**
- c. Summer Street Project Update**
- d. Asplundh Tree Trimming 2019**
- e. E-Billing and Online CC Payments Update**

X. Public Comment Period (Limited to 15 Minutes Total)

XI. Board Direction on 2019 Meeting Dates Schedule And Items To Be Deliberated On.

XII. Next Meetings, February 26, March 26, 2019.

XIII. Board Recommendation For Agenda Items For Next Meeting.

XIV. Adjourn.

Motion by Trustee Kilbourn. Seconded by Trustee Ducharme.

Vote: 4-0.

The meeting adjourned at 7:05 p.m.

Attest: _____
Dan Bartilucci, Clerk

Kennebunk Light and Power District
Notes to Financial Statements
January 2019

REVENUES

KWH SALES	2019	2018	Variance
kwh sales Delivery & Transmission	10,586,151	11,619,559	(1,033,408)
minus Corning	1,511,600	1,376,800	134,800
<hr/> kwh sales Energy and RNS:	<hr/> 9,074,551	<hr/> 10,242,759	<hr/> (1,168,208)
 ENERGY REVENUE	 2019	 2018	 Variance
Energy Sales	\$ 800,187	\$ 824,458	\$ (24,270)
 RNS REVENUE	 2019	 2018	 Variance
RNS Sales	\$ 207,205	\$ 217,885	\$ (10,680)
 TRANSMISSION REVENUE	 2019	 2018	 Variance
Transmission Sales	\$ 54,794	\$ 36,116	\$ 18,678
 DELIVERY REVENUE	 2019	 2018	 Variance
Delivery Sales	\$ 267,529	\$ 267,261	\$ 268

EXPENSES

Department	Actual	Jan-18	Variance	Notes
General plant operations,	\$ 42,984	\$ 49,257	\$ (6,273)	
Customer accounting and collections	19,029	14,288	4,741	Customer notice announcing online bill payment
Administration	158,657	92,354	66,303	+45,672 general liability and property insurance. Timing issue. 2018 bill was paid in February.
Other expense	39,976	41,095	(1,119)	+7,626 workers comp insurance. Timing issue. 2018 bill paid quarterly.

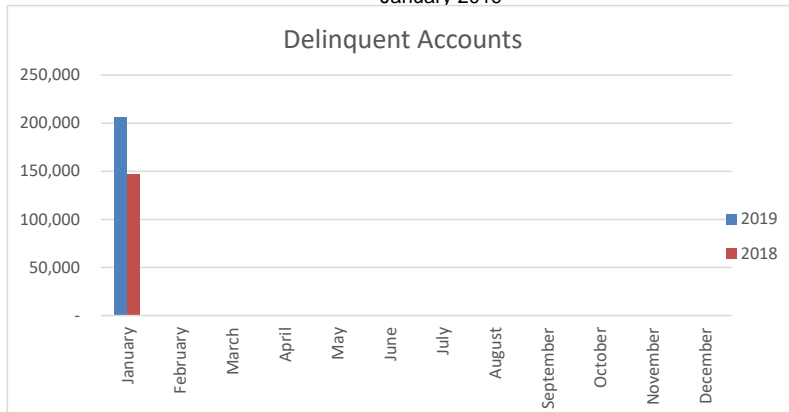
**KENNEBUNK LIGHT & POWER DISTRICT
STATEMENT OF REVENUES AND EXPENSES**

	MONTHLY			YTD			ANNUAL
	January 2019 Actual	January 2019 Budget	January 2018 Actual	2019 Actual	2019 Budget	2018 Actual	2019 Budget
Revenue							
Energy revenue	800,187	-	824,458	800,187	-	824,458	8,188,525
PV returned to grid	1,537	-	426	1,537	-	426	
Power expense	(829,601)	-	(812,790)	(829,601)	-	(812,790)	(8,188,525)
PV Credits	(1,537)	-	(426)	(1,537)	-	(426)	-
Net energy revenue	(29,414)	-	11,668	(29,414)	-	11,668	-
RNS revenue	207,205	-	217,885	207,205	-	217,885	2,118,456
RNS expense	(160,509)	-	(190,253)	(160,509)	-	(190,253)	(2,118,456)
Net RNS revenue	46,696	-	27,632	46,696	-	27,632	-
Transmission revenue	54,794	-	36,116	54,794	-	36,116	566,805
Transmission expense	(34,357)	-	(50,321)	(34,357)	-	(50,321)	(566,805)
Net transmission revenue	20,437	-	(14,205)	20,437	-	(14,205)	-
Net energy and transmission revenue	37,720	-	25,095	37,720	-	25,095	-
Delivery revenue	218,571	-	239,758	218,571	-	239,758	2,285,641
Minimum charge revenue	48,958	-	27,503	48,958	-	27,503	587,874
Other revenue	11,199	-	12,671	11,199	-	12,671	78,587
Hydro production	-	-	-	-	-	-	65,000
Total Revenue	316,448	-	305,026	316,448	-	305,026	3,017,102
Expenses							
General plant operations, maintenance and distribution	42,984	-	49,257	42,984	-	49,257	748,837
Customer accounting and collections	19,029	-	14,288	19,029	-	14,288	169,372
Administration	158,657	-	92,354	158,657	-	92,354	1,152,310
Other expense	39,976	-	41,095	39,976	-	41,095	483,600
KLPD electrical usage	4,314	-	3,568	4,314	-	3,568	26,000
Total Expense	264,959	-	200,561	264,959	-	200,561	2,580,119
Net gain/(loss)	51,488	-	104,465	51,488	-	104,465	436,982

**KENNEBUNK LIGHT & POWER DISTRICT
STATEMENT OF FINANCIAL POSITION**

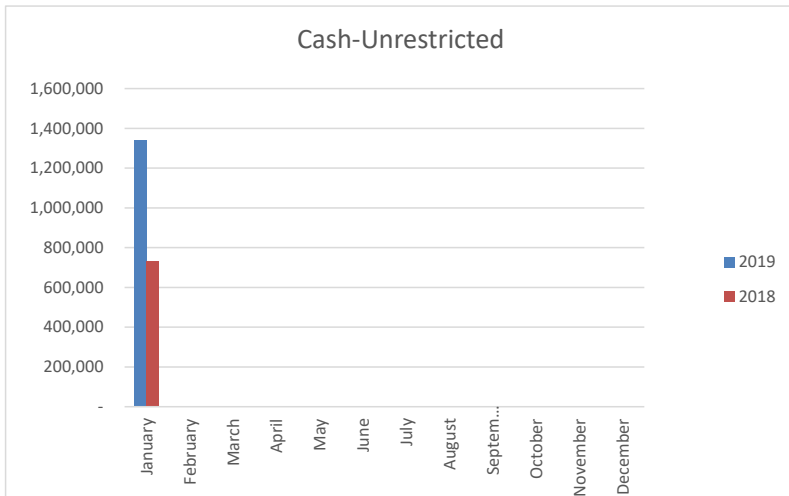
	January 2019	January 2018
Assets		
Cash and short-term investments	2,090,018	1,226,262
Accounts receivable	1,367,609	1,279,916
Fixed assets and property	10,206,274	10,133,390
Other assets	642,019	1,083,643
Total assets	14,305,920	13,723,212
Liabilities		
Accounts payable	1,152,048	1,063,375
Payroll liabilities	12,617	7,565
Long-term liabilities	2,442,865	2,669,813
Other liabilities	1,079,868	1,227,961
Total liabilities	4,687,398	4,968,713
Equity		
Surplus	9,562,719	8,646,465
Current year excess revenue	55,802	108,033
Total equity	9,618,522	8,754,498
Total liabilities & equity	14,305,920	13,723,212

Kennebunk Light & Power District
January 2019



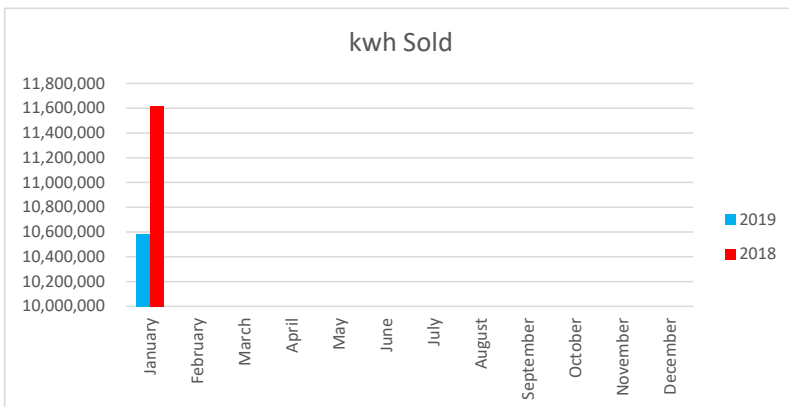
Aging	2019	2018
29 to 60 days	161,654	84,219
61 to 90 days	18,924	16,406
91 days +	25,764	46,238
Total	206,343	146,862

Delinquent accounts as a % of current month's sales:	15.97%	11.03%
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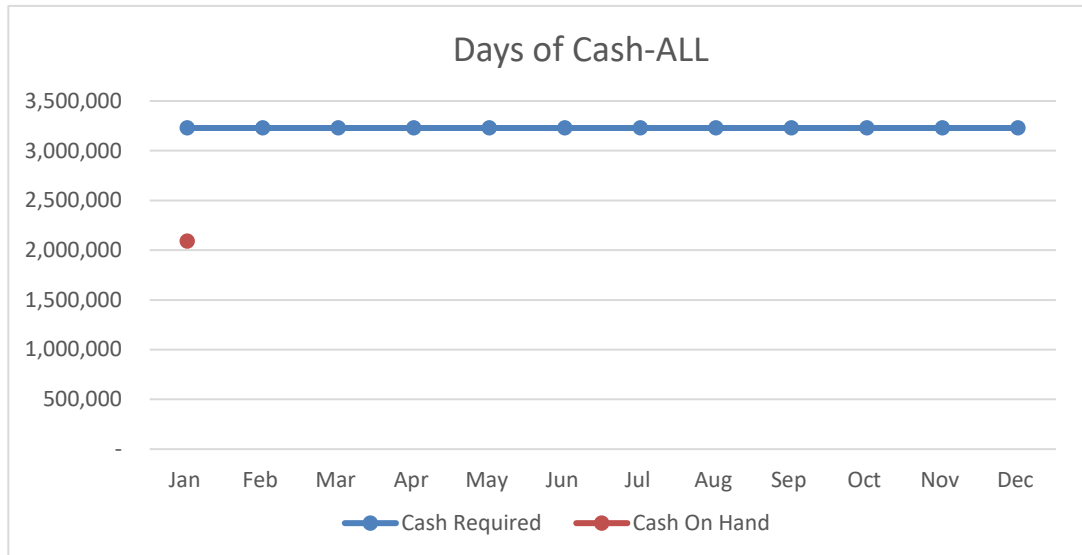
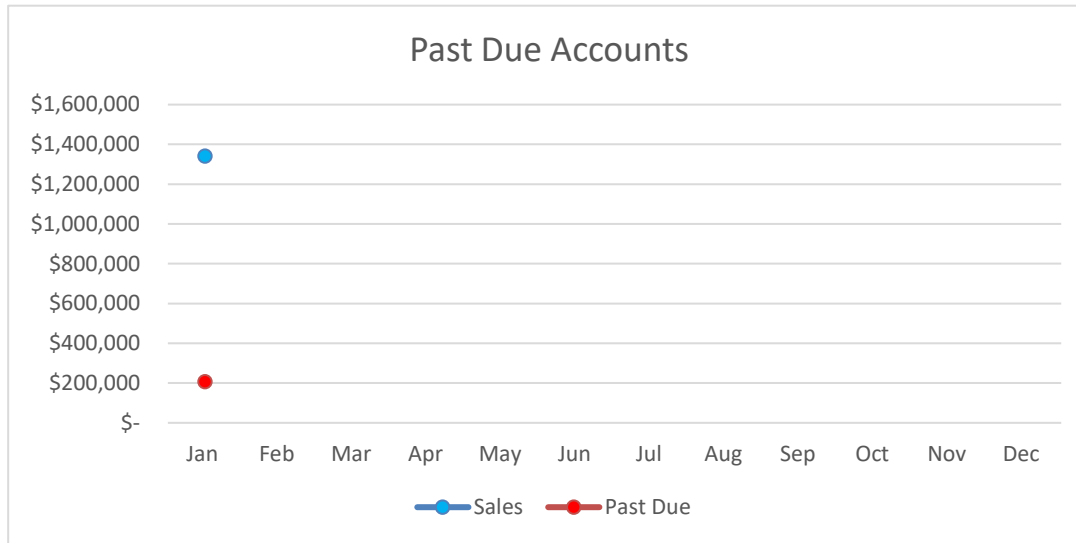
Days of Cash on Hand	Without Bonds
Required	90
Actual	47
Variance	-43

Cash required:	\$ 3,228,500
Cash unrestricted	\$ 1,340,027
Cash-deposits	\$ 183,230
Cash-capital	\$ 400,000
Cash-Efficiency ME	\$ 166,761
Cash-Total	\$ 2,090,018
Variance	\$ (1,888,473)



January 2019	10,586,151
January 2018	11,619,559
Variance	(1,033,408)

Kennebunk Light & Power District
January 2019



**KENNEBUNK LIGHT & POWER DISTRICT
HYDRO STATEMENT OF ACTIVITY**

Revenue	January 2019	YTD 2019	2019 Budget
Electrical Production	\$ -	\$ -	\$ 65,000
Total Revenue	-	-	65,000

Expenses			
Labor	2,087	2,087	27,295
Benefits	1,002	1,002	13,102
Supplies	290	290	40,500
Electrical Use	1,293	1,293	5,503
Liability/Property Insurance	940	940	11,277
Bond Interest	1,117	1,117	13,400
Depreciation	2,027	2,027	24,328
Legal & Professional Fees	-	-	24,500
Total Expenses *	8,755	8,755	159,905

Gain/ (Loss)	\$ (8,755)	\$ (8,755)	\$ (94,905)
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kWh production	-	-	635,551
Cost Per kWh-Produced	\$ -	\$ -	\$ 0.251600
Cost Per kWh-Purchased	\$ 0.102943	\$ 0.102943	\$ 0.102274
Variance	\$ (0.102943)	\$ (0.102943)	\$ 0.149326

	Cost
Energy	\$ 0.078980
RNS	\$ 0.018834
LNS	\$ 0.004459
	\$ 0.102274

* Expenses do not include any allocation of Management labor and benefits.

AGENDA ITEM V

**TRUCK TWO WINNING BID SUBMITTED BY HUSTON
PROPERTY SERVICES LLC IN THE AMOUNT OF \$15,026.00.
ANTICIPATED PICK UP ON WEDNESDAY, 2/27/19.**

AGENDA ITEM VI

ROSS ROAD PROJECT PLANNING PROGRESS

- **ENGINEERING ESTIMATE NOT TO EXCEED \$20,000. ANTICIPATED TO BE WELL BELOW.**
- **SURVEY OF POLES INDICATES 10-12 REPLACEMENTS WILL BE REQUIRED TO COMPLETE JOB.**
 - **WORKING TO DETERMINE BEST WIRE SIZE AND GAUGE FOR PROJECT. (HENDRIX, 336, AAC, AAAC, OR OTHER)**
 - **COORDINATING WITH ENGINEERING ON AREAS THAT CAN BE ADDED TO CIRCUIT TO MAXIMIZE LOAD REDUCTION AT WATER STREET SUB. (MAP TO BE PROVIDED AT MEETING.)**
- **PLANNING LOCATION OF VISUAL OPEN LOCATIONS. (AIR BREAKS)**
- **EVALUATING ANY AREAS OF THREE PHASE PHASING ISSUES TO ADDRESS IN ADVANCE OF LOAD SHIFT.**
 - **ESTIMATED MATERIALS COST TO BE APPROXIMATELY \$100,000. (SUPPLIER WORKING ON FIRM NUMBERS.)**
 - **ASPLUNDH CONSULTED ON TIMING OF TREE TRIMMING.**
- **COMPLETE BID PACKAGE ANTICIPATED TO BE IN ADVANCE OF 3/26/19 MEETING, FOR BOARD REVIEW.**

AGENDA ITEM VII
SOLAR PROJECT UPDATE

- **SOLAR ARRAY IS UP AND RUNNING WITH NO CURRENT ISSUES.**
 - **DEVELOPER IS CALIBRATING AND TROUBLESHOOTING ISSUES ON THEIR END.**
- **KLPD WEBSITE HOMEPAGE HAS LINK TO REAL TIME GENERATION DATA.**
- **SITE WILL REMAIN SECURED, WITH ACCESS GATE LOCKED, WHEN NO DG PERSONNEL ARE PRESENT.**
- **FINAL GRADING AND LANDSCAPING ANTICIPATED START MARCH, 2019.**
- **RIBBON CUTTING TO BE SCHEDULED UPON FINAL LANDSCAPING COMPETION, ESTIMATED MAY OR JUNE 2019.**
- **VILLAGE WORKING ON ARTICLE FOR MARCH OR APRIL, PROJECT OF NOTE IN TOWN EDC BLOG KENNEBUNK@WORK.**

AGENDA ITEM VIII

HYDRO DRAWDOWN

- **DP WELL POINT IN NEED OF REPLACEMENT, CANNOT ACCESS WITHOUT WATER LEVEL REDUCTION.**
- **DP VISUAL INSPECTION NEEDED OF SUB-WATER LEVEL RUNNING GEAR TO ASSESS NOISE COMING FROM RUNNER, CANNOT ACCESS WITHOUT WATER LEVEL REDUCTION.**
- **DP FERC ORDERED FOLLOW UP INSPECTION OF CONCRETE AT UPSTREAM SLUICEWAY NECESSARY, CANNOT PERFORM WITHOUT WATER LEVEL REDUCTION.**
- **DP FERC ORDERED FOLLOW UP INSPECTION OF CONCRETE TOE OF SLUICEWAY, BELOW DAM STRUCTURE, CANNOT BE PERFORMED WITHOUT WATER LEVEL REDUCTION.**
- **TM BUTTERFLY VALVE WHICH MUST OPEN TO ALLOW WATER TO ENTER GENERATOR STUCK. INSPECTION, ASSESSMENT AND REPAIR CANNOT BE PERFORMED WITHOUT WATER LEVEL REDUCTION.**
 - **RELAY, OVERSPEED ISSUE CANNOT BE PROPERLY TROUBLESHOT WITHOUT OPERATING GENERATOR. AC ELECTRIC WAS CONSULTED WITH FOR POSSIBLE CAUSES, WITH NO READILY AVAILABLE ANSWER.**
 - **NO DATE PROVIDED BY CONSULTANT ON RETURN ASSESSMENT OF KESSLEN WINDINGS. LIKELY PROHIBITIVELY EXPENSIVE REPAIR. GENERATOR LOCKED OUT AND TAGGED OUT SO NO POWER IS BEING FED TO GENERATOR. THIS IS A NECESSARY SAFETY PRECAUTION.**

WEATHER WILL DETERMINE DRAW DOWN TIMEFRAME. ICE AND SPRING HIGH WATER LEVELS MUST MITIGATE BEFORE PLANNING. STAFF INFORMING BOARD FOR PLANNING PURPOSES.

AGENDA ITEM IX

GENERAL MANAGER'S REPORT OF 2/26/19

- **SUMMER STREET POLES. 19 OF 28 SET. 10 TRANSFERS COMPLETE. TREE TRIMMING NEXT WEEK. EXPECTED PROJECT COMPLETION (WEATHER PERMITTING) MAY, 2019.**
 - **TOTAL EBILL SUBSCRIBERS TO DATE: 801.**
- **ONE TIME ACH (CHECKING/SAVINGS ACCOUNT) PAYMENT OPTION ADDED TO WEBSITE, AT NO ADDITIONAL FEE TO CUSTOMER. VERY POPULAR OPTION TO DATE. RECURRING ACH REMAINS AN OPTION AS WELL, WITH MARKED UPTICK IN REGISTRANTS.**
- **UPGRADED CHARGING STATION CHARGERS ORDERED. WILL CHARGE USERS VEHICLES IN APPROXIMATELY ½ THE TIME OF CURRENT SETUP. \$600 INVESTMENT.**
- **KLPD WILL WORK WITH CORSON GIS TO AUTOMATE TIMEKEEPING, WORK ORDERS, INVENTORY AS WELL AS TO TRACK MAINTENANCE AND AGE OF ASSETS IN THE FIELD. CORSON WORKS WITH TOWN, SEWER AND WATER ON SIMILAR ACTIVITIES. LOCAL COMPANY WITH VERY USER FRIENDLY PLATFORMS AND INNOVATIVE SOLUTIONS. SYSTEM INTEGRATION CURRENTLY BEING REVIEWED BY KLPD'S IT CONTRACTOR TO ANTICIPATE ANY INTEGRATION ISSUES.**