



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

BOARD OF TRUSTEES BUSINESS MEETING AGENDA
TUESDAY, JANUARY 28, 2025
DISTRICT OFFICES @ 5:00 PM

I. CALL TO ORDER

II. NOVEMBER 2024 & DECEMBER 2024 OPERATING REPORT

III. NOVEMBER 2024 FINANCIAL STATEMENT

Motion: Move to approve the November 2024 financial statements as presented.

IV. NEW EMPLOYEE HANDBOOK REVIEW

V. LETTER OF SUPPORT FOR NOAA GRANT APPLICATION

Motion: Move to approve the KLPD Board of Trustees letter of support for the NOAA Restoring Fish Passage Through Barrier Removal Grant.

VI. OTHER BUSINESS

- a. 2025 Treasurer Reports
- b. Public Utilities Risk Management Association

VII. PUBLIC COMMENT PERIOD OF 15 MINUTES

VIII. DATE OF NEXT REGULAR BOARD MEETING (FEBRUARY 25, 2025)

IX. ADJOURN



Memorandum

DATE: January 28, 2025

TO: KLPD Board of Trustees

FROM: Anna Henderson, General Manager

SUBJECT: November 2024 Operating Report

In accordance with the By-Laws of Kennebunk Light & Power District Article VII, paragraph 2, I submit the following operating report for the preceding month.

1. Customer Service

- a. Preparation for the installation of the new phone system is on-going. Go live date is set for 12/13/2024.

2. Administration

- a. Reviewed NOAA Notice of Funding Opportunity for Restoring Fish Passage through Barrier Removal and discussed with NOAA staff.
- b. General Manager was nominated and elected to serve on NEPPA's Executive Committee.
- c. Met with management of charter school located at 36 Water Street to discuss safety and parking.
- d. Attended NEPPA's Fall Board Meeting in Littleton on November 14th.
- e. Attended APPA's post-election webinar on November 20th.
- f. Filed tariff sheets and summary of public hearing in Docket 2024-00244.

3. Operations

- a. AMI meters installed as of November 2024 at 4,481.
- b. Rearranged two poles associated with GoNetSpeed attachments.
- c. Received Water Street transformer from UTB. SGC performing testing and advising on plan to energize.

- d. Set 45' pole on York Street for project with 25+ housing units.
- e. Bad primary underground on Oakwoods Lane repaired.
- f. Install underground services at Alfred Rd. and Webber Hill Rd.
- g. Relocated pole feeding the Transfer Station.
- h. Relocated and set poles at Public Works facility off Sea Rd.
- i. Assist with Christmas Tree placement in Lower Village.
- j. Install lights on Christmas Trees at Rotary Park and Lower Village.
- k. Install feeds for The Mooring building on York St.
- l. Set 45` pole for 29 York Street.
- m. Energized two new underground services.
- n. Street light repair in multiple locations.
- o. Escorted NOAA staff on site visit to dams.

4. Finance

- a. Submitted insurance applications with Public Utilities Risk Management Association (PURMA).
- b. Submitted insurance applications with Trident through Cole Harrison.
- c. Implemented additional financial controls with Camden for wire transfers.
- d. Continued to support FEMA applications and respond to data requests.
- e. Researched online ACH payment options for customers with Camden.



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In accordance with the By-Laws of Kennebunk Light & Power District Article VII, paragraph 2, I submit the following operating report for the preceding month.

1. Customer Service

- a. New phone system installed on 12/13/2024. Staff did a great job on this project.
- b. Kennebunkport Police Dispatch staffing shortages necessitate subcontracting after-hours service to York County Communications.
- c. Finalized 1st Quarter 2025 newsletter.

2. Administration

- a. Attended NEPPA annual membership meeting in Littleton on 12/5.
- b. Selected Streamworks to support KLPD with grant application.
- c. Employee handbook revisions are on-going.
- d. Proposed legislative language, through Dirigo, to address inadequate cash reserve restrictions on consumer owned electric utilities.
- e. Attended York County EMA class on FEMA Incident Command Structure.
- f. Attended selectboard meeting and gave an update on KLPD three largest projects, fish passage grant, Water Street Substation replacement, and Enterprise Resource Program (ERP) software.

3. Operations

- a. AMI meters installed as of November 2024 is 4,581.
- b. Install primary underground feed and energized Terrace Green project.

- c. Install primary underground feed at Trumans Field and remove old overhead construction.
- d. Set pole and changed out transformer run wire for new home in Arundel.
- e. Underground work at Terrace Green WK.
- f. Restore storm related outage on Smith Lane in Arundel.
- g. Relocate three phase service at Town garage.
- h. Responded and restored three separate outages caused by squirrels.
- i. Run primary underground feeds for The Mooring off of York St.
- j. At the request of the Town, installed deflective shields on four street lights on Fletcher St. and Storer St.
- k. Radio tower was inspected, and interference was noted. Inspection had not been conducted in several years and KLPD's employees noted a deterioration in the signal quality. KLPD is working to relocate equipment that is suspected of causing interference. Replacement radios have been ordered for office staff. Old units are beyond the expected life and not able to be repaired.

4. Finance

- a. Finalized selection of ACH payment provider and established account.
- b. Finalized insurance applications with PURMA.
- c. Preparation for annual financial audit is on-going.

**KENNEBUNK LIGHT & POWER DISTRICT
STATEMENT OF REVENUES AND EXPENSES
November 2024**

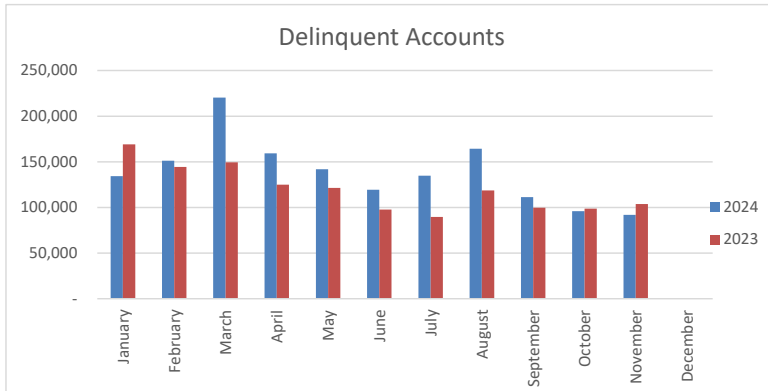
	MONTHLY			YTD			ANNUAL
	November 2024	November 2024	November 2023	2024	2024	2023	2024
Revenue	Actual	Budget	Actual	Actual	Budget	Actual	Budget
Energy revenue	\$ 405,884	\$ 725,000	\$ 591,622	\$ 7,619,071	\$ 7,920,000	\$ 6,752,077	\$ 8,643,894
Energy expense	(570,485)	(725,000)	(750,172)	(6,601,384)	(7,920,000)	(7,784,763)	(8,643,894)
Net energy revenue	(164,602)	-	(158,550)	1,017,687	-	(1,032,686)	-
RNS revenue	138,962	250,000	208,408	2,529,318	2,620,000	2,378,776	2,861,423
RNS expense	(194,096)	(250,000)	(177,775)	(2,523,353)	(2,620,000)	(2,227,079)	(2,861,423)
Net RNS revenue	(55,133)	-	30,633	5,965	-	151,697	-
Transmission revenue	31,816	60,000	48,926	576,920	595,000	544,953	646,651
Transmission expense	-	(60,000)	(25,707)	-	(595,000)	(259,281)	(646,651)
Net transmission revenue	31,816	-	23,219	576,920	-	285,671	-
Net Energy/Transmission Revenue	(187,919)	-	(104,698)	1,600,572	-	(595,318)	-
Delivery revenue	180,870	210,000	179,352	2,237,549	2,150,000	2,277,450	2,330,442
Minimum charge revenue	52,597	53,000	51,957	575,324	578,000	567,751	630,390
Other revenue	15,953	12,000	8,581	269,823	119,500	150,490	130,266
Total Operating Revenue	249,421	275,000	239,889	3,082,695	2,847,500	2,995,690	3,091,098
Expenses							
General Operations	60,263	115,000	81,651	857,784	1,141,000	737,250	1,240,000
Customer Collections	19,505	25,000	20,437	258,829	272,000	244,278	296,677
Administration	111,621	140,000	128,544	1,530,398	1,522,000	1,306,167	1,657,947
Other expense	41,125	45,000	40,388	452,370	447,000	444,265	484,000
Total Operating Expense	232,513	325,000	271,020	3,099,381	3,382,000	2,731,960	3,678,624
Net Operating Gain/(Loss)	16,908	(50,000)	(31,130)	(16,686)	(534,500)	263,730	(587,526)
Total Gain/Loss	\$ (171,011)	\$ (50,000)	\$ (135,829)	\$ 1,583,886	\$ (534,500)	\$ (331,588)	\$ (587,526)

	November 2024	2024 YTD
Photovoltaic Credits	\$ 5,292	\$ 81,623
KLDP electrical usage	\$ 1,907	\$ 18,860

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

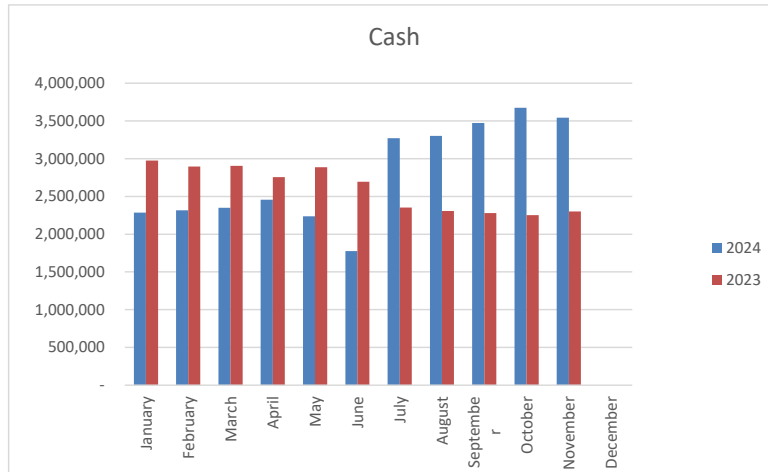
	November 2024	November 2023
Assets		
Cash and short-term investments	3,542,058	2,300,111
Accounts receivable	774,988	1,006,147
Fixed assets and property	13,840,539	11,932,912
Other assets	164,922	883,194
Total assets	18,322,508	16,122,363
Liabilities		
Accounts payable	847,747	1,127,793
Payroll liabilities	45,211	15,296
Long-term liabilities	843,226	1,097,799
Other liabilities	1,053,224	967,257
Total liabilities	2,789,407	3,208,144
Equity		
Surplus	13,949,214	13,245,807
Current year excess revenue	1,583,886	(331,588)
Total equity	15,533,100	12,914,219
Total liabilities & equity	18,322,508	16,122,363

Kennebunk Light & Power District
November 2024

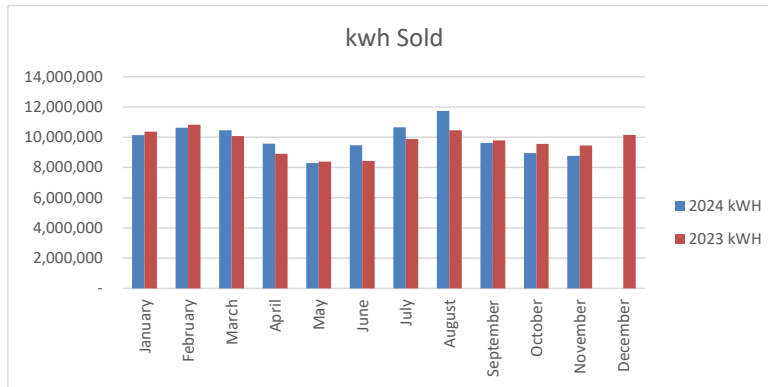


Aging	2024	2023
29 to 60 days	52,147	65,811
61 to 90 days	15,482	10,167
91 days +	24,122	27,708
Total	91,751	103,686

Delinquent accounts as a % of current month's sales:	11.33%	9.60%
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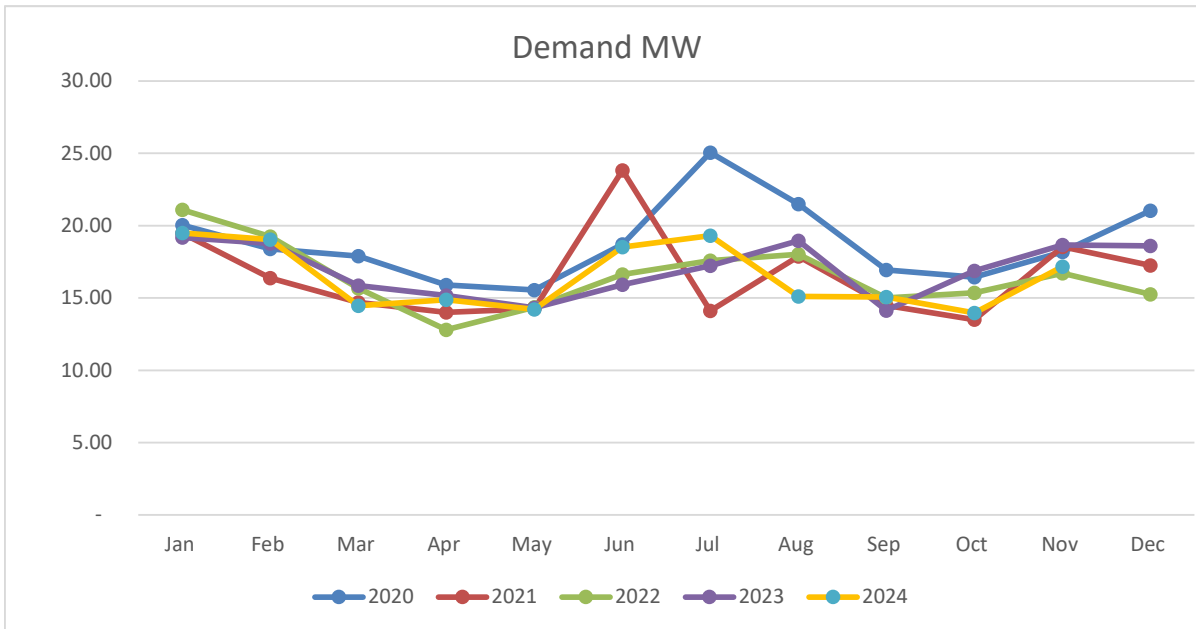
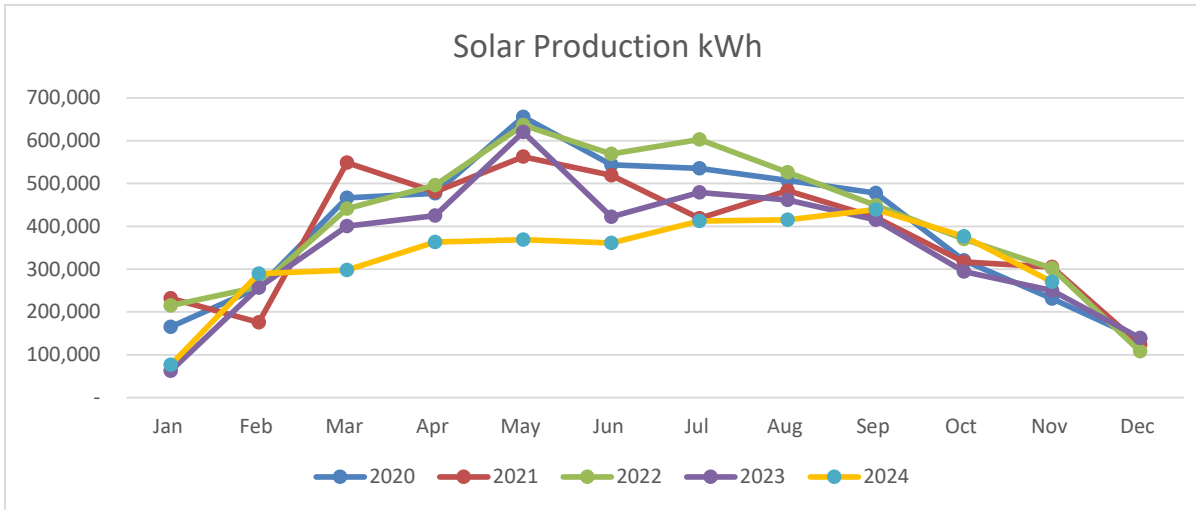


Days of Cash on Hand	
Actual	84



November 2024	8,763,096
November 2023	9,454,131
Variance	(691,035)

Kennebunk Light & Power District
November 2024



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

Revenue	November 2024	YTD 2024	2024 Budget
Electrical Production	\$ -	\$ -	\$ -
Total Revenue	-	-	-
Expenses			
Labor	128	2,138	8,500
Benefits	64	1,069	3,825
Supplies	142	4,047	6,000
Electrical Use	2	45	600
Liability/Property Insurance	625	6,875	7,500
Depreciation	1,343	14,776	16,119
Legal & Professional Fees	1,560	35,651	47,000
Total Expenses	3,865	64,600	89,544
Gain/ (Loss)	\$ (3,865)	\$ (64,600)	\$ (89,544)

KLPD.ORG is inviting you to a scheduled Zoom meeting.

Topic: Board of Trustees

Time: Jan 28, 2025 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86842974652?pwd=P4kJ7G0rw0fCqfBinyhwxQyUg7Ks5u.1>

Meeting ID: 868 4297 4652

Passcode: 707106

Dial by your location

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- +1 312 626 6799 US (Chicago)
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- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)
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- +1 719 359 4580 US
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