



**Kennebunk Light & Power District**  
**4 Factory Pasture Lane**  
**Kennebunk, Maine 04043**  
**(207) 985-3311**  
[www.klpd.org](http://www.klpd.org)

**BOARD OF TRUSTEES BUSINESS MEETING AGENDA**

**TUESDAY, JULY 30, 2024**  
**DISTRICT OFFICES @ 5:00 PM**

- I. CALL TO ORDER
- II. EXECUTIVE SESSION CONSULTATION WITH COUNSEL PURSUANT TO 1 M.R.S. § 405(6)(E) CONCERNING RIGHTS AND DUTIES OF THE DISTRICT PERTAINING TO SURRENDER APPLICATION FOR MOUSAM RIVER DAMS
- III. ELECTION OF OFFICERS (MOTION)
- IV. REVIEW AND APPROVE JUNE 2024 MEETING MINUTES (MOTION)
- V. REVIEW AND APPROVE JUNE 2024 FINANCIAL STATEMENTS (MOTION)
- VI. APPROVE NOTIFICATION OF INTENT TO CHANGE RATES TO BE FILED WITH PUC AND OPA (MOTION)
- VII. OPERATING REPORT
- VIII. EXECUTIVE SESSION PURSUANT TO 1 M.R.S. § 405(6)(A) CONCERNING GENERAL MANAGER EMPLOYMENT CONTRACT
- IX. OTHER BUSINESS
- X. PUBLIC COMMENT PERIOD OF 15 MINUTES
- XI. DATE OF NEXT REGULAR BOARD MEETING (SEPTEMBER 24, 2024)
- XII. ADJOURN

KENNEBUNK LIGHT & POWER DISTRICT  
COUNTY OF YORK  
STATE OF MAINE

- - -

BOARD OF TRUSTEES MEETING MINUTES

- - -

KENNEBUNK LIGHT & POWER DISTRICT  
4 FACTORY PASTURE LANE  
KENNEBUNK, ME 04043  
TUESDAY, JUNE 25, 2024  
5:00 PM

- - -

BOARD MEMBERS:

PRESIDENT: BEVERLY FREUDENREICH - (PRESENT VIA ZOOM)

VICE-PRESIDENT: WAYNE BERRY - (PRESENT)

CLERK: DAVID CLUFF - (PRESENT)

TRUSTEE: CURTIS MILDNER (PRESENT)

TRUSTEE: ROBERT EMMONS (PRESENT)

ALSO PRESENT:

Anna Henderson, General Manager  
Matt Rancourt, Finance Director  
Robert Georgitis, Kennebunk

*(Other individuals may have been present but not identified.)*

**I. Call to Order**

(Thereupon, Clerk Cluff entered the meeting at 5:05 p.m.)

**II. Review and Approve May, 2024 Meeting Minutes (Motion)**

**Motion by** Trustee Mildner to approve the May, 2024 Meeting Minutes with correction noted.

**Seconded by** Vice-President Berry

**Vote:** 5/0

**III. Review and Approve May, 2024 Financial Statements (Motion)**

**Motion by** Vice-President Berry to approve the May, 2024 Financial Statements

**Seconded by** Trustee Cluff

**Vote:** 5/0

**IV. Operating Report**

- a. Resurfaced ROW – Brown Street
  - Land ownership discussed
- b. Water Street Transformer
  - Rigging costs of \$24,000 will be split between KLPD and UTB Transformers
  - Date of shipment is being coordinated with UTB Transformers
  - Mobile transformer search continues
- c. Service Territory Maps
  - Territory maps have been distributed to emergency entities
- d. PUC Filing
  - Review of terms and conditions discussed
  - Tarriff issues discussed
  - Energy Costs discussed
- e. Lineworker Interviews
  - Interviews will be conducted within the next week
  - Grant program offered by the State of Maine discussed
- f. Newsletter
  - Will be distributed with July billings

**V. 2024 Organizational Goals Update**

- a. Financial
  - Rate study is ongoing
- b. Employee Relations
  - Compliance Audit discussed
  - Ergonomic Training to be conducted
  - Employee Handbook changes discussed
- c. Professional Services
  - Working with SGC Engineering to create schedule and best practices for the preventative maintenance program for substations
  - Dam inspections discussed
- d. Infrastructure Investment & Maintenance
  - Metering systems installation schedule discussed
  - Dam removal funding investigation explained
  - Security updates, phone system changes and pole inspections discussed

**VI.** Town of Kennebunk Election Results

- Mr. Robert Georgitis was welcomed to the Board
- Mr. David Cluff was warmly thanked for his 15 years of dedication and service to KLPD
- Mr. Cluff thanked the Board and discussed the changes and accomplishments he has experienced during his tenure

**VII.** Other Business

**VIII.** Public Comment Period of 15 Minutes

**IX.** Date of Next Regular Board Meeting Tuesday, July 30, 2024

**X.** Adjourn

**Motion by** Clerk Cluff

**Motion seconded by** Trustee Emmons

**Vote:** 5/0

(Thereupon, with no further items to discuss, the meeting adjourned at approximately 6:17 p.m.)

Attest: \_\_\_\_\_

David Cluff, Clerk

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

	<b>MONTHLY</b>			<b>YTD</b>			<b>ANNUAL</b>
	June 2024 Actual	June 2024 Budget	June 2023 Actual	2024 Actual	2024 Budget	2023 Actual	2024 Budget
<b>Revenue</b>							
Energy revenue	\$ 699,175	\$ 725,000	\$ 499,656	\$ 4,485,169	\$ 4,165,000	\$ 3,600,072	\$ 8,643,894
Energy expense	(577,082)	(725,000)	(646,305)	(3,640,360)	(4,165,000)	(4,146,245)	(8,643,894)
Net energy revenue	122,093	-	(146,650)	844,809	-	(546,173)	-
RNS revenue	231,531	235,000	176,304	1,483,400	1,385,000	1,268,216	2,861,423
RNS expense	(191,585)	(235,000)	(167,223)	(1,317,570)	(1,385,000)	(1,240,740)	(2,861,423)
Net RNS revenue	39,945	-	9,081	165,830	-	27,475	-
Transmission revenue	53,843	55,000	42,203	334,125	315,000	284,625	646,651
Transmission expense	-	(55,000)	(21,211)	-	(315,000)	(142,723)	(646,651)
Net transmission revenue	53,843	-	20,992	334,125	-	141,902	-
<b>Net Energy/Transmission Revenue</b>	<b>215,881</b>	<b>-</b>	<b>(116,576)</b>	<b>1,344,763</b>	<b>-</b>	<b>(376,795)</b>	<b>-</b>
Delivery revenue	196,731	195,000	183,662	1,219,324	1,150,000	1,243,692	2,330,442
Minimum charge revenue	52,131	52,000	51,918	313,060	315,000	308,528	630,390
Other revenue	21,511	11,000	20,592	99,941	65,500	95,465	130,266
<b>Total Operating Revenue</b>	<b>270,372</b>	<b>258,000</b>	<b>256,171</b>	<b>1,632,325</b>	<b>1,530,500</b>	<b>1,647,685</b>	<b>3,091,098</b>
<b>Expenses</b>							
General Operations	63,175	85,000	38,264	498,153	611,000	370,562	1,240,000
Customer Collections	21,530	21,000	21,333	142,518	147,000	123,696	296,677
Administration	110,432	125,000	111,218	947,027	835,000	711,197	1,657,947
Other expense	41,125	40,500	40,388	246,747	243,000	242,326	484,000
<b>Total Operating Expense</b>	<b>236,262</b>	<b>271,500</b>	<b>211,202</b>	<b>1,834,446</b>	<b>1,836,000</b>	<b>1,447,781</b>	<b>3,678,624</b>
<b>Net Operating Gain/(Loss)</b>	<b>34,110</b>	<b>(13,500)</b>	<b>44,969</b>	<b>(202,122)</b>	<b>(305,500)</b>	<b>199,904</b>	<b>(587,526)</b>
<b>Total Gain/Loss</b>	<b>\$ 249,991</b>	<b>\$ (13,500)</b>	<b>\$ (71,607)</b>	<b>\$ 1,142,641</b>	<b>\$ (305,500)</b>	<b>\$ (176,892)</b>	<b>\$ (587,526)</b>

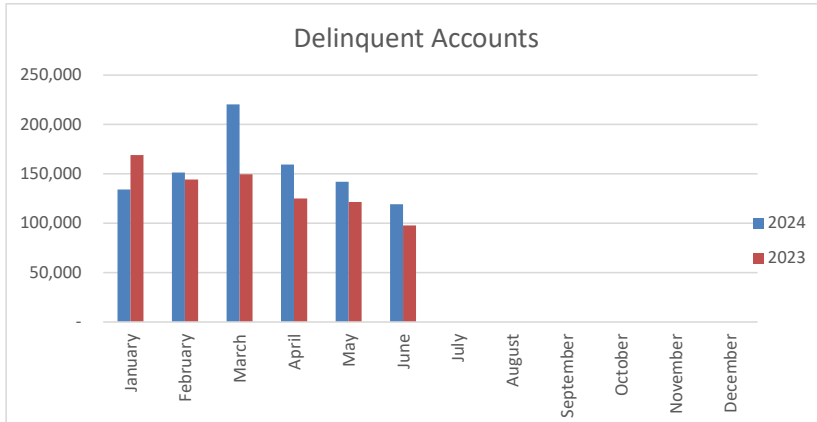
	June 2024	2024 YTD
Photovoltaic Credits	\$ 11,738	\$ 38,571
KLPD electrical usage	\$ 749	\$ 6,249

# KENNEBUNK LIGHT & POWER DISTRICT

## STATEMENT OF FINANCIAL POSITION

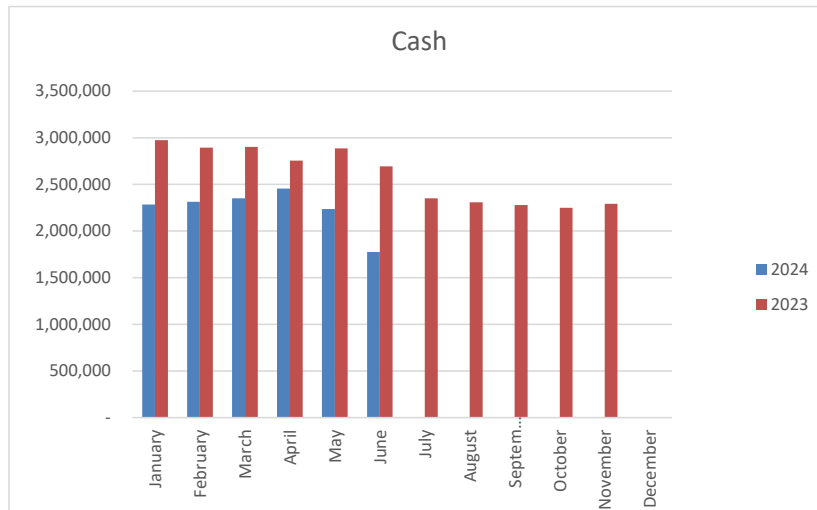
	June 2024	June 2023
<b>Assets</b>		
Cash and short-term investments	1,775,326	2,694,493
Accounts receivable	1,217,312	823,370
Fixed assets and property	13,350,158	11,745,018
Other assets	1,599,959	837,425
<b>Total assets</b>	<b>17,942,755</b>	<b>16,100,306</b>
 <b>Liabilities</b>		
Accounts payable	917,775	983,544
Payroll liabilities	43,017	18,844
Long-term liabilities	1,099,896	1,345,208
Other liabilities	945,595	792,200
<b>Total liabilities</b>	<b>3,006,283</b>	<b>3,139,796</b>
 <b>Equity</b>		
Surplus	13,793,830	13,137,402
Current year excess revenue	1,142,641	(176,892)
<b>Total equity</b>	<b>14,936,471</b>	<b>12,960,511</b>
 <b>Total liabilities &amp; equity</b>	 <b>17,942,755</b>	 <b>16,100,306</b>

Kennebunk Light & Power District  
June 2024

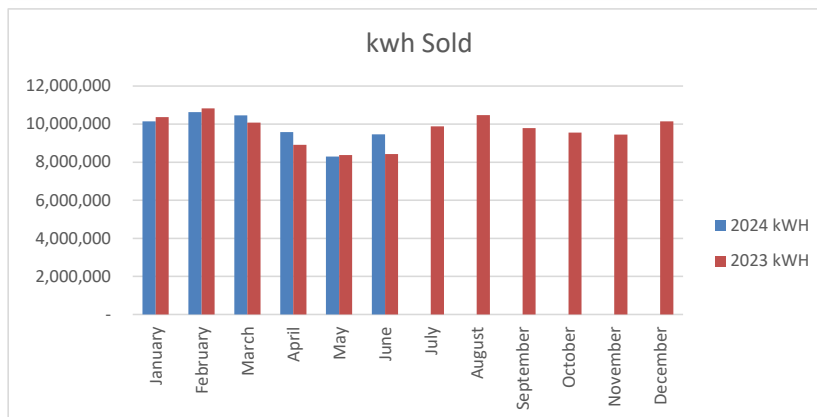


Aging	2024	2023
29 to 60 days	61,960	56,500
61 to 90 days	19,368	15,000
91 days +	38,014	26,225
<b>Total</b>	<b>119,342</b>	<b>97,725</b>

Delinquent accounts as a % of current month's sales:	9.68%	10.25%
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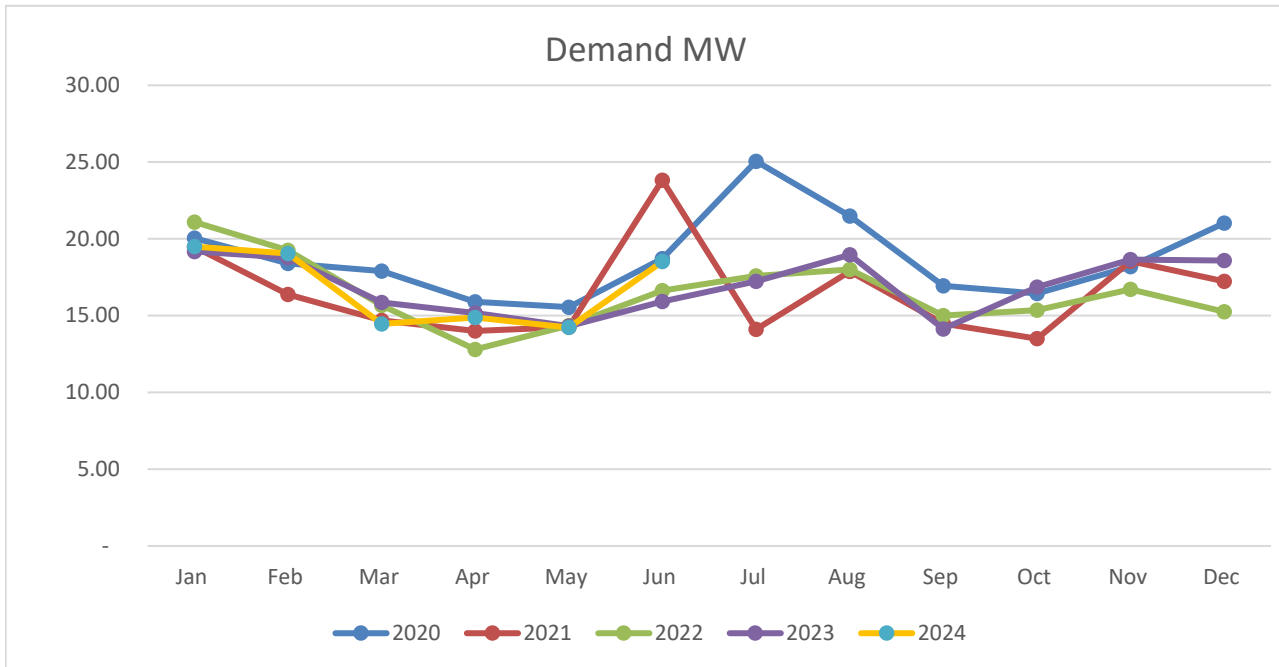
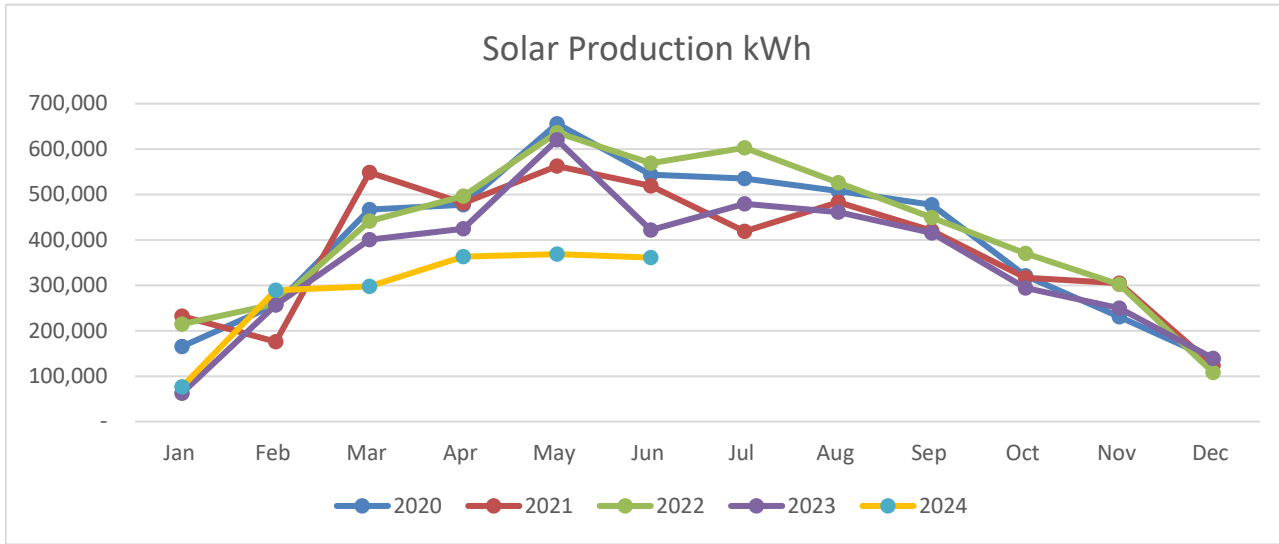


Days of Cash on Hand	
Actual	42



June 2024	9,465,914
June 2023	8,427,299
<b>Variance</b>	<b>1,038,615</b>

Kennebunk Light & Power District  
June 2024





## KENNEBUNK LIGHT & POWER DISTRICT HYDRO STATEMENT OF ACTIVITY

<b>Revenue</b>	June 2024	YTD 2024	2024 Budget
Electrical Production	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenses</b>			
Labor	440	1,058	8,500
Benefits	220	529	3,825
Supplies	152	2,935	6,000
Electrical Use	9	35	600
Liability/Property Insurance	625	3,750	7,500
Depreciation	1,343	8,060	16,119
Legal & Professional Fees	559	5,795	47,000
<b>Total Expenses</b>	<b>3,348</b>	<b>22,161</b>	<b>89,544</b>
<b>Gain/ (Loss)</b>	<b>\$ (3,348)</b>	<b>\$ (22,161)</b>	<b>\$ (89,544)</b>



## Memorandum

DATE: July 19, 2024

TO: KLPD Board of Trustees

FROM: Anna Henderson, General Manager

SUBJECT: July 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. In July KLPD wrote off \$12,884 associated with uncollectible accounts that have been inactive since 2022 (39 accounts with an average balance of \$306.75).
- b. Planning for a new phone system is on-going. The current system is over twenty years old.
- c. KLPD is working with the bank to initiate an armored courier service to transport cash deposits to the bank. This will cost approximately \$3,500 annually.
- d. Staff is reviewing and implementing changes to Chapter 313 of the PUC's rules governing net energy billing. Under the new rule, any unused credits will be monetized and sent to Maine Housing for the LIAP program. Previously, there was no monetary impact to KLPD when the credits expired.
- e. Staff is inputting pole records, currently on paper, into the GIS system.

### 2. Administration

- a. The PUC held a conference regarding KLPD's filing in Docket 2024-00171, where KLPD seeks to correct errors in its tariff rate sheets. Commission staff is considering how to proceed.
- b. Revisions to the Employee Handbook are in progress.
- c. A meeting with Consolidated Communications was held to discuss poles and pole attachments in KLPD's service territory.

- d. NextEra estimated the repairs at its solar facility would be completed in mid-July. A status update has been requested.

### 3. Operations

- a. The Water Street transformer is scheduled to be picked up on July 25<sup>th</sup>.
- b. On July 18<sup>th</sup> the dive contractor visited the dams to assess water levels. Their feedback was not available in time to be included in this report.
- c. KLPD was unable to hire a first class lineworker to fill its vacancy. An offer has been extended to a candidate for an apprentice position. If the offer is accepted, the anticipated start date is August 19<sup>th</sup>.
- d. 3,500 meters have been installed throughout KLPD's system. Meter replacements are limited this summer due to short staffing and competing seasonal projects. It is expected that installations will increase this winter to keep the project on track for completion by 2Q 2025.
- e. KLPD's Meter Technician has done an excellent job configuring and repairing the hardware and systems needed to support the new meter system. Evaluation of inventory needs for non-meter parts (e.g. gateways and modems) is on-going.
- f. On Wyndegate Dr., KLPD crews replaced five 35' poles with 40' poles to address clearance issues and damage from spring storm.
- g. Staff are working on cleaning up and building out KLPD's GIS data. KLPD will develop processes to ensure the accuracy of the data in a dynamic system.

### 4. Finance

- a. Staff attended a recovery and scoping meeting with FEMA representatives for the April 4, 2024 storm costs.
- b. Work on the rate study is ongoing and expected to be presented to the Trustees for consideration at the September 24<sup>th</sup> board meeting. The public hearing is expected to be held on or around October 29<sup>th</sup>. January 1, 2025, is the proposed effective date for the new rates.
- c. KLPD plans to present the budget to the Trustees for consideration at the November 26<sup>th</sup> meeting.
- d. Effective September 1<sup>st</sup>, KLPD will adjust its variable rates for purchased power and transmission costs in accordance with