



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

BOARD OF TRUSTEES BUSINESS MEETING AGENDA
MONDAY OCTOBER 30 2023
DISTRICT OFFICES @ 5:00 PM

- I. CALL TO ORDER
- II. REVIEW AND APPROVE SEPTEMBER 2023 FINANCIAL STATEMENTS (MOTION)
- III. REVIEW PROPOSED REMOTE MEETING POLICY
- IV. OPERATIONS REPORT
- V. PUBLIC COMMENT PERIOD OF 15 MINUTES
- VI. DATE OF NEXT REGULAR BOARD MEETING IS NOVEMBER 28, 2023.
- VII. ADJOURN

**KENNEBUNK LIGHT & POWER DISTRICT
STATEMENT OF REVENUES AND EXPENSES
September 2023**

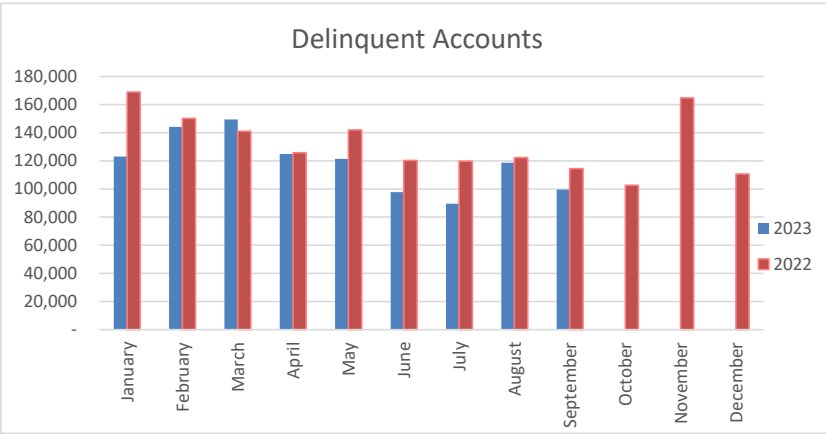
| | MONTHLY | | | YTD | | | ANNUAL |
|--|--------------------------|--------------------------|--------------------------|---------------------|-------------------|-------------------|-------------------|
| | September 2023 Actual | September 2023 Budget | September 2022 Actual | 2023 Actual | 2023 Budget | 2022 Actual | 2023 Budget |
| Revenue | | | | | | | |
| Energy revenue | \$ 684,708 | \$ 630,555 | \$ 602,438 | \$ 5,505,810 | \$ 5,456,505 | \$ 5,132,665 | \$ 7,264,894 |
| Energy expense | (681,999) | (630,555) | (506,838) | (6,393,098) | (5,456,505) | (5,528,538) | (7,264,894) |
| Net energy revenue | 2,709 | - | 95,600 | (887,288) | - | (395,873) | - |
| RNS revenue | 241,316 | 217,055 | 216,012 | 1,939,694 | 1,924,780 | 1,848,009 | 2,563,653 |
| RNS expense | (196,434) | (217,055) | (222,697) | (1,830,609) | (1,924,780) | (1,798,754) | (2,563,653) |
| Net RNS revenue | 44,883 | - | (6,685) | 109,085 | - | 49,255 | - |
| Transmission revenue | 55,829 | 49,800 | 49,000 | 441,559 | 440,746 | 419,965 | 576,560 |
| Transmission expense | (21,683) | (49,800) | (36,422) | (210,951) | (440,746) | (342,710) | (576,560) |
| Net transmission revenue | 34,146 | - | 12,578 | 230,609 | - | 77,255 | - |
| Net Energy/Transmission Revenue | 81,738 | - | 101,494 | (547,594) | - | (269,363) | - |
| Delivery revenue | 212,779 | 210,851 | 206,250 | 1,898,351 | 1,904,896 | 1,884,910 | 2,536,022 |
| Minimum charge revenue | 51,817 | 52,400 | 51,201 | 463,950 | 465,690 | 458,726 | 619,914 |
| Other revenue | 14,486 | 9,500 | 8,601 | 134,411 | 81,926 | 119,334 | 108,848 |
| Total Operating Revenue | 279,082 | 272,751 | 266,052 | 2,496,712 | 2,452,512 | 2,462,970 | 3,264,784 |
| Expenses | | | | | | | |
| General Operations | 90,731 | 67,008 | 156,575 | 583,170 | 641,957 | 573,345 | 840,000 |
| Customer Collections | 27,991 | 21,478 | 18,724 | 197,244 | 195,271 | 181,921 | 256,677 |
| Administration | 117,491 | 124,588 | 91,069 | 1,042,746 | 1,061,901 | 930,592 | 1,418,253 |
| Other expense | 40,388 | 38,777 | 39,279 | 363,489 | 350,086 | 350,487 | 430,208 |
| Total Operating Expense | 276,601 | 251,851 | 305,647 | 2,186,649 | 2,249,215 | 2,036,345 | 2,945,138 |
| Net Operating Gain/(Loss) | 2,481 | 20,900 | (39,596) | 310,063 | 203,297 | 426,625 | 319,646 |
| Total Gain/Loss | \$ 84,219 | \$ 20,900 | \$ 61,898 | \$ (237,531) | \$ 203,297 | \$ 157,262 | \$ 319,646 |

| | September 2023 | 2023 YTD |
|-----------------------|----------------|-----------|
| Photovoltaic Credits | \$ 8,427 | \$ 55,593 |
| KLPD electrical usage | \$ 935 | \$ 17,000 |

KENNEBUNK LIGHT & POWER DISTRICT
STATEMENT OF FINANCIAL POSITION

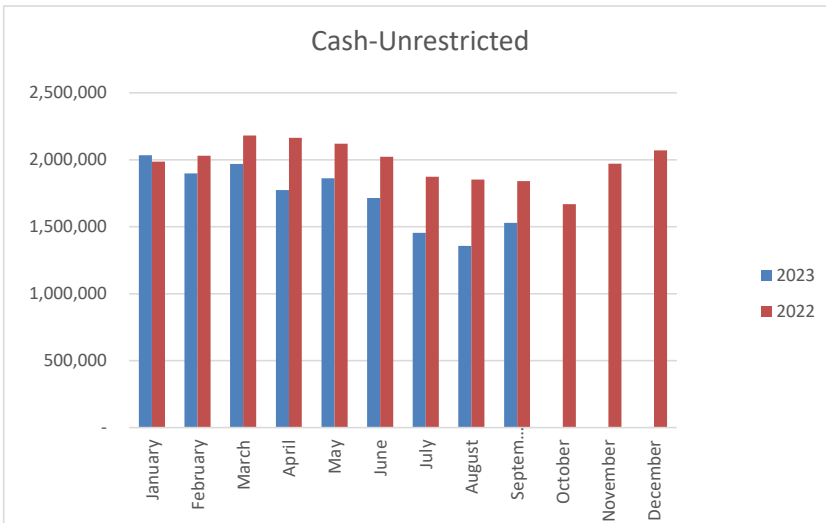
| | September 2023 | September 2022 |
|---------------------------------------|-------------------|-------------------|
| Assets | | |
| Cash and short-term investments | 2,278,278 | 3,032,602 |
| Accounts receivable | 1,057,739 | 888,688 |
| Fixed assets and property | 11,805,643 | 11,068,867 |
| Other assets | 945,924 | 563,729 |
| Total assets | 16,087,584 | 15,553,886 |
| Liabilities | | |
| Accounts payable | 1,195,804 | 1,070,309 |
| Payroll liabilities | 17,715 | 17,216 |
| Long-term liabilities | 1,087,563 | 1,329,323 |
| Other liabilities | 873,960.33 | 239,968 |
| Total liabilities | 3,175,042 | 2,656,816 |
| Equity | | |
| Surplus | 13,150,073 | 12,739,809 |
| Current year excess revenue | (237,531) | 157,262 |
| Total equity | 12,912,542 | 12,897,070 |
| Total liabilities & equity | 16,087,584 | 15,553,886 |

Kennebunk Light & Power District
September 2023



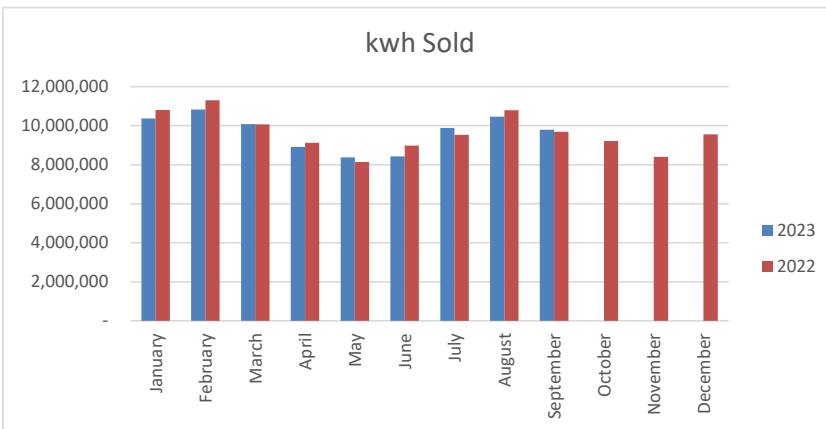
| Aging | 2023 | 2022 |
|---------------|---------------|----------------|
| 29 to 60 days | 63,929 | 67,598 |
| 61 to 90 days | 8,538 | 8,837 |
| 91 days + | 27,180 | 38,143 |
| Total | 99,647 | 114,578 |

| | | |
|--|-------|--------|
| Delinquent accounts as a % of current month's sales: | 7.90% | 10.11% |
|--|-------|--------|



| Days of Cash on Hand | |
|----------------------|-----|
| Required | 90 |
| Actual | 43 |
| Variance | -47 |

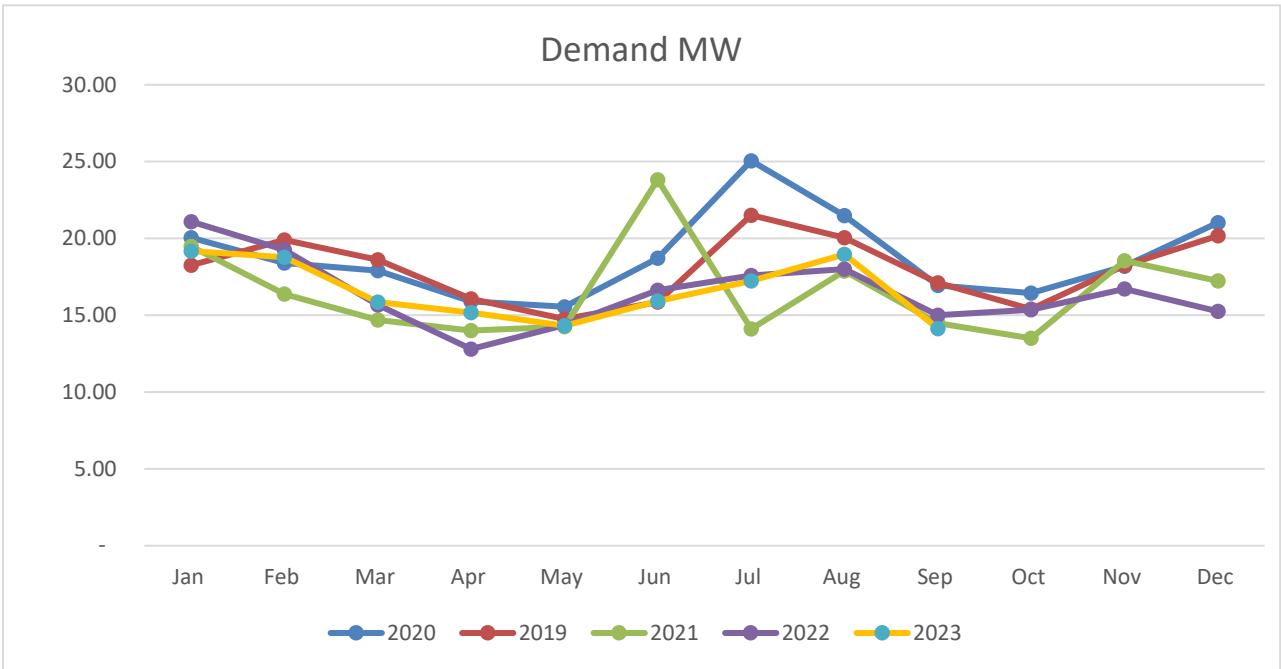
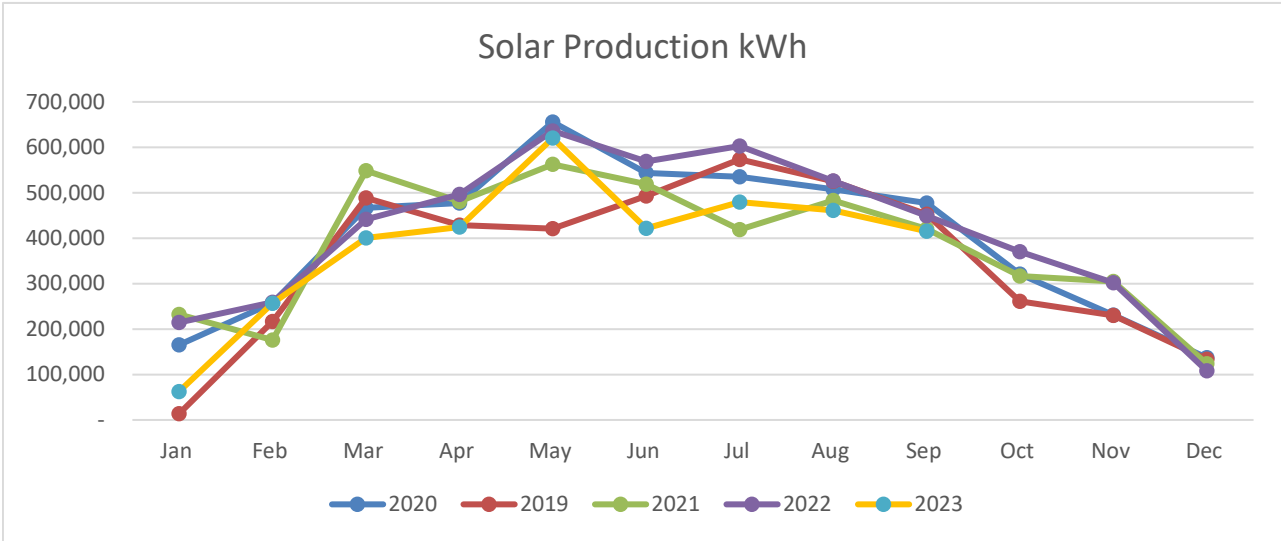
| | |
|--------------------------|---------------------|
| Cash required: | \$ 3,200,000 |
| Cash unrestricted | \$ 1,528,844 |
| Cash-deposits | \$ 106,563 |
| Cash-capital | \$ 471,685 |
| Cash-Efficiency ME | \$ 171,186 |
| Cash-Total | \$ 2,278,278 |
| Variance | \$ (1,671,156) |



| | |
|----------------|-----------|
| September 2023 | 9,792,946 |
| September 2022 | 9,683,235 |
| Variance | 109,711 |

Variance % 1.13%

Kennebunk Light & Power District
September 2023



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

| Revenue | September 2023 | YTD 2023 | 2023 Budget |
|------------------------------|--------------------|--------------------|--------------------|
| Electrical Production | \$ - | \$ - | \$ - |
| Total Revenue | - | - | - |
| | | | |
| Expenses | | | |
| Labor | 11 | 906 | 5,800 |
| Benefits | 6 | 471 | 2,610 |
| Supplies | 155 | 4,018 | 6,000 |
| Electrical Use | 31 | 340 | 600 |
| Liability/Property Insurance | 600 | 5,400 | 7,200 |
| Depreciation | 1,250 | 11,250 | 16,119 |
| Legal & Professional Fees | 8,953 | 8,953 | 30,000 |
| Total Expenses | 11,006 | 31,338 | 68,329 |
| | | | |
| Gain/ (Loss) | \$ (11,006) | \$ (31,338) | \$ (68,329) |

KENNEBUNK LIGHT & POWER DISTRICT
BOARD OF TRUSTEES
REMOTE MEETING POLICY

- I. Purpose:** In accordance with 1 M.R.S. § 403-B, it is the policy of the Board of Trustees of the Kennebunk Light & Power District (“Board”) to allow Board members to participate remotely using synchronous telephonic or video technology allowing simultaneous reception and exchange of information pursuant to this policy. This Policy sets forth the conditions upon which the Board may conduct a remote meeting, as that term is defined in this Policy. In addition, this Policy sets forth how and under what circumstances individual members of the Board (and members of the public) may participate when the Chair elects to hold a remote meeting of the Board.
- II. Definitions:**
- a. “Public meeting” means a “public proceeding,” as that term is defined in 1 M.R.S. § 402(2), as may be amended.
 - b. “Remote means” means “remote methods” as that term is defined in 1 M.R.S. § 403-B(1), as may be amended. For purposes of this Policy, “remote means” may include, but is not necessarily limited to: telephonic or video technology including, but not limited to, Zoom, Go-To-Meeting, Skype, Microsoft Teams, Google Meet, or other similar platforms that allow for “screen-sharing” functionality. Remote means does not include text-only means such as e-mail, text messages, or chat functions.
 - c. “Remote meeting” means a public proceeding, as defined in 1 M.R.S. § 402(2), as may be amended, attended remotely by all Board members or attended in person by some Board members as well as attended remotely by one or more Board members in accordance with 1 M.R.S. § 403-B.
- III. Remote Meetings of Kennebunk Light & Power District Board:** The Board shall conduct its public meetings in person unless the Chair (or in his/her absence, the Vice Chair), in consultation with the General Manager, determines that a public meeting should be conducted by remote means in accordance with 1 M.R.S. § 403-B. The determination that a public meeting will be conducted by remote means will be made as soon as practicable, but in no event less than 7 days before a scheduled public meeting. Notice of a remote meeting shall be provided in accordance with 1 M.R.S. §§ 403-B(2)(E) and 406, as may be amended, and this Policy.
- IV. Remote Participation by Board Members:** Members of the Board are expected to be physically present for all public meetings except when the Chair elects to hold remote meetings in accordance with Section III of this policy. Remote meetings may be held for all Board members participating remotely or when one or more Board members (but less than all) participate remotely. Members who may be unable to attend scheduled meetings in person shall notify the Chair (or in his/her absence, the Vice Chair), as well as the General Manager, of the existence of such circumstances as far in advance as is possible, but in no event less than 10 days before a scheduled public meeting.

- V. **Public Notice of Remote Meeting or Remote Participation:** When the Chair elects to conduct a public meeting by remote means in order to allow one or all of the Board members to participate remotely, the following shall occur:
- a. Notice of the public meetings to be held remotely shall be provided in a manner that provides ample time to allow public attendance. Such notice shall be disseminated in a manner that is reasonably calculated to notify the general public of the time, date, location, and method to be used to conduct the meeting. Such notice of public meetings to be held remotely shall provide information regarding how members of the public may attend the public meeting remotely and shall provide the physical location where members of the public may appear in person if fewer than all board members are participating in a remote meeting. Remote participation by members of the public shall not be required when all Board members are attending public meetings in person.
 - b. Members of the public shall be provided with a reasonable opportunity to monitor and participate in the public meetings held by remote means, which shall at a minimum include an effective means of communication between such members of the public and the Board. Reasonable accommodations may be provided by the Board when necessary to provide access to individuals with disabilities.
 - c. The Board will make all documents and other materials to be considered by the Board at a remote meeting available, electronically or otherwise, to the public who attend by remote methods to the same extent customarily available to members of the public who attend the proceedings of the public body in person, as long as additional costs are not incurred by the public body. Such access to documents shall be accomplished by: (i) posting all documents and materials to be considered by the Board on KLPD's website at least one (1) business day prior to the meeting; or (ii) enabling the "screen-sharing" function of the remote means utilized for the meeting in such a way that members of the public are able to view all relevant documents and materials while the Board is reviewing and discussing the same.
- VI. **Quorum:** A member of the Board who participates in a meeting by remote means is considered present for purposes of determining the presence of a quorum and voting.
- VII. **Roll Call Vote Required:** All votes taken during a remote meeting being conducted consistent with Section III of this Policy or where one or more members of the Board are participating remotely must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by all members of the Board and the public.

- VIII. **Disruptions and Adjournment:** If during the conduct of a meeting in which one or all Board members are participating by remote means the meeting is interrupted through disruptions or glitches in the technology that prevent consistent and regular audio-visual communications between a quorum of Board members, the meeting shall be recessed to allow the Board to restore such communications. If the interruption cannot be resolved, then the Chair shall adjourn the meeting and any unresolved items of business shall be noticed and scheduled for a future meeting.
- IX. **Executive Sessions:** To preserve the executive session privilege of any portion of a public meeting closed to the public, the Chair should confirm with each Board attendee that no unauthorized person is present, capable of monitoring, nor has access to any executive session being conducted via remote means. The Board shall not record any audio or visual content of an executive session.
- X. **Amendment; Severability; Effective Date:** This Policy may be amended as needed by a majority vote of the Board. The provisions of this Policy are severable, and if any provision shall be declared to be invalid or void, the remaining provisions shall not be affected and shall remain in full force and effect. This Policy shall take effect immediately upon adoption by the Board.

DRAFT

Kennebunk Light and Power District is inviting you to a scheduled Zoom meeting.

Topic: Kennebunk Light and Power District Board of Trustees Meeting

Time: Oct 30, 2023 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84440684640?pwd=emZ2WXF1N3o2eU1YSjMzdmJOZFhkdz09>

Meeting ID: 844 4068 4640

Passcode: 880314

One tap mobile

+13017158592,,84440684640#,,,,*880314# US (Washington DC)

+13052241968,,84440684640#,,,,*880314# US

Dial by your location

- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US