

LANE-SCOTT ELECTRIC ENERGY SALES STATISTICS FOR NOVEMBER 2024

CLASS OF SERVICE	NO. RECEIVING SERVICE		kWh SOLD		AMOUNT BILLED		Y.T.D AVERAGE		SALE PRICE PER kWh Y.T.D.
	Y.T.D. AVG.	THIS MONTH	THIS MONTH	Y.T.D.	THIS MONTH	Y.T.D.	kWh USED	AMOUNT	
Residential Sales	2,217	2,215	1,525,457	21,659,658	\$199,451	\$2,813,604	888	\$115.36	12.99
Residential Sales-Seasonal	37	36	6,532	90,067	\$1,685	\$20,711			
Irrigation Sales	337	337	125,479	8,502,983	\$9,875	\$757,467			
Irrigation Horsepower Charges	0	0	0	0	\$0	\$311,240			
Small Commercial	1,828	1,820	3,893,278	43,000,771	\$411,971	\$4,882,920	2,138	\$242.83	11.36
Large Commercial	174	180	3,000,312	30,918,043	\$325,713	\$3,596,056	16,171	\$1,880.78	11.63
Public Street Lighting	12	12	31,562	348,380	\$5,157	\$57,503			
Public Building Sales	47	47	25,670	373,101	\$4,316	\$57,788			
Non-Domestic	1,062	1,060	141,604	1,892,512	\$38,640	\$461,003			
City of Dighton	1	1	631,200	8,309,272	\$39,333	\$635,420	755,388	\$57,765.42	7.65
Idle Services on rate 90	13	12	0	0	\$378	\$4,410			
Large Industrial	3	3	3,381,970	37,328,000	\$220,146	\$3,030,243	1,131,152	\$91,825.54	8.12
Total Energy Sales	5,731	5,723	12,763,064	152,422,787	\$1,256,287	\$16,623,954			10.91
Other Electric Revenue					\$79,450	\$634,537			
Total					\$1,335,737	\$17,258,491			

SUBSTATION DATA

Substation	(NCP)KW	kWh Purchased	Cost Per kWh	kWh Sold	Line Loss	Load Factor-P	Load Factor-S
Beeler-Sub 3	7,016	4,034,261		3,383,233	16.14%	77.29%	64.81%
Dighton-Sub 1 - 7200 West & North	1,848	976,432		935,069	4.24%	71.02%	68.01%
Dighton-Sub 2 - 14400 South	4,839	2,606,015		2,594,736	0.43%	72.38%	72.07%
Manning-Sub 4	5,221	2,661,101		2,629,329	1.19%	68.51%	67.69%
LS Seaboard-Sub 5	245	123,849		121,385	1.99%	67.94%	66.59%
Twin Springs Lo 7.6-Sub 7	318	73,488		70,304	4.33%	31.06%	29.72%
Twin Springs Hi 14.1-Sub 8	208	106,307		97,158	8.61%	68.70%	62.78%
City of Dighton	1,337	536,088	5.2700	544,612	-1.59%	53.89%	54.75%
City of Dighton - WAPA	152	86,588	3.5200	86,588	0.00%	76.57%	76.57%
Alexander 115	1,656	779,270		819,407	-5.15%	63.25%	66.51%
Ness City 115	3,693	1,626,437		1,481,243	8.93%	59.19%	53.91%
Total	26,533	13,609,836		12,763,064	6.22%	68.94%	64.65%

RUS/CFC LOAN FUND TRANSACTIONS

MISC.

OTHER STATISTICS

						Y.T.D	M.T.D.
Gross Obligation to RUS	\$ 54,111,889	General Fund Balance	(\$135,401)	Miles Energized		2040.39	
Pymts Applied Against Principal	\$ 22,782,633	MMDA Investments	\$803,265	Density		2.80	
Net Obligation to RUS	\$ 31,329,256	Cash Available at Month End	\$667,864	kWh Purchased		161,764,873	13,609,836
CFC Line of Credit	\$ -			kWh Sold (Inc. Office Use)		152,495,709	12,770,660
CoBank Line of Credit	\$ -	CFC Investments - CP, SN, MTN	\$6,453,813	Percent of Line Loss		5.73%	6.17%
CFC Note #9004-RUS refinance	\$ 4,321,142	CFC CTC's	\$221,958	Idle Services		337	
				Oper. Revenue Per kWh Sold		11.32	
				Expense Per kWh Sold		10.80	9.90
				Income Per Mile			654.65
				Expense Per Mile			619.85

ACCOUNT AGING

	Current	30-89 Days	90 Plus
Irrigation Accounts Receivable	(\$15,521)		
Electric Accounts Receivable	\$1,095,667	\$10,179	\$29,754
Retail Accounts Receivable	\$24,406	\$3,930	\$2,165

2024-Line 25 - Non-Operating Margins

		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL	
Rev.-Electrician & Mat.	415.1	\$54,874.81	\$41,400.49	\$39,743.41	\$53,053.84	\$84,047.78	\$51,503.01	\$68,549.92	\$31,581.80	\$56,154.09	\$23,550.91	\$26,918.38		\$531,378.44	415.1
Exp.-Electrician & Mat.	416.1	\$52,074.86	\$41,231.46	\$37,175.06	\$53,352.19	\$69,454.88	\$44,166.89	\$58,736.38	\$30,840.49	\$46,699.24	\$23,596.83	\$26,694.31		\$484,022.59	416.1/1.11
		\$2,799.95	\$169.03	\$2,568.35	(\$298.35)	\$14,592.90	\$7,336.12	\$9,813.54	\$741.31	\$9,454.85	(\$45.92)	\$224.07	\$0.00	\$47,355.85	
Rev.-Appliance Repair	415.2	\$30.06	\$0.00	\$41.44	\$7.01	\$0.00	\$149.91	\$220.97	\$189.85	\$37.16	\$11.67	\$27.85		\$715.92	415.2
Exp.-Appliance Repair	416.2	\$557.45	\$5,393.73	\$69.06	(\$0.94)	\$0.00	\$100.44	\$160.45	(\$160.06)	\$24.91	\$7.01	\$16.71		\$6,168.76	416.2/1.21
		(\$527.39)	(\$5,393.73)	(\$27.62)	\$7.95	\$0.00	\$49.47	\$60.52	\$349.91	\$12.25	\$4.66	\$11.14	\$0.00	(\$5,452.84)	
Rev.-Member Damages	415.3	\$0.00	\$0.00	\$0.00	\$0.00	\$1,799.33	\$0.00	\$0.00	\$6,179.69	\$0.00	\$0.00	\$0.00		\$7,979.02	415.3
Exp.-Member Damages	416.3	\$0.00	\$0.00	\$0.00	\$0.00	\$2,412.55	\$0.00	\$0.00	\$5,113.12	\$0.00	\$0.00	\$0.00		\$7,525.67	416.3
		\$0.00	\$0.00	\$0.00	\$0.00	(\$613.22)	\$0.00	\$0.00	\$1,066.57	\$0.00	\$0.00	\$0.00	\$0.00	\$453.35	
Generac Warranty Parts & Labor	416.4	\$0.00	\$444.06	\$0.00	\$336.98	\$0.00	\$0.00	\$0.00	\$211.04	\$323.15	\$524.93	\$0.00		\$1,840.16	416.4
Finance Charges	415.5	\$67.28	\$38.37	\$72.84	\$69.99	\$55.91	\$60.63	\$79.80	\$140.61	\$98.77	\$87.74	\$94.64		\$866.58	415.5
MARGIN-Retail		\$2,339.84	(\$4,742.27)	\$2,613.57	\$116.57	\$14,035.59	\$7,446.22	\$9,953.86	\$2,509.44	\$9,889.02	\$571.41	\$329.85	\$0.00	\$45,063.10	
Misc. Income	421.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,705.78	\$0.00		\$3,705.78	421.0
Gain on Disposal	421.1	\$627.01	\$259.00	\$0.00	\$0.00	\$66,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$67,386.01	421.1
Loss on Disposal	421.2	(\$1,316.76)	\$0.00	\$0.00	\$0.00	(\$22,788.26)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		(\$24,105.02)	421.2
NET NON-OP MARGIN		\$1,650.09	(\$4,483.27)	\$2,613.57	\$116.57	\$57,747.33	\$7,446.22	\$9,953.86	\$2,509.44	\$9,889.02	\$4,277.19	\$329.85	\$0.00	\$92,049.87	

	Current Month				YTD Total			
	Billed Hours	Unbilled Hours	Hourly Rate	Total Unbilled Rev	Billed Hours	Unbilled Hours	Hourly Rate	Total Unbilled Rev
Kalo	0	0	\$ 85.00	\$ -	0	0	\$ 85.00	\$ -
Michael	140	14	\$ 85.00	\$ 1,190.00	1578.5	352	\$ 85.00	\$ 29,920.00
Mark	0	0	\$ 85.00	\$ -	0	0	\$ 85.00	\$ -
	140	14		\$ 1,190.00	1578.5	352		\$ 29,920.00

90.91%

81.77%

2024

Maintenance Inspection Log - to be completed monthly and copy submitted to Richard before the monthly Board meeting.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1 Overhead lines												
<i>number/miles</i>	8,113	3,886	2,929	3,733	5,060	7,457	6,105	4,516	4,807	2,952	3,733	
<i>cost</i>	\$95,752.00	\$40,125.00	\$30,254.00	\$31,561.00	\$39,791.00	\$51,235.00	\$57,237.00	\$33,617.26	\$44,527.00	\$23,764.00	\$46,158.00	
2 Underground lines												
<i>number/miles</i>	250	173	145	625	210	420	215	284	260	210	110	
<i>cost</i>	\$4,262.00	\$3,037.00	\$2,264.00	\$2,304.00	\$1,975.00	\$3,083.00	2914	\$3,221.00	\$2,438.00	\$3,109.00	\$1,519.00	
3 Poles												
<i>number inspected</i>	0	0	0	0	0	0	0	0	564	2662	0	
<i>cost</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,691.94	\$42,913.64	\$0.00	
4 Right-of-way												
<i>miles inspected</i>	0	370	10	840	35	25	60	418	160	49	25	
<i>cost</i>	\$0.00	\$4,049.00	523.00	\$2,224.00	\$862.00	\$262.67	\$623.00	\$1,445.00	\$1,417.00	\$960.00	\$284.00	
5 Substations												
<i>number inspected</i>	15	15	15	15	15	15	15	15	15	15	15	15
<i>which ones?</i>	All	All	All	All	All	All	All	All	All	All	All	All
<i>cost</i>	\$6,082.00	\$9,024.00	\$7,980.00	\$4,006.00	\$4,750.00	\$3,429.00	\$2,010.00	\$4,803.00	\$1,783.00	\$4,439.00	\$4,814.00	
6 DG Interconnections												
<i>number inspected</i>	16	4	2	3	0	3	4	6	8	4	4	
<i>cost</i>	\$935.79	\$163.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
7 CT:PT Metering												
<i>number inspected</i>	0	All	All	0	0	0	0	0	0	0	0	
<i>cost</i>	\$0.00	\$14,422.00	\$9,892.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
8 Line Clearances												
<i>miles inspected</i>	0	0	364	498	1292	1120	407	1166	655	1010	366	
<i>cost</i>	\$0.00	\$0.00	\$2,176.00	\$5,075.00	\$10,290.00	\$9,166.00	\$5,068.00	\$8,751.00	\$7,695.00	\$15,868.00	\$3,885.00	

Operations Report November 2024

- **Maintenance**

Refused transformers and side taps.
Worked locate tickets system wide.
Fixed lights system wide.
Fixed bad connections at Maria Gonzalezs' in Alexander.
Fixed broken jumpers at Carol Roberts' and Deb Lawerences'.
Changed out bad breakers at Larry Scotts'.
Changed out bad meters.
Replaced broken cutout on Glen Eitels' irrigation connect.
Upsized secondary at Tim Funks'.
Changed out meter loops at Ken Dirks', K2 Farms, and Tim Joyces'.
Opened connect for R&B Electric to replace disconnect switch and underground.
Trimmed trees at Weisenberger Farms.
Retired connect for Brenner Brothers Farm water well.
Tightened guy wires on the York 3-phase.
Fixed burn down on the south Laird 3-phase.
Measured line clearances on Hwy 23 for over size load coming through.
Formal line patrol.
Replaced broken anchor at Brookover Feeders.
Monthly sub inspections.

- **New Connects**

Built new single-phase connect for Whitetail Crude Dinges lease.
Built new 3-phase connect for Weskan Grain construction site.

- **Pole Change Outs**

Changed out 9, single-phase poles in northern Scott Co.
Changed out 6, single-phase poles on the Dearden tap.
Changed out 1, 3-phase junction pole in Bazine.
Changed out 2, single-phase poles north of Healy.
Changed out 1, 3-phase pole at Brookover Feeders.
Changed out 3, single-phase poles for clearance improvements in Hodgeman Co.

- **Engineering**

Spotted and built staking sheets on red tagged poles.
Met with Landis & Gyr about meter upgrade options.
Filed easements in Ness Co.
Worked on material sheets for FEMA DR 4824 project.
Worked on communication issues with collectors.
Worked on meters in Command Center.
Installation of antenna at the Twin Springs tower is completed. Mobile radio will be installing the repeater next month.

Mapped some secondary changes along with copperweld replacement in Ransom.
Worked on switching and back feed procedures.
Worked on pricing for Weskan Grain underground and pad mount transformer.

- **Other**

In house safety meeting.
Worked on trucks and cleaned shop.
Safety demonstrations in Dighton and Ness City.

Substation NCP and CP from Sunflower Determinants

NCP KW			2024												NCP % capacity (kW/kVa)
Substation	Recorder ID	Substation capacity (kVa)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Beeler	SF02 BEELER	28000	6,246	6,547	6,843	7,701	6,942	7,121	7,440	7,287	6,052	6,724	7,016		27.5%
Dighton 14400	SF02 DIGH14400	28000	8,179	7,339	6,525	6,069	4,927	5,754	6,014	5,521	4,275	4,414	5,266		29.2%
Dighton 7200	SF02 DIGH7200	22400	2,584	2,351	2,445	3,037	3,005	4,577	4,720	4,278	2,909	3,026	2,758		21.1%
Manning	SF02 MANNING	25000	4,696	4,777	4,583	5,799	5,543	6,790	7,150	7,116	5,084	5,473	5,221		28.6%
Manning B	SF02 MANNINGB	7500	-	-	-	-	-	-	-	-	-	-	-		0.0%
LS Seaboard	SF02 SEABOARD	billing	281	241	258	215	197	217	227	221	175	166	245		
Twin Springs 14000	SF02 TSPRGS14	11300	345	228	234	216	249	355	352	324	236	205	208		3.1%
Twin Springs 7200	SF02 TSPRGS72	11300	151	155	200	261	282	340	360	335	219	217	318		3.2%
Dighton WAPA	SFWP DIGHTON	billing	156	133	136	155	154	185	218	176	136	146	152		
Dighton - West	SF02 DIGHTCTYW	1500	461	502	364	417	505	911	936	903	637	495	475		62.4%
Dighton - North	SF02 DIGHTCTYN	1500	539	396	419	428	472	730	775	820	579	167	435		54.7%
Dighton - South	SF02 DIGHTCTYS	1500	618	417	415	509	634	1,083	1,205	1,070	740	532	427		80.3%
City of Dighton	SFS2 DIGHCTY	billing	1,367	968	969	1,184	1,349	2,553	2,713	2,619	1,859	1,377	1,136		
Alexander 115 Sub	MK02 ALEXAN	20000	3,206	3,395	3,452	1,211	1,412	2,408	4,541	2,101	1,822	1,386	1,656		22.7%
Ness City 115 Sub	MK02 NESS115	20000	3,806	3,024	2,953	2,867	3,377	5,605	5,951	5,713	4,768	3,640	3,693		29.8%
LSEC Billing NCP			time	10:00	12:00	8:00	9:00	14:00	16:00	15:00	15:00	17:00	16:00	19:00	
			date	1/16	2/16	3/12	4/12	5/14	6/24	7/15	8/5	9/15	10/10	11/26	
Non-Coincidental Peak			178000	32,635	30,473	29,796	30,069	29,048	38,629	42,602	38,484	29,491	27,968	29,006	0
last year:				28,538	27,193	27,749	29,940	32,056	39,663	42,427	40,339	41,973	29,228	26,941	31,030

CP KW			2024												CP % capacity (kW/kVa)
Substation	Recorder ID	Substation capacity (kVa)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Beeler	SF02 BEELER	28000	4,253	6,447	6,737	5,397	5,078	6,569	7,207	6,891	6,106	5,530	6,573		25.7%
Dighton 14400	SF02 DIGH14400	28000	4,323	5,046	5,060	4,876	3,115	4,610	4,342	2,459	4,129	4,339	4,595		18.1%
Dighton 7200	SF02 DIGH7200	22400	2,295	2,218	2,351	2,802	2,358	4,532	4,360	4,050	2,716	2,490	2,344		20.2%
Manning	SF02 MANNING	25000	4,005	4,777	3,681	4,402	4,315	6,757	6,983	6,090	5,084	5,097	4,274		27.9%
Manning B	SF02 MANNINGB	7500	-	-	-	-	-	-	-	-	-	-	-		0.0%
LS Seaboard	SF02 SEABOARD	billing	239	203	247	192	151	217	222	212	175	181	208		
Twin Springs 14000	SF02 TSPRGS14	11300	301	197	198	197	224	311	338	301	236	215	169		3.0%
Twin Springs 7200	SF02 TSPRGS72	11300	128	119	124	233	214	317	331	315	219	168	62		2.9%
Alexander 115 Sub	MK02 ALEXAN	20000	1,412	1,238	1,169	997	1,271	2,179	2,187	1,958	1,763	1,386	1,445		10.9%
Ness City 115 Sub	MK02 NESS115	20000	3,666	2,940	2,953	2,624	3,377	5,529	5,951	5,334	4,321	3,640	2,741		29.8%
Sunflower System CP			time	10:00	11:00	9:00	16:00	16:00	16:00	16:00	17:00	16:00	12:00		
			date	1/27	2/16	3/26	4/30	5/29	6/25	7/30	8/1	9/4	10/3	11/27	
Sum of CP			173500	20,622	23,185	22,520	67,133	65,545	31,021	31,921	27,610	24,749	23,046	22,411	0
last year:				21,386	22,911	21,891	21,886	25,536	30,818	31,865	31,441	27,203	20,679	21,277	19,552

City of Dighton NCP			2024												NCP % capacity (kW/kVa)
Substation	Recorder ID	Substation capacity (kVa)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Dighton WAPA	SFWP DIGHTON	billing	156	133	136	155	154	185	218	176	136	146	152	-	
Dighton - West	SF02 DIGHTCTYW	1500	461	502	364	417	505	911	936	903	637	495	475	-	62.4%
Dighton - North	SF02 DIGHTCTYN	1500	539	396	419	428	472	730	775	820	579	167	435	-	54.7%
Dighton - South	SF02 DIGHTCTYS	1500	618	417	415	509	634	1,083	1,205	1,070	740	532	427	-	80.3%
City of Dighton	SFS2 DIGHCTY	billing	1,367	968	969	1,184	1,349	2,553	2,713	2,619	1,859	1,377	1,136	-	
Non-Coincidental Peak			4500	1,618	1,315	1,198	1,354	1,611	2,724	2,793	1,956	1,194	1,337	0	64.8%
last year:				2,524	1,781	1,803	2,121	2,455	4,366	3,093	3,137	2,690	1,571	1,349	1,614

Sunflower Billing Summary			capacity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
City of Dighton @ 2% Subtract from WHM			CPKW	1,505	1,056	1,079	1,019	1,434	2,738	2,871	2,463	1,995	1,523	1,143	
Demand 1 CPKW			178000	19,117	22,129	21,441	66,114	64,111	28,283	29,050	25,147	22,754	21,524	21,268	0
Demand 2 NCP			178000	21,476	22,167	21,772	22,776	22,051	28,682	29,850	28,217	23,583	23,514	21,568	
Energy purchased				12,766,597	13,033,432	13,830,792	13,981,271	13,684,623	14,284,341	16,117,879	15,778,237	13,193,265	13,651,518	12,987,161	

INFORMATION TECHNOLOGY REPORT

EXECUTIVE SUMMARY

The Information Technology department is trained and manages the credit card payment process (PCI Compliance) securities. PCI Compliance requires annual review assessments for devices and networks. The purpose of this assessment is to ensure that businesses are aware of possible security risks around how credit cards are accepted and are compliant with the security standard requirements to reduce credit and debit card fraud.

Projects Completed:

- Annual Credit Card Industry Compliance Assessment
- Participated in Western Kansas Career Day
- KEC IT Summit Committee Meeting
- NRECA Cybersecurity Meeting
- Scheduled KEC Cybersecurity spokesman for In House Safety Meeting
- Software upgrade
- Troubleshooting employee software and devices and assisted with processes.

Projects In Progress:

- Trustee software and device upgrades.
- Trustee cybersecurity processes.
- Trustee cybersecurity training.

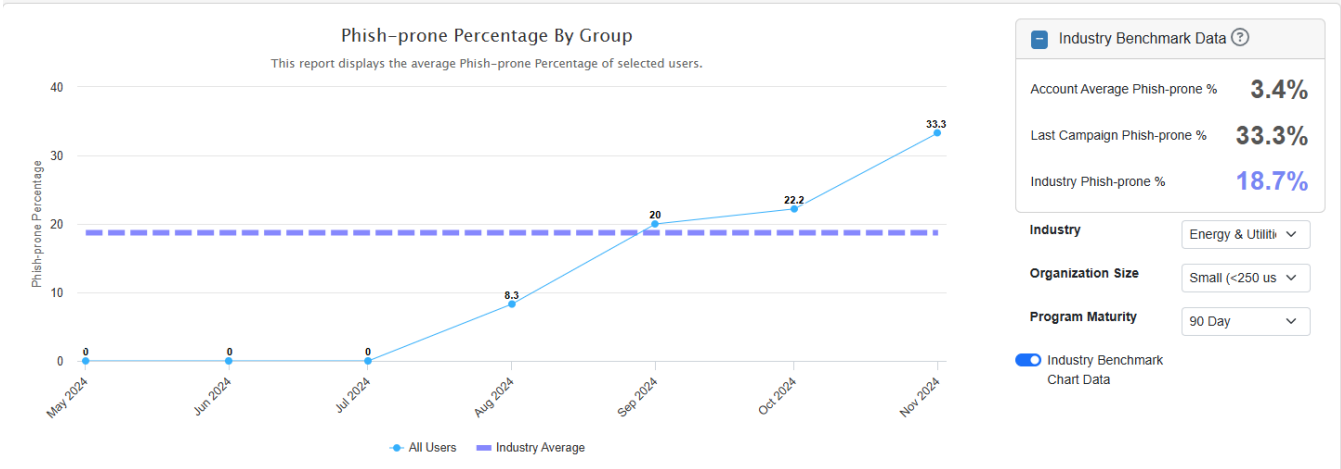
CYBERSECURITY REPORT

EXECUTIVE SUMMARY

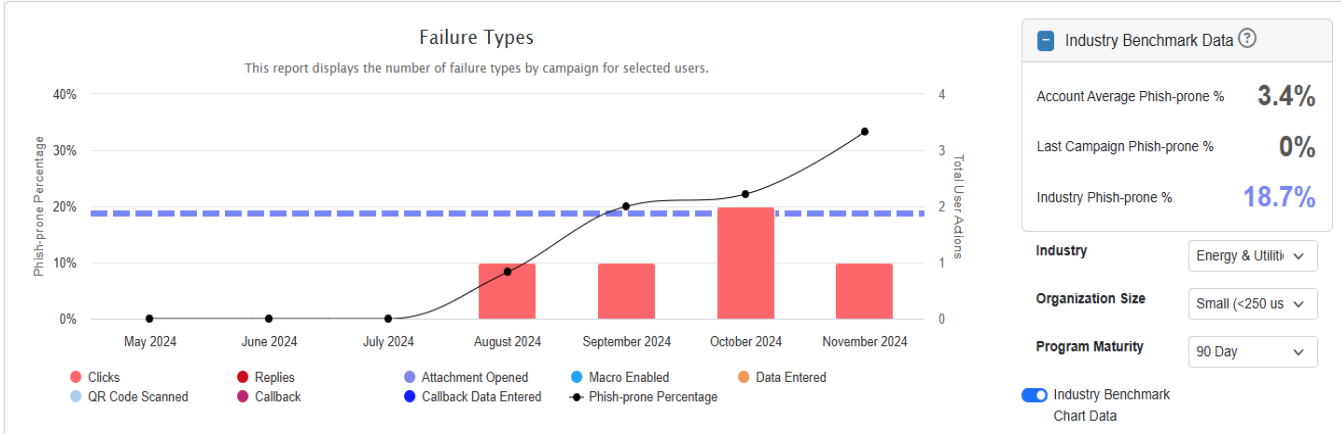
Email impersonations are getting harder to identify with AI technology advancements. After analyzing the KnowBe4 phishing simulation training results it appears that email handling errors have increased over the last three months.

PHISHING SIMULATION TRAINING RESULTS

Percentage of Phishing Simulation Testing Results



User Failure Types



Employee Awareness Projects Completed:

- Additional cyber securities measures have been implemented with third party monitoring and troubleshooting to strengthen our cybersecurity posture.
- Phish Guard software implemented for suspicious email reporting.
- Hacware email training in addition to the quarterly KnowBe4 cybersecurity training.
- Assigned specific training to individuals who clicked within emails.
- Employee Safety meeting November 15th:
 - KEC cybersecurity training on company and home securities.
 - Companywide cybersecurity posture review and best practices.
 - Reviewed types of General Manager impersonation scams, and expectations on handling general manager correspondence.

December Board Meeting – Communication & Member Service Report

1. SmartHub promotion is ends this month. As of 12/6, we had 29 new members sign-up. I was hoping for more, but overall, our SmartHub membership is at 37.5%, with 960 members. This is up 57 members for 2024. I did not send out a direct mailer to non-members as I had hoped to do. The cost was going to be close to \$600 in postage.
2. The Christmas gift certificates are being offered and the Holiday light contest is ongoing until the end of the month.
3. Military packages were sent out to 12 individuals. There were 2 overseas, 1 in Alaska, and the rest in the continental U.S.
4. The Youth Tour and Leadership camp information was sent to the Ness, Ransom, Dighton, Jetmore, and Scott City schools. Advertising will continue until the deadline on Feb. 1, 2025.
5. The CoBank Sharing Success Program and Continuing Education Scholarships will be announced in the January magazine, advertising will continue until the deadlines. Scholarship is Mar. 28 and CoBank Apr. 4. Scholarship information was also sent to the schools with the youth tour & camp information.
6. Christmas float for the parade on Dec. 7.
7. Volunteered at the Reality U at Dighton High School, put on by the Scott Co. Chamber. The program simulates real life, and students have to choose a career, if they want a family, kids, etc. They then go to different booths, such as housing, utilities, childcare, transportation, etc. with the budgeted amount of income. It's a great real-life learning experience.
8. Monthly KCL, social media posts, website updates, new member e-mail series, newsletter e-blast, chamber communications, sponsorship/donation requests, communication plan updates, spending report, advertising.

December Board Meeting – Human Resources Report-November Duties

1. Backed up Cashier on daily deposits and balancing the EFT's.
2. Completed the end of month Labor Distribution Report.
3. Completed and submitted the Compliance One and No Time Lost reports.
Normal monthly duties, employee assistance, customer service, payroll, FLSA reports, payroll taxes, 401(k) distributions, Health Insurance, Group Insurance, and RS distributions.
4. Scheduled trainings and reservations for employees and directors.
5. Sent out electronic evaluations to employees with an anniversary hire date in January.
6. Set up appointments with Dr. Heskett for inhouse CDL medical certifications.
7. Organized and attended the Rainmaker Training held at Parish Hall in Dighton.
8. Assisted Jocelyn with the Capital Credits General Retirement Allocations.
9. Reviewed all W-9's for Jocelyn.
10. Figured true-up on Group Term Life for employees.
11. Represented Lane-Scott Electric at the Western Kansas Career Fair in Dodge City, KS.
12. Helped at the Safety Demonstration in Dighton and Ness City.
13. Supported the Director Training that was held November 11th.

From: [Kathy Lewis](#)
To: [Richard McLeon](#)
Subject: Project report for December 23rd BOT Meeting
Date: Friday, December 6, 2024 4:37:49 PM

Richard,

What I can accomplish on the capital credit project is 100% complete – on 11/21/24 I emailed the following finished documents to Richard, Joe & Jocelyn:

1. Redline Copy of Consumer Capital Credit Policy – I had to re-type the policy because redlining from the adobe acrobat copy in the S drive produced a fragmented document that was not acceptable.
2. Clean Copy of Consumers Capital Credit Policy with edits.
3. Objectives & Assumptions for Consumers Capital Credit Policy changes.
4. Redline Copy of LSEC Bylaws.
5. July 2025 Proposed Amendments to Bylaws.

The Records Retention Project is 25% complete:

1. I have completed the research phase using policies and retention schedules from:
Wheatland Electric
Pioneer Electric
Prairie Land Electric

What remains to be done is 75%:

- 1, Draft a Records Retention Policy & Records Retention Schedule and submit for review to:
Richard McLeon
Joe Gasper

This project will be quick to complete since it is very standard. Let me know if you have any questions or recommendations.

Thanks,
Kathy

November Warehouse Report

Total Inventory Dollars on Hand for November:

Line Material--\$526,618	Inventory Turns—0.987
Resale Material--\$187,966	Inventory Turns—0.733

Generac Update:

Generac business has stayed busy, with an additional 2 units sold in November. We should have all generators in stock by the first few weeks of December and will work to install 5 before the month is over. There are just a few more annual services to complete for the year. Last year, we had 75 service contracts, this year, we gained and are now setting at 101. This is an area I think we will continue to see growth on for the next couple of years.

Electrician Update:

Michael remained very busy in November. Calls for work are not slowing and at this point, we are prioritizing and trying to get our larger outdoor jobs completed while the weather is still good. We had some larger jobs come up at Lane County Feeders which will spill over into December. There are a lot of things to do at LCF and Michael is doing a great job working through them and keeping up on other calls. We were able to bring in Boston Shimer over Thanksgiving break in the mornings. With him, Michael was able to finish up some larger remodel jobs.

Line Material:

The line side is remaining steady as far as supplies go. We are running into some items that have extended lead times, but there are plenty of substitutes available, so we are easily navigating those for now. Our inventory levels are looking good, and I'm confident with what we have going into the winter months.