

**Griffiss Utility Services Corporation
Board of Directors
Meeting Notes**

Meeting Date and Location: May 6, 2015
410 Phoenix Drive, Rome, NY 13441

Members Present: Mike Sheridan, John McNamara, Joe Cunningham, Bob Skibitski, Bill Stevens, Tim Woods

Members Absent: Sandra Corney

Others Present: Dan Maneen, Mike Davis, Tricia Lucas (D’Arcangelo), Roy Miller (D’Arcangelo)

Mike Sheridan brought the meeting to order at 3:16pm.

Acceptance of Minutes:

The first order of business was the acceptance of minutes from the Board meeting dated March 11, 2015.

Motion to accept Minutes by Bill Stevens, seconded by John McNamara, approved unanimously.

Financial Reports:

The next order of business was the 2014 Audited Financials, which was presented by Tricia Lucas of D’Arcangelo.

Motion to accept the 2014 Audited Financials by Bob Skibitski, seconded by John McNamara, and approved unanimously.

The next order of business was the Financial Report, which was presented by Dan Maneen. In summary:

Balance Sheet
Statements of Revenues and Expenditures

Motion to accept the Financials by Joe Cunningham, seconded by Tim Woods, and approved unanimously.

The next order of business was a Capital Project (\$100,000) for Phase 2 of the Electric Metering Network Upgrade.

Motion to approve by Tim Woods, seconded by Bob Skibitski, and approved unanimously.

Next on the agenda was:

Committee Reports:

Audit Committee Report, which was presented by Mike Sheridan. (Meeting 5/6)

Compensation Committee Report, no report.

Finance Committee Report, no report.

Governance Committee Report, no report.

Investment Committee Report, no report.

Next on the agenda was:

Other Reports:

Operations Report, which was present by Mike Davis.

OPERATIONS

SAFETY

There were no lost time or OSHA recordable accidents for the month of March and April 2015.

There were 16 “weekly” safety topics covered this period.

Environmental

3/19 – Performed periodic SPEDES water sampling.

4/2 – Monitoring Solutions completed the quarterly service and calibrations on the opacity meter.

4/9 – Performed periodic SPEDES water sampling.

Steam Production

April Steam as Compared to Historical Numbers:

- Degree Days: Up 22% (most recent 5-year average)
- Production: Up 10% (most recent 5-year average)

Monthly Degree Day & Steam Production

		2010	2011	2012	2013	2014	2015	Averages
January	Degree Days	1,293	1,396	1,145	1,208	1,404	1,442	1,315
	Steam (klbs)	36,187	32,598	27,425	27,443	32,531	36,525	32,118
February	Degree Days	1,060	1,161	976	1,119	1,217	1,461	1,166
	Steam (klbs)	32,196	28,814	25,528	26,299	29,301	34,790	29,488
March	Degree Days	760	1,007	630	985	1,191	1,158	955
	Steam (klbs)	26,565	28,823	19,974	26,507	32,135	32,549	27,759
April	Degree Days	431	532	606	612	508	657	558
	Steam (klbs)	21,265	20,412	19,952	23,211	21,366	23,264	21,578
May	Degree Days	(2)	133	25	13	101		54
	Steam (klbs)	2,430	5,648	1,000	737	5,259		3,015
June-Sept								
October	Degree Days	426	414	306	347	307		360
	Steam (klbs)	13,253	11,200	11,535	11,588	12,965		12,108
November	Degree Days	780	603	809	873	808		775
	Steam (klbs)	23,652	18,487	22,488	22,123	27,195		22,789
December	Degree Days	1,218	974	985	1,148	1,009		1,067
	Steam (klbs)	29,995	25,421	23,779	28,130	29,457		27,356

Power Delivery

Park usages were typical compared to historical averages.

March 2015

Supplied: 6,839,465 kWh

April 2015

Supplied: 6,319,025 kWh

April Electric Costs:

- Down compared to historical average;
- Lower than 2014

Power Outages

4/12 – Feeders #51 / 52 / 55 / 66. Total of 32 customers (74 meters). Reported at 8:56 pm. Services restored at 10:39 am. Duration 1 hr. 44 min. Source of outage determined to be a blown lightning arrester at Switch S-19 causing the upstream feeder breaker to open.

4/21 – Feeder #35. Total of 12 customers (23 meters). Reported at 12:19 am. Services restored at 1:04 am. Duration 45 min. Source of outage most likely to be a lightning strike to the overhead mainline causing the upstream feeder breaker to open. Heavy thunderstorms and rain in the area.

5/1 – Feeders #51 / 52 / 55 / 56. Total of 32 customers (74 meters). Reported at 1:07 pm. Services restored at 1:39 pm. Duration 32 min. Source of outage determined to be a phase-to-phase fault at Switch S-53 (snake across switch busing) causing the upstream feeder breaker to open.

Plant & Distribution

Completed periodic (weekly) customer meter reads and mechanical room inspections for steam customers.

3/12 – Rotated boilers.

3/17 – Vendor (Otis Elevator) completed quarterly PM inspection and service at Steam Plant.

4/10 – Rotated boilers.

Compiled list for Steam Plant & Steam Distribution System summer repair work.

Completed work tasks related to the GLDC electric maintenance services contract.

Completed work tasks related to the lighting maintenance contracts for Rome Labs, DFAS, and the City of Rome.

Completed repairs to electric distribution system as part of restoration efforts for outages on Feeder #35 and Feeder #51.

Regulatory Compliance

4/21 – Submitted annual Officer Certification filing to NYISO.

4/30 – Submitted quarterly report filing to FERC.

Customer Programs

Energy Conservation Program

- Birnie Bus – Lighting Upgrade: Estimated Project Cost \$55,709. Estimated Incentive Amount \$18,206.
- Sovena – LED Lighting Upgrade: Estimated Project Cost \$310,736. Estimated Incentive Amount \$66,385.

Administrations Report, which was presented by Dan Maneen.

Old Business:

N/A

New Business:

N/A

At 4:19pm, upon a motion by Tim Woods, seconded by Joe Cunningham, the Board voted to enter executive session to discuss potential litigation.

At 4:26 pm, upon a motion by Bill Stevens, seconded by Bob Skibitski, the Board voted to exit executive session.

At 4:36pm, upon a motion by Bob Skibitski, seconded by John McNamara, approved unanimously, the Board voted to adjourn.