

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

Meeting Date and Location: August 5, 2015, 410 Phoenix Drive, Rome, NY 13441

Members Present: Mike Sheridan, Sandra Corney, Bob Skibitski, Bill Stevens, Tim Woods

Members Absent: John McNamara, Joe Cunningham

Others Present: Dan Maneen, Mike Davis, Dan Sanders

Mike Sheridan brought the meeting to order at 3:10pm.

Acceptance of Minutes:

The first order of business was the acceptance of minutes from the Board meeting dated May 6, 2015.

Motion to accept Minutes by Bob Skibitski, seconded by Tim Woods, approved unanimously.

The second order of business was the Financial Report, which was presented by Dan Maneen. In summary, the Balance Sheet, and Statements of Revenues and Expenditures.

Motion to accept the Financials by Sandra Corney, seconded by Bill Stevens, and approved unanimously.

The next order of business was a Capital Project 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 the approval of Capital Projects:

1. Boiler Optimization Project

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

2. Feeder #51 Update

Motion to approve by Bob Skibitski, seconded by Bill Stevens, and approved unanimously.

3. Back-up Generator Fuel Tank

Motion to approve by Bill Stevens, and seconded by Tim Woods, and approved unanimously.

Next on the agenda was:

Operations Report, which was present by Mike Davis.

OPERATIONS

SAFETY

There were no lost time or OSHA recordable accidents for the months of May, June, and July 2015.

There were 2 per week of “weekly” safety topics covered this period (12 weeks).

Environmental

5/13 – Performed periodic SPEDES water sampling.

6/10 – Performed periodic SPEDES water sampling.

7/8 – Performed periodic SPEDES water sampling.

7/30 – Submitted semi-annual emissions report filing to NYSDEC.

Steam Production

May Steam as Compared to Historical Numbers:

- Degree Days: Down 51% (most recent 5-year average)
- Production: Down 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	602	549
	Steam (klbs)	21,265	20,412	19,952	23,211	21,366	23,866	21,679
May	Degree Days	(2)	133	25	13	101	24	49
	Steam (klbs)	2,430	5,648	1,000	737	5,259	2,701	2,963
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.

May 2015

Supplied: 6,586,865 kWh

June 2015

Supplied: 6,935,218 kWh

Administrations Report, which was presented by Dan Maneen.

Old Business:

N/A

New Business:

N/A

At 4:10pm, upon a motion by Tim Woods, seconded by Sandra Corney, the Board voted to enter executive session to discuss potential litigation and personnel.

At pm, upon a motion by Bill Stevens, seconded by Tim Woods, the Board voted to exit executive session.

At 4:33pm, upon a motion by Bob Skibitski, seconded by Sandra Corney, approved unanimously, the Board voted to adjourn.