

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

**Meeting Date and Location:** November 18, 2015, 410 Phoenix Drive, Rome, NY 13441

**Members Present:** Mike Sheridan, John McNamara, Sandra Corney, Joe Cunningham, Bob Skibitski

**Members Absent:** Bill Stevens, Tim Woods

**Others Present:** Dan Maneen, Mike Davis, Erin Long

Chairman Mike Sheridan brought the meeting to order at 3:02pm.

**Acceptance of Minutes:**

The first order of business was the acceptance of minutes from the Board meeting dated October 15, 2015.

**Motion to accept Minutes by Bob Skibitski, seconded by Joe Cunningham, approved unanimously.**

**Financial Reports:**

The second order of business was the Financials, which was presented by Dan Maneen. In summary, there was nothing out of the ordinary to report.

**Motion to accept the Financial Report by John McNamara, seconded by Joe Cunningham, and approved unanimously.**

The next order of business was 2016 Expense Budget review, which was presented by Dan Maneen.

The next order of business was 2016 Health Insurance review, which was presented by Dan Maneen.

The next order of business was Debt Refinance for GUSC Energy, which was presented by Dan Maneen.

**Committee Reports:**

Next on the agenda was the Committee Reports, which Chairman Mike Sheridan stated that there were no reports this past month.

**Other Reports:**

Next on the agenda was the Operations Report, which was presented by Mike Davis.

**OPERATIONS**

**SAFETY**

There were no lost time or OSHA recordable accidents for the month of October 2015.

There were 2 per week of “weekly” safety topics covered this period.

**Environmental**

10/2 – Performed periodic SPEDES water sampling.

Steam Production  
October 2015

Monthly Degree Day & Steam Production

		2010	2011	2012	2013	2014	2015	Averages
<b>January</b>	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
<b>February</b>	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
<b>March</b>	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
<b>April</b>	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
<b>May</b>	Degree Days	(2)	133	25	13	101	24	49
	Steam (klbs)	2,430	5,648	1,000	737	5,259	2,701	2,963
<b>June-Sept</b>								
<b>October</b>	Degree Days	426	414	306	347	307	427	371
	Steam (klbs)	13,253	11,200	11,535	11,588	12,965	15,673	12,702
<b>November</b>	Degree Days	780	603	809	873	808		775
	Steam (klbs)	23,652	18,487	22,488	22,123	27,195		22,789
<b>December</b>	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

*October Steam as Compared to Historical Numbers:*

Degree Days: Up 19% (most recent 5-year average)

Production: Up 29% (most recent 5-year average)

Power Delivery

Park usages were typical compared to historical averages.

*October 2015*

Supplied: 6,589,871 kWh

Revenue: \$596,321

*October Electric Costs:*

- Market costs continue to be down compared to historical numbers

Power Outages

10/15 – Feeder #35. Total of 12 customers (23 meters) affected. Reported at 9:37 pm. Services restored at 10:08 pm.

Duration 31 min. Source of outage appears to be a fallen branch across the OH lines causing the upstream feeder breaker to open.

Plant & Distribution

10/7 – Energy (Steam) Plant startup.

Completed work tasks (system and customer bleed-ins, system repairs) associated with Energy Plant startup.

10/15 – Rotated boilers.

Completed periodic steam customer meter reads and mechanical room inspections.

Vendor completed work for project to install exterior diesel tank to fuel back-up generator at Energy Plant.

10/26 – Contractors for VZW onsite to begin work for Energy Plant cell site.

10/29 – Exercised back-up generator at Energy Plant.

Completed work for electric service to new Kris-Tech Wire facility.

Completed work for electric service to new VZW Steam Plant cell site.

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

Completed work tasks related to the outside 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.

Coordinated with NYS DOT team proposed NYS Route 825 reconstruction project impacts to existing electric utilities and new roadway lighting power source requirements.

#### Regulatory Compliance

10/29 – Submitted annual report filing to ABO for PAAA.

10/30 – Submitted quarterly report filing to FERC.

#### Customer Programs

Energy Conservation Program

- Renmatix – Lighting Upgrade Project Proposal: Estimated Project Cost \$50,354. Estimated Incentive Amount \$10,616.

Next on the Agenda was the Administrations Report, which was presented by Dan Maneen.

#### **New Business:**

N/A

#### **Old Business:**

N/A

**At 4:08pm, upon a motion by Joe Cunningham, seconded by Bob Skibitski, the Board voted to enter executive session to discuss ongoing litigation and personnel issues.**

**At 6:05pm, upon a motion by Bob Skibitski, seconded by John McNamara, the Board voted to exit executive session.**

There was no further business.

**At 6:10pm, upon a motion by John McNamara, seconded by Sandra Corney, approved unanimously, the Board voted to adjourn.**