

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

**Meeting Date and Location:** October 17, 2016, 410 Phoenix Drive, Rome, NY 13441

**Members Present:** Mike Sheridan, John McNamara, Sandra Corney, Bob Skibitski, Tim Woods.

**Members Absent:** Joe Cunningham, Bill Stevens.

**Others Present:** Dan Maneen, Doug Bartell, Mike Davis, Erin Long.

Chairman Mike Sheridan brought the meeting to order at 3:03pm.

**Acceptance of Minutes:**

The first order of business was the acceptance of minutes from the Board meeting dated September 19, 2016.

**Motion to accept Minutes by John McNamara, seconded by Sandra Corney, and approved unanimously.**

**Financial Reports:**

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

**Motion to accept the Financials by Bob Skibitski, seconded by Tim Woods, and approved unanimously.**

Next order of business was the Capital Project for Software Upgrade - Accounting.

**Motion to approve the Capital Project by Sandra Corney, seconded by Bob Skibitski, and approved unanimously.**

Next order of business was the review of 2017 Operating Budget, which was presented by Doug Bartell.

**Committee Reports:**

Next on the agenda was the Investment Committee Report, which was presented by Mike Sheridan.

**Motion to accept the Investment Resolution/Investment of Funds Tim Woods, seconded by John McNamara, and approved unanimously.**

**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 during this period.

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

Installed additional safety lockout / tag out board in Biomass control room.

Environmental

9/12 – Performed periodic SPDES water sampling.

9/21 – C&S’ contractor completed soil borings and sampling for Tank #8000 closure.

Steam Production

September 2016 – None

Power Delivery

Park usages were consistent with the historical averages.

*September 2016*

Supplied: 6,806,875 kWh

*September Electric Costs:*

- Market energy costs trending to be more consistent as compared to this period last year.

Power Outage(s)

9/24 – Feeder #52. Total of 7 customers (9 meters) affected. Reported at 5:35 pm. Services restored at 6:23 pm. Duration of 48 min. Source of outage determined to be a rodent (squirrel) found in Switch S-5 causing the upstream feeder breaker to trip open.

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

Next on the agenda was the 2017 Clean Energy Standards for Load Serving Entities, which was presented by Dan Maneen.

**New Business:**

N/A

**Old Business:**

N/A

**At 4:27pm, upon a motion by John McNamara, seconded by Sandra Corney, approved unanimously, the Board voted to enter Executive session to discuss potential litigation**

**At 5:02pm, upon a motion by Bob Skibitski, seconded by John McNamara, the Board voted to exit executive session.**

**At 5:04pm, upon a motion by Bob Skibitski, seconded by Tim Woods, approved unanimously, the Board voted to adjourn.**