

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

Meeting Date and Location: December 12, 2016, 410 Phoenix Drive, Rome, NY 13441

Members Present: Mike Sheridan, Sandra Corney, Joe Cunningham, Bob Skibitski, Bill Stevens.

Members Absent: John McNamara, Tim Woods.

Others Present: Dan Maneen, Doug Bartell, Mike Davis, Erin Long, Bob Kane (via phone).

Chairman Mike Sheridan brought the meeting to order at 3:15pm.

Acceptance of Minutes:

The first order of business was the acceptance of minutes from the Board meeting dated November 14, 2016.

Motion to accept Minutes by Mike Sheridan, seconded by Sandra Corney, and approved unanimously.

Financial Reports:

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

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

Next on the agenda was the final review of 2017 Operating Budget, which was presented by Doug Bartell.

Motion to accept the 2017 Operating Budget by Sandra Corney, seconded by Bob Skibitski, and approved unanimously.

Committee Reports:

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

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.

Environmental

11/4 – SPDES sample taken, prepared & sent out for analysis.

11/15 – Biomass quarterly opacity meter calibrations & maintenance performed.

11/22 – Sent second request to US EPA for a variance for opacity meter calibrations.

11/23 – Biomass boiler tune-up and inspection report submitted to NYSDEC.

Steam Production
November 2016

Monthly Degree Day & Steam Production

		2011	2012	2013	2014	2015	2016	5-Year Averages
January	Degree Days	1,396	1,145	1,208	1,404	1,442	1,216	1,319
	Steam (klbs)	32,598	27,425	27,443	32,531	36,525	34,602	31,304
February	Degree Days	1,161	976	1,119	1,217	1,461	1,078	1,187
	Steam (klbs)	28,814	25,528	26,299	29,301	34,790	29,973	28,946
March	Degree Days	1,007	630	985	1,191	1,158	792	994
	Steam (klbs)	28,823	19,974	26,507	32,135	32,549	26,270	27,998
April	Degree Days	532	606	612	508	602	638	572
	Steam (klbs)	20,412	19,952	23,211	21,366	23,866	21,459	21,761
May	Degree Days	133	25	13	101	24	66	59
	Steam (klbs)	5,648	1,000	737	5,259	2,701	2,483	3,069
June-Sept								
October	Degree Days	414	306	347	307	427	386	360
	Steam (klbs)	11,200	11,535	11,588	12,965	15,673	15,352	12,592
November	Degree Days	603	809	873	808	595	712	738
	Steam (klbs)	18,487	22,488	22,123	27,195	22,542	23,490	22,567
December	Degree Days	974	985	1,148	1,009	755		974
	Steam (klbs)	25,421	23,779	28,130	29,457	26,046		26,567

Steam Production (cont'd)

November 2016 Steam Numbers as Compared to this Period Last Year:

Degree Days: Up 20%

Production: Up 4%

Power Delivery

Park usages were consistent with the historical averages.

November 2016

Supplied: 6,599,899.51 kWh

October Electric Costs:

- Market energy costs are trending towards being more consistent as compared to this period last year.

Power Outage(s)

11/8 – Feeder #58. Total of 19 customers (31 meters) affected. Reported at 3:40 am. Services restored at 4:40 am. Duration of 60 min. Source of outage determined to tracking found in HV Switch@ corner of Hill Rd/Brookley Rd causing the upstream feeder breaker to trip open.

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

New Business:

N/A

Old Business:

N/A

At 4:06pm, upon a motion by Bob Skibitski, seconded by Bill Stevens, approved unanimously, the Board voted to enter Executive session to discuss Personnel & Potential Litigation.

At 4:50pm, upon a motion by Sandra Corney, seconded by Bob Skibitski, the Board voted to exit executive session.

At 4:51pm, upon a motion by Bob Skibitski, seconded by Joe Cunningham, approved unanimously, the Board voted to adjourn.