

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

**Meeting Date and Location:** January 31, 2017, 410 Phoenix Drive, Rome, NY 13441

**Members Present:** Mike Sheridan, John McNamara, Bob Skibitski, Bill Stevens.

**Members Absent:** Sandra Corney, Tim Woods.

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

Chairman 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 December 12, 2016.

**Motion to accept Minutes by Bill Stevens, seconded by Bob Skibitski, 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 Bob Skibitski, seconded by John McNamara, and approved unanimously.**

Next on the agenda was to update the Check Signing Resolution.

**Motion to accept the update on the Check Signing Resolution by Bill Stevens, seconded by Bob Skibitski, and approve unanimously.**

Next on the agenda was the approval of Capital Projects, which was presented by Doug Bartell.

**Motion to accept the Capital Projects by John McNamara, seconded by Bob Skibitski, and approve 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

12/2 – SPDES sample taken, prepared & sent out for analysis.

Steam Production

*December 2016*

**Monthly Degree Day & Steam Production**

		2011	2012	2013	2014	2015	2016	5-Year Averages
<b>January</b>	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
<b>February</b>	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
<b>March</b>	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
<b>April</b>	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
<b>May</b>	Degree Days	133	25	13	101	24	66	59
	Steam (klbs)	5,648	1,000	737	5,259	2,701	2,483	3,069
<b>June-Sept</b>								
<b>October</b>	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
<b>November</b>	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
<b>December</b>	Degree Days	974	985	1,148	1,009	755	1,119	974
	Steam (klbs)	25,421	23,779	28,130	29,457	26,046	32,836	26,567

Steam Production (cont'd)

*December 2016 Steam Numbers as Compared to this Period Last Year:*

Degree Days: Up 48%

Production: Up 26%

Power Delivery

Park usages were consistent with the historical averages.

*December 2016*

Supplied: 6,784,737.70

*December Electric Costs:*

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

Power Outage(s)

12/23 – Feeder #35. Reported at 4:08 pm. Services restored at 7:25 pm. Duration of 3 hr. 17 min. Source of outage determined to multiple OH line equipment failures (LA's, Sectionalizing Switch, etc.) 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 4:05pm, 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 4:20pm, upon a motion by Bill Stevens, seconded by Bob Skibitski, the Board voted to exit executive session.**

**At 4:21pm, upon a motion by John McNamara, seconded by Bill Stevens, approved unanimously, the Board voted to adjourn.**