

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

Meeting Date and Location: May 24, 2017, 410 Phoenix Drive, Rome, NY 13441

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

Members Absent: Joe Cunningham.

Others Present: Dan Maneen, Doug Bartell, Mike Davis, Bob Kane, Tricia Lucas of D’Arcangelo.

Chairman Mike Sheridan brought the meeting to order at 3:37 pm.

Acceptance of Minutes:

The first order of business was the acceptance of minutes from the Board meeting dated April 5, 2017.

Motion to accept Minutes by John McNamara, seconded by Tim Woods, approved unanimously.

The second order of business was the 2016 Reviewed Audited Financials, presented by Tricia Lucas from D’Arcangelo.

Financial Reports:

The next 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 Bill Stevens, seconded by John McNamara, and approved unanimously.

There were no approvals needed for Capital Projects.

Committee Reports:

Next on the agenda was the Governance Committee reviewing the Griffiss Utility Services Corp. Conflict of Interest and Confidentiality Policy.

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

Audit Committee received 2016 Audited Financials presented by Tricia Lucas of D’Arcangelo.

Motion to accept the 2016 Audited Financials by Tim Woods, seconded by Bill Stevens, and approved unanimously.

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

Acceptance of 990 Filing to be done is November 2017 approved by Bob Skibitski, seconded by Bill Stevens, 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.

Environmental

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

5/11 – SPDES sample taken, prepared & sent out for analysis.

Steam Production

Apr-17 & May-17

Monthly Degree Day & Steam Production

		2012	2013	2014	2015	2016	2017	5-Year Averages
January	Degree Days	1,145	1,208	1,404	1,442	1,216	1,101	1,283
	Steam (klbs)	27,425	27,443	32,531	36,525	34,602	30,606	31,705
February	Degree Days	976	1,119	1,217	1,461	1,078	904	1,170
	Steam (klbs)	25,528	26,299	29,301	34,790	29,973	28,951	29,178
March	Degree Days	630	985	1,191	1,158	792	1,086	951
	Steam (klbs)	19,974	26,507	32,135	32,549	26,270	33,275	27,487
April	Degree Days	606	612	508	602	638	407	593
	Steam (klbs)	19,952	23,211	21,366	23,866	21,459	20,044	21,971
May	Degree Days	25	13	101	24	66	208	46
	Steam (klbs)	1,000	737	5,259	2,701	2,483	9,833	2,436
June-Sept								
October	Degree Days	306	347	307	427	386		355
	Steam (klbs)	11,535	11,588	12,965	15,673	15,352		13,423
November	Degree Days	809	873	808	595	712		759
	Steam (klbs)	22,488	22,123	27,195	22,542	23,490		23,568
December	Degree Days	985	1,148	1,009	755	1,119		1,003
	Steam (klbs)	23,779	28,130	29,457	26,046	32,836		28,050

Steam Production (cont'd)

Apr-17 Steam Numbers as Compared to this Period Last Year:

Degree Days: Down 36%

Production: Down 7%

Power Delivery

Park usage was higher as compared to the historical averages.

Apr-17

Supplied: 6,840,755.31

Apr-17 Electric Costs:

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

Power Outage(s)

None

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

New Business:

Presented the Pilot for Electric Renewal to the OCIDA.

Old Business:

N/A

At 4:25pm, upon a motion by Bill Stevens, seconded by John McNamara, the board voted to enter Executive Session to discuss Personnel Matters.

At 4:47pm, upon a motion by John McNamara, seconded by Bill Stevens, the board voted to exit Executive Session.

At 4:50pm, upon a motion by Bo Skibitski, seconded by Tim Woods, approved unanimously, the Board voted to adjourn.