

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

Meeting Date and Location: November 7, 2017, 410 Phoenix Drive, Rome, NY 13441

Members Present: Mike Sheridan, Sandra Corney, Joe Cunningham, Bob Skibitski (via phone), Bill Stevens, Tim Woods.

Members Absent: John McNamara.

Others Present: Dan Maneen, Doug Bartell, Mike Davis.

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

Acceptance of Minutes:

The first order of business was the acceptance of minutes from the Board meeting dated September 11, 2017.

Motion to accept Minutes by Bill Stevens, seconded by Joe Cunningham, approved unanimously.

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 Tim Woods, seconded by Sandra Corney, and approved unanimously.

2018 Capital Projects:

Next on the agenda was the review of the Capital Projects for 2017, which was presented by Doug Bartell. In summary, the discussion was tabled for the December 2017 meeting.

2018 Operations Budget:

Next on the agenda was the review of the Operations Budget for 2018, which was presented by Doug Bartell. In summary, the 2018 Operations Budget was finalized.

Motion to accept the 2018 Operations Budget by Joe Cunningham, seconded by Tim Woods, and approved unanimously.

Committee Reports:

Next on the agenda was the Compensation Committee Report, which was presented by Mike Sheridan. In summary there was nothing out of the ordinary to report.

Next on the agenda was the Governance Committee Report, which was presented by Mike Sheridan. In summary, the board reviewed, discussed, and re-approved the procurement policy without any changes. Annual review and approval is required by the PAAA.

Motion to accept the re-approval of the Procurement Policy by Bill Stevens, seconded by Joe Cunningham, 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

Completed required monthly water sampling and reporting for SPDES Permit.

Steam Production

Oct-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	227	355
	Steam (klbs)	11,535	11,588	12,965	15,673	15,352	11,185	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)

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

Degree Days: Down 41%

Production: Down 27%

Steam Plant & Distribution

Plant Season Startup

- 10/9 – Start NG Boiler #3
- 10/11 – Steam Distribution System Ready
- 10/13 – Rotate NG Boiler #3 to #2
- 10/26 – Begin Shutdown of NG Boiler

Biomass Boiler Re-startup

- 10/20 Receive Wood Chips for Conveyor Setup
- 10/25 Receive Wood Chips for Biomass Boiler Startup

- 10/26 Light Fire
- 10/27 Begin Steam Production (100% Biomass)
- 11/2 Turbine Startup
- 11/2 Generator Online – Begin Electricity Production

Power Delivery

Park usages where consistent with historical averages for Oct-17.

Oct-17 Electric Costs:

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

Power Outage(s)

None

Electric

DOT 825 Rehab Project:

- New services (street lights)

New customer services (Stewarts)

Regulatory Compliance

10/31 – Submitted quarterly report filing to FERC.

ADMINISTRATION

Next on the agenda was the Administrations Report, which was presented by Dan Maneen. In summary, there was nothing out of the ordinary to report.

New Business:

N/A

Old Business:

N/A

At 4:16pm, upon a motion by Bill Stevens, seconded by Sandra Corney, approved unanimously, the board voted to enter Executive Session to discuss Personnel Matters.

At 4:50pm, upon a motion by Bob Skibitski, seconded by Joe Cunningham, the board voted to exit Executive Session.

At 4:51pm, upon a motion by Tim Woods, seconded by Sandra Corney, approved unanimously, the Board voted to adjourn.