

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

**Meeting Date and Location:** December 5, 2017, 410 Phoenix Drive, Rome, NY 13441

**Members Present:** Mike Sheridan, John McNamara, Joe Cunningham, Bob Skibitski, Bill Stevens, Tim Woods.

**Members Absent:** Sandra Corney.

**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 November 7, 2017.

**Motion to accept Minutes by Bill Stevens, seconded by Tim Woods, approved unanimously.**

**At 3:12pm, upon a motion by Bill Stevens, seconded by Joe Cunningham, approved unanimously, the board voted to enter Executive Session to discuss Contracts.**

**At 3:44pm, upon a motion by Bill Stevens, seconded by Bob Skibitski, the board voted to exit Executive Session.**

**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 John McNamara, seconded by Joe Cunningham, and approved unanimously.**

**2018 Capital Projects:**

Next on the agenda was the review of the Capital Projects for 2018, which was presented by Doug Bartell:

- Electric Service Truck Replacement

**Motion to approve Capital Project by John McNamara, seconded by Bill Stevens, and approved unanimously.**

- Electric Metering

**Motion to approve Capital Project by Bob Skibitski, seconded by Joe Cunningham, and approved unanimously.**

- Steam Metering

**Motion to approve Capital Project by Joe Cunningham, seconded by John McNamara, and approved unanimously.**

- Customer Transformers for New Service

**Motion to approve Capital Project by Bob Skibitski, seconded by Joe Cunningham, and approved unanimously.**

- Perimeter Security

**Motion to approve Capital Project by Bill Stevens, seconded by Tim Woods, and approved unanimously.**

**Committee Reports:**

There were no Committee Reports presented.

**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**

*Nov-17*

Monthly Degree Day & Steam Production

		2012	2013	2014	2015	2016	2017	5-Year Averages
<b>January</b>	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
<b>February</b>	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
<b>March</b>	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
<b>April</b>	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
<b>May</b>	Degree Days	25	13	101	24	66	208	46
	Steam (klbs)	1,000	737	5,259	2,701	2,483	9,833	2,436
<b>June-Sept</b>								
<b>October</b>	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
<b>November</b>	Degree Days	809	873	808	595	712	835	759
	Steam (klbs)	22,488	22,123	27,195	22,542	23,490	25,563	23,568
<b>December</b>	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)**

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

Degree Days: Up 17%

Production: Up 9%

**Steam Plant & Distribution**

Mainly Running the Biomass System (~ 90% of the Steam Production in November)

Emergency / Standby Generator – Annual Service Performed

Routine Maintenance and Repair Work – Biomass Boiler and STG and Distribution System

Continue with Training for the New Operators

Power Delivery

Park usages were consistent with historical averages for Nov-17

*Nov-17 Electric Costs:*

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

Power Outage(s)

11/22 – Feeder 52. Reported at 9:01am. Restored at 9:11am. Duration of 10 min.

Electric

Station Battery Backup System – Periodic Maintenance Service Performed

Cleanup Work associated with the DOT 825 Rehab Project (poles, street lighting services, etc.)

Continue with Training Program for the new Apprentice Electrician / Lineman

GLDC Electric Maintenance Services Contract

Street lighting Maintenance Services Contract for the City of Rome

Regulatory Compliance

Reporting – None

**ADMINISTRATION**

There were no Administration Reports presented.

**New Business:**

N/A

**Old Business:**

N/A

**At 4:17pm, upon a motion by Bob Skibitski, seconded by Bill Stevens, approved unanimously, the board voted to enter a second Executive Session to discuss Personnel Matters and future Potential Legal Issues.**

**At 4:48pm, upon a motion by Bill Stevens, seconded by Tim Woods, the board voted to exit Executive Session.**

**At 4:49pm, per discussion in executive session, the board voted to allow management to exercise any/all options in dealing with immediate Potential Legal Issues. Motion by Bob Skibitski, seconded by Bill Stevens, approved unanimously.**

**At 4:50pm, upon a motion by Bill Stevens, seconded by Joe Cunningham, approved unanimously, the Board voted to adjourn.**