

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

Meeting Date and Location: February 5, 2018, 410 Phoenix Drive, Rome, NY 13441

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

Members Absent: Tim Woods.

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

Chairman Joe Cunningham brought the meeting to order at 3:16 pm.

Acceptance of Minutes:

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

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

2018 Capital Projects:

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

- Substation to Tech. Heights – Underground Electric

Motion to approve Capital Project by John McNamara, seconded by Mike Sheridan, 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 “weekly” safety topics covered for this period.

1/15 – OSHA 300 Logs & 300A Summaries – Updated office file to include 2014 thru 2017. Distributed for display required 2017 – 300A Summary.

Environmental

Completed required monthly water sampling and reporting for SPDES Permit.

1/29 – Submitted annual Air Emissions Report filing to NYS DEC.

Steam Production

Jan-18

Monthly Degree Day & Steam Production

		2013	2014	2015	2016	2017	2018	5-Year Averages
January	Degree Days	1,208	1,404	1,442	1,216	1,101	1,358	1,274
	Steam (klbs)	27,443	32,531	36,525	34,602	30,606	33,794	32,341
February	Degree Days	1,119	1,217	1,461	1,078	904		1,156
	Steam (klbs)	26,299	29,301	34,790	29,973	28,951		29,863
March	Degree Days	985	1,191	1,158	792	1,086		1,042
	Steam (klbs)	26,507	32,135	32,549	26,270	33,275		30,147
April	Degree Days	612	508	602	638	407		553
	Steam (klbs)	23,211	21,366	23,866	21,459	20,044		21,989
May	Degree Days	13	101	24	66	208		82
	Steam (klbs)	737	5,259	2,701	2,483	9,833		4,203
June-Sept								
October	Degree Days	347	307	427	386	227		339
	Steam (klbs)	11,588	12,965	15,673	15,352	11,185		13,353
November	Degree Days	873	808	595	712	835		765
	Steam (klbs)	22,123	27,195	22,542	23,490	25,563		24,183
December	Degree Days	1,148	1,009	755	1,119	1,204		1,047
	Steam (klbs)	28,130	29,457	26,046	32,836	29,066		29,107

Steam Production (cont'd)

Jan-18 Steam Numbers as Compared to this Period Last Year:

Degree Days: Up 23%

Production: Up 10%

Steam Plant & Distribution

1/10 – Steam Plant – Baghouse Cameras – Installed (2) cameras in Shop area.

1/10 – Turbine Performance Meeting – Meeting with Chris Lindsey, Dan Sanders, Mike McCormick and myself. Discussed turbine generator output and operating efficiency as compared to prior years.

Routine Maintenance and Repair Work – AIS Steam Meter Repair by RL Stone; Hyundai Generator Bearings Lubrication (High Vibration Levels); Soot Blower Valves (Sticking Open); Truck Tipper Bumper Replacement

Power Delivery

Park usages were consistent with historical average for Jan-18.

Jan-18 Electric Costs:

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

Power Outage(s)

1/17 – Feeder #52. Reported at 3:40pm. Restored at 3:58pm. Duration of 18 min.

Electric

1/9 – National Grid 115kV Line Work – Coordination and support for National Grid’s scheduled work.

1/17 – Customer (Kris-Tech) Project Support – Facility historical electrical load data request.

Premier Building 101 – Utility Service Isolation and Disconnect

1/24 – Field investigation and plan review for safe utility services isolation for disconnection.

1/25 – Coordinated isolation and disconnection of electric service to Premier.

1/26 – Coordinated re-energizing of electric service to Premier.

1/27, 28 – National Grid 115kV Line Work – Coordination and support for National Grid’s scheduled work.

Snow Removal for HV Distribution Equipment Operations

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

1/31 – Submitted quarterly EQR report filing to FERC.

1/31 – Submitted annual Form 566 report filing to FERC.

ADMINISTRATION

Next on the agenda was the Administration Reports, 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 4:20pm, upon a motion by Bill Stevens, seconded by Bob Skibitski, approved unanimously, the board voted to enter an Executive Session to discuss Compensation.

At 4:40pm, upon a motion by Mike Sheridan, seconded by Bill Stevens, the board voted to exit Executive Session.

At 4:45pm, upon a motion by Mike Sheridan, seconded by Bob Skibitski, approved unanimously, the Board voted to adjourn.