

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

Meeting Date and Location: March 26, 2018, 410 Phoenix Drive, Rome, NY 13441

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

Members Absent: Bob Skibitski.

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

Chairman Joe Cunningham brought the meeting to order at 3:05 pm.

Acceptance of Minutes:

The first order of business was the acceptance of minutes from the Board meeting dated February 5, 2018.

Motion to accept Minutes by Bill Stevens, seconded by John McNamara, approved unanimously.

Next on the agenda was the review of the 2017 Audit, which was presented by Doug Bartell.

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 John McNamara, and approved unanimously.

Committee Reports:

The next order of business was the acceptance of meeting minutes from the Governance Committee dated February 5, 2018.

Motion to accept the Financials by Mike Sheridan, 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 "weekly" safety topics covered for this period.

3/23 – Heavy Equipment Safety Training (Frontend Loader and Bobcat) for Charles Beckwith, James Ely, and C. Michael McCormick.

Working with vendor in reviewing the company's safety policy and program...

Environmental

Completed required monthly reporting for SPDES Individual Permit.

3/6 – Meeting with C&S to discuss status of storm water discharge permit application. Coordinating moving to SPDES General Permit in lieu the individual.

PBS Registration Certificate – Working with C&S to remove tank 024C (tank closure) from registration.

Steam Production

Feb-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	956	1,156
	Steam (klbs)	26,299	29,301	34,790	29,973	28,951	25,547	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)

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

Degree Days: Up 6%

Production: Down 12%

Steam Plant & Distribution

In Production – Daily operating works tasks (boiler water chemistry, equipment inspections, etc.). As well, as routine service and maintenance items.

Power Delivery

Park usages were consistent with historical averages for Feb-18.

Feb-18 Electric Costs:

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

Power Outage(s)

2/4 – Feeder #52. Reported at 4:49pm. Restored at 5:40pm. Duration of 51 min. Source of outage determined to be a squirrel coming in contact across the phases inside pad-mounted HV switch causing the LA's to blow

and upstream feeder breaker to trip open.

3/2 – Feeder #35. Received call at 5:06pm. Restored at 5:28pm. Duration (from call received) of 22 min. Source of outage believed to be a trim limb coming into contact across the overhead line phases causing the upstream feeder breaker to trip open.

Electric

2/13 – Feeder #66 – Replaced overhead conductor insulator.

2/19 – MVCC – Low-voltage condition reported. Replaced corroded termination on service drop neutral conductor at service entrance weather-head.

Storm Damage Assessment – Reviewed the impacts of and repairs made on the electric distribution systems as a result of March's nor'easters.

3/2 – Feeder #58 (Geiger Rd.) – Repaired broken guy wire.

Customer Project Support Work:

- Deployed Building 917 – Replaced metering CT's.
- County Airport Building 100 Electrical Vault Renovations – Field work for data collection and review of existing layouts of incoming electric service feeds.

Snow Removal for HV Distribution Equipment Operations.

Vegetation Management – Tree trimming on Geiger Rd.

Continue with Training Program (OTJ) with Garrett.

GLDC Electric Maintenance Services Contract.

Street lighting Maintenance Services Contract for the City of Rome.

Regulatory Compliance

Nothing Due.

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 4:25pm, upon a motion by Bill Stevens, seconded by Sandra Corney, approved unanimously, the board voted to enter an Executive Session to discuss personnel issues & litigation.

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 John McNamara, seconded by Mike Sheridan, approved unanimously, the Board voted to adjourn.