

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

Meeting Date and Location: May 14, 2018, 410 Phoenix Drive, Rome, NY 13441

Members Present: Mike Sheridan, Sandra Corney, Joe Cunningham, Bob Skibitski.

Members Absent: John McNamara, Bill Stevens, Tim Woods.

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

Chairman Joe Cunningham brought the meeting to order at 3:30 pm.

Acceptance of Minutes:

The first order of business was the acceptance of minutes from the Board meeting dated March 26, 2018.

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

Financial Reports:

The next order of business was the 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 Bob Skibitski, and approved unanimously.

Committee Reports:

The next order of business was the Audit Committee Report, which was presented by Joe Cunningham. In summary, there was nothing out of the ordinary to report.

Motion to accept the 2017 Audit by D’Arcangelo by Sandra Corney, seconded by Mike Sheridan, and approved unanimously.

The next order of business was the Compensation Committee Report, which was presented by Joe Cunningham. In summary, there was nothing out of the ordinary to report.

Motion to accept the Compensation Committee Report by Bob Skibitski, seconded by Sandra Corney, 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 the period of Mar-18 & Apr-18.

There were “weekly” safety topics covered during the period of Mar-18 & Apr-18.

Environmental

Completed required monthly reporting for SPDES Individual Permit.

- 5/1 – Received updated PBS Registration Certificate consistent with closure and removal of Tank 024C.
- 5/7 – Meeting with C&S to discuss status of storm water discharge permit application. Coordinating moving to SPDES General Permit in lieu the Individual Permit.

Steam Production

Apr-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	985	1,042
	Steam (klbs)	26,507	32,135	32,549	26,270	33,275	27,725	30,147
April	Degree Days	612	508	602	638	407	786	553
	Steam (klbs)	23,211	21,366	23,866	21,459	20,044	24,999	21,989
May	Degree Days	13	101	24	66	208	34	82
	Steam (klbs)	737	5,259	2,701	2,483	9,833	3,641	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)

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

Degree Days: Up 93% (> 42% vs. 5-year average)

Production: Up 25% (> 14% vs. 5-year average)

Steam Plant & Distribution

April – Burned remainder of wood chip ground supply.

May – Burned natural gas.

5/9 – Plant Shut-Down. Begin Summer preventative maintenance, improvement, and capital investment work item tasks.

Power Delivery

Park usages were consistent with historical averages

Apr-18

Supplied: 6,513,294.26 kWh (Biomass STG Production: 79.0 MWh)

Apr-18 Electric Costs:

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

Power Outage(s)

5/6 – Feeder #35. Received call at 10:18am. Restored at 10:55am. Duration of 37 min. Source of outage determined to be a squirrel coming in contact with a riser pole sectionalizing switch causing the upstream feeder breaker to trip open.

Electric

MVCC – Replaced secondary service drop. Conversion from single conductors to quadraplex.

System Hardening Work:

- 5/1 – Feeder #51 – Replaced tap clamp to riser pole feed to Kris-Tech Wire.
- 5/2 – Feeder #35 – Replaced cutout to tap servicing MA Polce.
- 5/7 – Feeder #62 – Ongoing replacement of undersized underground feeder at WSA.

Annual PM Work:

- 5/8 – Contractor support for Station Battery Backup System.

Continue with Training Program (OTJ) with Garrett.

GLDC Electric Maintenance Services Contract.

Street lighting Maintenance Services Contract for the City of Rome.

Regulatory Compliance

- 4/30 – Submitted quarterly EQR 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 4:15pm, upon a motion by Bob Skibitski, seconded by Sandra Corney, approved unanimously, the board voted to enter an Executive Session to discuss litigation.

At 4:31pm, upon a motion by Mike Sheridan, seconded by Bob Skibitski, the board voted to exit Executive Session.

At 4:33pm, upon a motion Mike Sheridan, seconded by Sandra Corney, approved unanimously, the Board voted to adjourn.