

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

Meeting Date and Location: August 8, 2018, 410 Phoenix Drive, Rome, NY 13441

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

Members Absent: None.

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

Dan Maneen brought the meeting to order at 3:17 pm.

Acceptance of Minutes:

The first order of business was the acceptance of minutes from the Board meeting dated May 14, 2018.

Motion to accept Minutes by John McNamara, seconded by Tim Woods, 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 Tim Woods, seconded by Bob Skibitski, and approved unanimously.

The next order of business was the approval of the resolution to accept ESD grant.

Motion to accept the resolution by John McNamara, seconded by Bill Stevens, and approved unanimously.

The next order of business was Capital projects, which was presented by Doug Bartell.

Motion to accept the repair of tubes inside the natural gas boiler by Bob Skibitski, seconded by Bill Stevens, and approved unanimously (Capital Project #959).

Motion to accept installing a natural gas boiler inside Building 221 by Bill Stevens, seconded by Tim Woods, and approved unanimously (Capital Project # 962).

The next order of business was the review and signing of GUSC's Conflicts of Interest and Fiduciary policy.

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 of Jun-18 & Jul-18.

There were "weekly" safety topics covered for this period of Jun-18 & Jul-18.

7/10, 11 – Completed Annual 2-Day OSHA Safety Awareness Training.

New Employees – Completed Heavy Equipment Operator Safety Certification Training.

Environmental

Completed required monthly reporting for SPDES Individual Permit.

7/27 – Submitted Semi-Annual Emissions report to NYS DEC.

Steam Production

None

Steam Plant & Distribution

Continue with annual preventative maintenance, repair, and improvement work.

Gas Boiler Tube Conditions

- Testing completed.
- Repair work completed.

Biomass Boiler Tube Conditions

- Ultrasonic Testing (UT) completed by Applied Technical Services (ATS) on 7/24.
- Results of UT showed 16 tubes have considerable wall thickness erosion and 6 of these would be at risk of failure during next heating season.
- Contracted Troy Boiler for repair work identified as priority to be completed before next heating season. Replace 16+ tubes, install tube shields 100+, and replace worn soot blower nozzles.

Power Delivery

Park usage was higher as compared to this period last year.

Jul-18

Supplied: 7,553,708.88 kWh

Jul-18 Electric Costs:

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

Power Outage(s)

7/15 Reported at 11:02am. Trip for phase fault on the National Grid transmission system.

8/2 Reported at 6:17am. "Smoking" wires on Geiger Road. No loss of power. No damage to facilities.

Electric

Continue with annual preventative maintenance and system hardening work.

- Vegetation Management (Tree Trimming, Equipment Access Clearing, etc.)
- Overhead Line Survey (Poles, Lines, Cross-arms, Insulators, etc.)
- Underground Line Survey (Switches, Junctions, etc.)

GLDC Electric Maintenance Services Contract.

Street lighting Maintenance Services Contract for the City of Rome.

Regulatory Compliance

6/30 – Submitted annual report filing to NYS PSC.

7/31 – Submitted quarterly 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 4:00pm, upon a motion by Bill Stevens, seconded by Tim Woods, approved unanimously, the board voted to enter an Executive Session to discuss potential litigation.

At 4:25pm, upon a motion by Bob Skibitski, seconded by John McNamara, the board voted to exit Executive Session.

At 4:26pm, upon a motion Bob Skibitski, seconded by Bill Stevens, approved unanimously, the Board voted to adjourn.