

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

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

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

**Members Absent:** Bill Stevens.

**Others Present:** Dan Maneen, Doug Bartell, Mike Davis, C. Michael McCormick.

Mike Sheridan 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 September 19, 2018.

**Motion to accept Minutes by Tim Woods, seconded by John McNamara, 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.**

Next on the agenda was Capital Project approvals, which was presented by Doug Bartell.

**Motion to accept the chemical feed system upgrade by Bob Skibitski, seconded by John McNamara, and approved unanimously (Capital Project #966).**

Next on the agenda was 2019 Budget Draft 2, which was presented by Doug Bartell. 2019 Budget posted on GUSC's website.

**Committee Reports:**

Compensation Committee Report was presented in executive session.

**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 Sep-18 and Oct-18.

There were "weekly" safety topics covered for this period of Sep-18 and Oct-18.

**Environmental**

Completed required monthly reporting for SPDES Individual Permit.

10/5 – Received DEC letter. Tanks officially closed. Storm water discharge sampling discontinued at tanks.

Regulatory Compliance

10/31 – Submitted quarterly report filing to FERC.

Energy Plant & Steam Distribution

By C. Michael McCormick

Power Delivery

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

Oct-18

Supplied: 6,721,483.14 kWh

Oct-18 Electric Costs:

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

Power Outage(s)

9/29 – Feeder #51. Reported at 15:22. Restored at 15:45. Duration of 23 min. Source of outage determined to be a squirrel coming in contact across the phases at a riser pole causing the upstream feeder breaker to trip open.

Electric

Completed annual preventative maintenance work.

- Substation PM – Week of 10/1 (Critical Equipment; Substation Protective Relaying Equipment, Feeder Breakers)
- Inspections and Insulated Liquid Testing Program – Week of 9/24 (Critical Equipment; Substation Transformers and LTC's, Ratio Transformers)

GLDC Electric Maintenance Services Contract.

Street lighting Maintenance Services Contract for the City of Rome.

Next on the agenda was the Thermal Operations Report, which was presented by C. Michael McCormick.

**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 Bob Skibitski, seconded by Sandra Corney, approved unanimously, the board voted to enter an Executive Session to discuss legal and personnel issues and the Compensation Committee Report.**

**At 4:55pm, upon a motion by Bob Skibitski, seconded by John McNamara, the board voted to exit Executive Session.**

**At 5:04pm, upon a motion Bob Skibitski, seconded by Mike Sheridan, approved unanimously, the Board voted to adjourn.**