

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

Meeting Date and Location: December 18, 2018, 410 Phoenix Drive, Rome, NY 13441

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

Members Absent: Bob Skibitski, Bill Stevens, Tim Woods.

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

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 November 5, 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 Joe Cunningham, and approved unanimously.

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

Motion to accept the annual allowance for Steam Meters by Mike Sheridan, seconded by Joe Cunningham, and approved unanimously.

Motion to accept the annual allowance for Electric Meters by Joe Cunningham, seconded by Mike Sheridan, and approved unanimously.

Motion to accept the annual allowance for Electric Transformers by Mike Sheridan, seconded by Joe Cunningham, and approved unanimously.

Motion to accept the annual allowance for Electric Equipment by Joe Cunningham, seconded by Mike Sheridan, and approved unanimously.

Next on the agenda was 2019 Operating Budget Version 3 for approval, which was presented by Doug Bartell.

Motion to accept the 2019 Operating Budget Version 3 as presented by Mike Sheridan, seconded by Sandra Corney, and approved unanimously.

There were no Committee Reports to present.

Other Reports:

Next on the agenda was the Operations Report, which was presented by Mike Davis.

OPERATIONS

SAFETY

11/14 OSHA recordable accident at Energy Plant. Required medical attention. No lost time.

There were “weekly” safety topics covered for this period of Nov-18.

Environmental

11/1 Biomass quarterly opacity meter calibrations & maintenance performed.

Regulatory Compliance

Nothing Due

Steam Production

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

Degree Days: Down 6%

Production: Up 15%

Energy Plant & Steam Distribution

11/8 Started the Biomass Boiler. Continued to run the Biomass System for the majority of the month (~ 75% of the Steam Production in November)

11/20 Emergency / Standby Generator annual preventative maintenance service performed.

12/3 Section 1603 Program – Submitted the Annual Performance Report and Certification for Year 5. No additional reporting will be required.

Power Delivery

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

Nov-18

Supplied: 6,441,299.70 kWh (Biomass STG Production: 139.0 MWh)

Nov-18 Electric Costs:

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

Power Outage(s)

11/10 Feeder #35. Reported at 14:30. Isolated at 15:25. Restored at 17:23. Duration of 2 hr. 53 min. Source of outage determined to be a main line phase wire failure at Phoenix Drive riser pole causing the upstream feeder breaker to trip open.

Electric

Periodic Preventative Maintenance Work:

- Substation Battery Backup System – Week of 12/10

System Hardening Work:

- Distribution Equipment Visual Inspections (Including Infrared Thermography) – Ongoing

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 Mike Davis.

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 4:10pm, upon a motion by Mike Sheridan, seconded by Joe Cunningham, approved unanimously, the board voted to enter an Executive Session to discuss personnel issues.

At 4:22pm, upon a motion by Mike Sheridan, seconded by John McNamara, the board voted to exit Executive Session.

At 4:23pm, upon a motion Mike Sheridan, seconded by Sandra Corney, approved unanimously, the Board voted to adjourn.