

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

Meeting Date and Location: September 17, 2019, 410 Phoenix Drive, Rome, NY 13441

Members Present: Joe Cunningham, Mike Sheridan, Sandra Corney, John McNamara, Bob Skibitski, Bill Stevens.

Members Absent: 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 May 14, 2019.

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

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

Motion to accept the purchase of a Bobcat Compact Excavator by Mike Sheridan, seconded by Bill Stevens, and approved unanimously.

Committee Reports:

Next on the agenda was the Finance Committee Report, which was presented by Joe Cunningham and Doug Bartell. In summary, there was nothing out of the ordinary to report.

Next on the agenda was the Governance Committee Report, which was presented by Joe Cunningham and Doug Bartell. In summary, there was nothing out of the ordinary to report.

Other Reports:

OPERATIONS

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

OPERATIONS

SAFETY

May-19

- Annual 2-Day OSHA Safety Awareness Training
- Red Cross Basic First Aid, CPR, and AED Certification Training

Aug-19

- Lost Time Injuries / Accidents – None
- OSHA Recordable Injuries / Accidents – One
- Periodic Safety Awareness Topics - Weekly

Environmental

7/25 – Submitted Bi-Annual DMR filing to NYS DEC.

7/29 – Submitted Semi-Annual Air Emissions Report filing to NYS DEC.

Regulatory Compliance

7/31 – Submitted quarterly report filing to FERC.

Power Delivery

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

Aug-19

Supplied: 6,717,023.27 kWh

Aug-19 Electric Costs:

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

Power Outage(s)

Aug-19 – None

Electric

General:

- New Electric Services – 99 Otis & Dart Circle Parking Lot – Completed

Preventative Maintenance:

- Vegetation Management (Tree Trimming, Equipment Access Clearing, etc.) – Ongoing
- Substation and Switchyard Equipment Annual PM – TBD (Spring 2020)

System Hardening:

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

Maintenance Services Contract:

- GLDC Electric – Ongoing
- City of Rome Street Lighting – Ongoing

Thermal

Preventative Maintenance & Repairs:

- Boiler House Equipment Maintenance (Boilers, Pumps, FD and ID Fans, RO's, DA and Condensate, Compressors, etc.) – Completed
- Biomass Boiler – Safety Relief Valves – 5-Year Re-Certifications – Completed
- Truck Tipper – Hydraulic Cylinder Leak – Completed
- Biomass Boiler – Fire Box Refractory Repair – TBD

Projects – Electric

1. Electric System Reliability Upgrades

- Hill / Hangar Tie
 - March St. tie-in completed 5/28
 - Route 825 tie-in and final cutover completed 6/4.
- Feeder 35 OH/UG (Phase 2)
 - Final tie-ins and cutovers ongoing.
 - Overhead line removals ongoing.

- Feeder 66 Hardening Rebuild
 - Installation ongoing.
2. Feeder 57 (Skyline) Loop Feed Capacity Upgrades
 - Preliminary system assessment and engineering completed.
 - Work scope and schedule TBD (Spring / Summer 2020).

Projects – Thermal

1. Building 440 Boiler
 - Equipment is onsite. Contractor has started installation.
 - Electrical work is being completed by GUSC electricians.
 - Coordinating new natural gas service with National Grid.
2. Boiler Chemical Feed System Upgrade – Automation
 - Pumps installations and piping modifications completed.
 - Control system changes (GUI’s and programming) by vendor scheduled for week of 9/23.
3. AFRL RRS Steam Flow Meter Replacements
 - Meters installation and piping modifications ongoing.
 - Calibrations by vendor scheduled for week of 9/23.

Projects – Miscellaneous

1. 2019 Office IT Infrastructure Upgrades
 - Wireless Access Point (WIFI) Replacement.
 - Network Firewall Replacement.
 - Email System – Migrate to MS Office 365.
2. Energy Efficiency Projects
 - MGS LED Lighting Upgrade – Completed July 2019
 - Cathedral LED Lighting Upgrade – Under Review

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 John McNamara, seconded by Sandra Corney, approved unanimously, the Board voted to adjourn.