

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

Meeting Date and Location: March 10, 2020, 410 Phoenix Drive, Rome, NY 13441

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

Members Absent: Bob Skibitski, Tim Woods.

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

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 December 16, 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 Sandra Corney, seconded John McNamara, 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.

Other Reports:

OPERATIONS

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

OPERATIONS

SAFETY

- There were no lost time or OSHA recordable accidents year-to-date.
- There were periodic safety awareness topics covered weekly year-to-date.

Environmental

1/24 – Submitted Semi-Annual Air Emissions Report filing to NYS DEC.

1/28 – Submitted Annual Certification Report and Semi-Annual DMR filings to NYS DEC.

Regulatory Compliance

1/31 – Submitted annual and quarterly report filings to FERC.

Power Delivery

Park usage was slightly lower as compared to this period last year.

Feb-20

Supplied: 6,083,336.11 kWh

Feb-20 Electric Costs:

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

Power Outage(s)

2/24 Feeder #72. Reported at 11:53. Services partially restored at 12:13. Services fully restored at 12:27. Duration of 20-min and 34-min respectively. Source of outage determined to be a failed pole line lightning arrester causing the upstream feeder breaker to trip open. Repairs have been made and system is back to normal operating conditions.

Electric

General:

- (2) new employees started 2/10. Progressing through the onboarding process (orientation, goal setting, training, etc.).
- Prepping for the Spring / Summer work season (schedule, workload, equipment, material, etc.).
- Review and restocking of critical infrastructure materials, and identifying the need for any additional specialty equipment and tooling.
- Performing periodic maintenance on vehicles and heavy equipment.
- Completed periodic regulatory (OSHA required) testing of PPE.

Preventative Maintenance:

- Substation and Switchyard Equipment Annual PM – TBD

System Hardening:

- Distribution Equipment Visual Inspections & Repairs – Ongoing

Maintenance Services Contract(s):

- City of Rome Street Lighting – Ongoing

Electric Service(s):

- Air City Lofts (New) – Spring / Summer 2020
- MA Police Expansion (Upgrade) – Spring 2020 / Summer 2020
- Orgill (New) – Fall 2020 / Spring 2021
- March Street Development (New) – TBD

Thermal

Production:

Feb-20

100% Biomass Fueled

Feb-20 Steam Numbers as Compared to this Period Last Year:

Degree Days: Down 3%

Production: Down 40% - Load and Weather Related

General:

2/19, 20 – Brought Wellons in for Biomass Boiler Employee Training.

3/3 – Shut-down Steam Turbine Generator.

3/4 – Start-up Natural Gas Plant. Production moved from Biomass to Natural Gas.

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 5:04pm, upon a motion by Bill Stevens, seconded by John McNamara, approved unanimously, the Board voted to adjourn.