

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

**Meeting Date and Location:** August 11, 2020, 410 Phoenix Drive, Rome, NY 13441

**Members Present:** Joe Cunningham, Mike Sheridan (via video), John McNamara (via video), Bob Skibitski (via video), Bill Stevens (via video).

**Members Absent:** Sandra Corney, Tim Woods.

**Others Present:** Dan Maneen, Mike Davis, Taylor Sreca.

Joe Cunningham brought the meeting to order at 3:15 pm.

**Acceptance of Minutes:**

The first order of business was the approval of minutes from the Board meeting May 19, 2020.

**Motion to accept Minutes by Bill Stevens, seconded Mike Sheridan, approved unanimously.**

**Financial Reports:**

The next order of business was the Financials, which was presented by Dan Maneen. In summary, there was nothing out of the ordinary to report.

**Motion to accept the Financials by Mike Sheridan, seconded Bob Skibitski, and approved unanimously.**

The next order of business was the approval of capital projects, which was presented by Dan Maneen.

**Motion to accept Steam Plant Air Compressor by Mike Sheridan, seconded by Bob Skibitski, and approved unanimously.**

**Motion to accept Building 772 renovations by Bill Stevens, seconded by John McNamara, and approved unanimously.**

**Other Reports:**

**OPERATIONS**

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

OPERATIONS

SAFETY

- There were no lost time or OSHA recordable accidents during the period of May-20 thru Jul-20.
- There were periodic safety awareness topics covered for the period of May-20 thru Jul-20.

Environmental

7/28 – Submitted Semi-Annual DMR filing to NYS DEC.

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

Regulatory Compliance

6/29 – Submitted Annual Report filing to NYS PSC.

7/31 – Submitted quarterly report filings to FERC.

## Power Delivery

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

Jun-20

Supplied: 6,170,524.37 kWh

## Jun-20 Electric Costs:

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

## Power Outage(s)

6/11 Feeder #51. Reported at 11:21. Services restored at 12:35. Duration of 74-min. Source of outage determined to be a squirrel coming into contact with riser pole cutout causing the upstream feeder breaker to trip open. Repairs have been made and system is back to normal operating conditions.

7/4 Feeder #72. Reported at 12:45. Services restored at 15:00. Duration of 135-min. Source of outage determined to be a large rodent coming into contact with one of the switches of a pad-mount sectionalizing switchgear (S-44) causing the upstream feeder breaker to trip open. Repairs have been made and system is back to normal operating conditions.

## Electric

### General:

- Summer Work Season (System Maintenance & Repairs Work, Services, Improvements) – Ongoing

### Preventative Maintenance:

- Liquid Testing and Analysis Program Annual PM – Completed June 2020
- Vegetation Management (Tree Trimming, Equipment Access Clearing, etc.) – Ongoing
- Substation and Switchyard Equipment Annual PM – Fall 2020

### System Hardening:

- Distribution Equipment Visual Inspections & Repairs (Including Infrared Thermography) – Ongoing
- Park Wide Bollards for Pad Mounted Equipment Physical Protection
- Park Wide System LA's Inspections and Replacements

### Maintenance Services Contract(s):

- City of Rome Street Lighting – Ongoing

### Electric Service(s):

- MA Polce Expansion (Upgrade) – Completed June 2020
- Air City Lofts (New) – August / September 2020
- Polaris Office Building Development (New) – Fall 2020
- Orgill Distribution Facility (New) – Fall 2020 / Spring 2021

## Thermal

### General:

- Summer Work Load – Ongoing
  - o Boiler House Equipment Inspections, Maintenance, and Repairs – Ongoing
  - o Distribution System Inspections, Maintenance, and Repairs – Ongoing
  - o Boilers Internal Inspections Completed

7/6 – Emergency Generator PM Service Completed

7/9 – COMS (Continuous Opacity Monitoring System) Quarterly PM Service Completed

Miscellaneous

1. GUSC Office Solar Carport
  - Site Mobilization / Construction Kick-off – 8/10
  - Structure Foundations & Piers (Drill, Rebar Cages, Concrete Pour) – Week of 8/10
  - Steel Erection Begins – End of Week 8/17
  - PV Module Installation Begins – Week of 9/7

**ADMINISTRATION**

Next on the agenda was the Administration Reports, which was presented by Dan Maneen. In summary, there was an employee resignation and GUSC Covid-19 protocol.

**New Business:**

N/A

**Old Business:**

N/A

**At 3:44pm, upon a motion by Bill Stevens, seconded by Mike Sheridan, approved unanimously, the Board voted to enter Executive session to discuss personnel.**

**At 4:00pm, upon a motion by Bob Skibitski, seconded by John McNamara, approved unanimously, the Board voted to exit Executive session.**

**At 4:01pm, upon a motion by Bill Stevens, seconded by John McNamara, approved unanimously, the Board voted to adjourn.**