

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

Meeting Date and Location: September 15, 2020, 410 Phoenix Drive, Rome, NY 13441

Members Present: Joe Cunningham, Mike Sheridan, Sandra Corney, John McNamara (via video), Bob Skibitski (via video), Bill Stevens (via video), Tim Woods (via video).

Members Absent: None.

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 August 11, 2020.

Motion to accept Minutes by John McNamara, 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 Sandra Corney, and approved unanimously.

The next order of business was the 2021 Budget review, which was presented by Dan Maneen.

Committee Reports:

The next order of business was the Compensation Committee report, which was presented by Joe Cunningham.

The next order of business was the Governance Committee Report, which was presented by Joe Cunningham.

Other Reports:

OPERATIONS

SAFETY

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

Environmental

Nothing Due

Regulatory Compliance

8/31 – Submitted Annual ReCharge Compliance Report filing to NYPA.

Power Delivery

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

Aug-20

Supplied: 6,618,190.37 kWh

Aug-20 Electric Costs:

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

Power Outage(s)

8/18 Feeder #56. One customer affected. Reported at 07:20. Services restored at 07:40. Duration of 20-min. Source of outage determined to be a squirrel coming into contact with load side of cutouts causing the fuses to blow. 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:

- 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

Maintenance Services Contract(s):

- City of Rome Street Lighting – Ongoing

Electric Service(s):

- Air City Lofts (New) – September/October 2020
- Polaris Office Building Development (New) – Fall 2020
- Orgill Distribution Facility (New) – Fall 2020 / Spring 2021

Thermal

General:

- Summer Work
 - Boiler House Equipment Inspections, Maintenance, and Repairs – Ongoing
 - Distribution System Inspections, Maintenance, and Repairs – Ongoing
- Instrument Air Compressor Replacement – Ongoing

Miscellaneous

1. GUSC Office Solar Carport

- Site Mobilization / Construction Kick-off – 8/10
- Structure Foundations & Piers (Drill, Rebar Cages, Concrete Pour) – Completed Week of 8/10
- Steel Erection Begins – Completed End of Week 8/17
- PV Module Installation – Ongoing; To Be Completed End of Week of 9/14
- Electrical Wiring and Equipment Installation – Ongoing
- Substantial Completion – End of September
- Performance Testing and Commissioning – Weeks of 9/28 and 10/5

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 3:45pm, upon a motion by Mike Sheridan, seconded by Sandra Corney, approved unanimously, the Board voted to enter Executive session to discuss personnel.

At 4:39pm, upon a motion by Tim Woods, seconded by Bill Skibitski, approved unanimously, the Board voted to exit Executive session.

At 4:40pm, upon a motion by Sandra Corney, seconded by Mike Sheridan, approved unanimously, the Board voted to adjourn.