

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

Meeting Date and Location: October 13, 2020, 410 Phoenix Drive, Rome, NY 13441

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

Members Absent: Mike Sheridan, Tim Woods.

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

Joe Cunningham brought the meeting to order at 3:10 pm.

Acceptance of Minutes:

The first order of business was the approval of minutes from the Board meeting September 15, 2020.

Motion to accept Minutes by Bill Stevens, seconded Bob Skibitski, 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 Sandra Corney, seconded Bob Skibitski, and approved unanimously.

The next order of business was the 2021 Operations Budget – First Draft, which was presented by Taylor Sreca.

Other Reports:

OPERATIONS

SAFETY

- There were no lost time or OSHA recordable accidents during the period of Sep-20.
- There were periodic safety awareness topics covered for the period of Sep-20.
- Annual OSHA Safety Awareness Training - 9/15 & 9/16

Environmental

Nothing Due

Regulatory Compliance

Nothing Due

Power Delivery

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

Sep-20

Supplied: 6,011,323.63 kWh

Sep-20 Electric Costs:

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

Power Outage(s)

None

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 – Spring 2021

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

Thermal

Plant Start-up 10/7 (Natural Gas)

- Distribution system bleed ins completed through end of week 10/9
- Steam services available end of week 10/9

Building 221 Boiler

- System Start-up – 9/20, 21

Building 440 Boiler

- System Start-up – 9/24, 25

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 – Completed End of Week 8/17
- PV Module Installation –Completed End of Week of 10/2
- Electrical Wiring and Equipment Installation – Completed End of Week 10/2
- Building and Electrical Permits – Final Inspections Completed 10/6
- Compliance Inspection (Antares) - Completed 10/7
- Punch List Items - Scheduled for 10/14
- Commissioning and Performance Verification – Scheduled for Weeks of 10/12 & 10/19

2. Building 772 Renovation

- Building Permit Application – Issued 9/28
- Door / Window / Site Contractor – Ongoing
- Electric Service Work – Ongoing
- Building Mechanicals (Plumbing and HVAC) – Ongoing

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 4:04pm, upon a motion by John McNamara, seconded by Bill Stevens, approved unanimously, the Board voted to adjourn.