

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

Meeting Date and Location: November 12, 2020, 410 Phoenix Drive, Rome, NY 13441

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

Members Absent: Tim Woods.

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

Joe Cunningham brought the meeting to order at 3:07 pm.

Acceptance of Minutes:

The first order of business was the approval of minutes from the Board meeting October 13, 2020.

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

Financial Reports:

The next order of business was the Financials, which was presented by Taylor Sreca. 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.

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

Committee Reports:

The next order of business was the Compensation Committee Report, which was presented by Joe Cunningham. In summary, there was nothing out of the ordinary to report.

Other Reports:

OPERATIONS

SAFETY

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

Environmental

Nothing Due

Regulatory Compliance

10/31 – Submitted quarterly report filings to FERC.

Power Delivery

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

Oct-20

Supplied: 5,946,740.17 kWh

Oct-20 Electric Costs:

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

Power Outage(s)

None

Electric

General:

- Employee Training – Safety and Skills 10/19
- Continue to Prep for Winter Season – Ongoing

Preventative Maintenance:

- 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 - Phases 1 & 2 (New) – Fall 2020 / Summer 2021
- Polaris Office Building Development (New) – Fall 2020 / Spring 2021
- Orgill Distribution Facility (New) – Fall 2020 / Spring 2021
- Rome CSD Bus Heaters – Fall 2020
- Kris-Tech Wire Expansion – Summer 2021
- AFRL RRS Security Fence – Spring 2021 / Summer 2021

Thermal

Production:

- 100% Natural Gas

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

Degree Days: Up 12%

Production: Up 10%

General

- Emergency / Standby Generator Annual PM Service – Completed 10/22
- Truck Scale Annual Recertification – Completed 10/29
- Miscellaneous Equipment Repairs

Miscellaneous

1. GUSC Office Solar Carport

- Punch List Items – Completed 10/21
- Commissioning – Completed 10/21
- Performance Verification – TBD
- Weather Station – Scheduled for Week of 11/16
- Canopy Lighting - Scheduled for Week of 11/30

2. Building 772 Renovation

- Electric Service Work – Completed; Electrical Inspection Completed 10/27
- Door / Window / Site Contractor – Ongoing; Waiting for OH Door and Window Delivery
- Building Mechanicals (Plumbing and HVAC) – Ongoing
- Building Electrical (Re-Wiring and Lighting) – Ongoing

3. Steam Plant Access Control System

- Quotes – Qualifying Scope and Costs for Award
- Cabling – By GUSC – Winter 2020-21

4. Electric Shop Camera System

- System Install – Winter 2020-21 / Spring 2021
- Cabling – By GUSC – Winter 2020-21

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 4:10pm, upon a motion by Bob Skibitski, seconded by Bill Stevens, approved unanimously, the Board voted to enter Executive session to discuss personnel.

At 4:55pm, upon a motion by Mike Sheridan, seconded by Sandra Corney, approved unanimously, the Board voted to exit Executive session.

At 5:00pm, upon a motion by John McNamara, seconded by Sandra Corney, approved unanimously, the Board voted to adjourn.