

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

Meeting Date and Location: December 16, 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 3:45 pm.

Acceptance of Minutes:

The first order of business was the approval of minutes from the Board meeting November 12, 2020.

Motion to accept Minutes by Bill Stevens, seconded John McNamara, 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 pending corrections by Mike Sheridan, seconded Bill Stevens, and approved unanimously.

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

Motion to accept the 2021 Operations Budget by Bob Skibitski, seconded Mike Sheridan, and approved unanimously.

Committee Reports:

There were no committee reports this month.

Other Reports:

OPERATIONS

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

SAFETY

- There were no lost time or OSHA recordable accidents during the period of Nov-20.

- There were periodic safety awareness topics covered for the period of Nov-20.

Environmental

Nothing Due

Regulatory Compliance

Nothing Due

Power Delivery

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

Nov-20

Supplied: 5,783,301.21 kWh

Nov-20 Electric Costs:

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

Power Outage(s)

None

Electric

General:

- Employee Training – Safety and Skills 12/8
- 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 - Phase 2 (New) – Spring 2021 / Summer 2021
- Polaris Office Building Development (New) – Fall 2020 / Spring 2021
- Orgill Distribution Facility (New) – Completed 12/2020
- Rome CSD Bus Heaters – Completed 12/2020
- Kris-Tech Wire Expansion – Summer 2021
- AFRL RRS Security Fence – Spring 2021 / Summer 2021

Thermal

Production:

- 100% Natural Gas

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

Degree Days: Down 24%

Production: Down 14%

General

- Opacity Monitoring System Quarterly PM Service – Completed 11/11

Miscellaneous

1. GUSC Office Solar Carport

- Punch List Items – Completed 10/21
- Commissioning – Completed 10/21
- Performance Verification – TBD
- Weather Station – Completed 12/4
- Canopy Lighting - Completed 12/4

2. Building 772 Renovation
 - Electric Service Work – Completed; Electrical Inspection Completed 10/27
 - Door / Window / Site Contractor – Completed 12/15
 - Building Mechanicals (Plumbing and HVAC) – Completed 12/14
 - Building Electrical (Re-Wiring and Lighting) – Ongoing
 - Certificate of Occupancy - Awaiting Final Building Inspection TBD
3. Steam Plant Access Control System
 - Quotes – Qualifying Scope and Costs for Award
 - Cabling – By Our Guys – Winter 2020-21
4. Electric Shop Camera System
 - System Install – Winter 2020-21 / Spring 2021
 - Cabling – By Our Guys – 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 4:30 pm, upon a motion by Bob Skibitski, seconded by Mike Sheridan, approved unanimously, the Board voted to enter Executive session to discuss personnel.

At 4:40 pm, upon a motion by John McNamara, seconded by Bill Stevens, approved unanimously, the Board voted to exit Executive session.

At 4:45 pm, upon a motion by Bill Stevens, seconded by John McNamara, approved unanimously, the Board voted to adjourn.