

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

**Meeting Date and Location:** February 23, 2021, 410 Phoenix Drive, Rome, NY 13441

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

**Members Absent:** Tim Woods.

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

Joe Cunningham brought the meeting to order at 3:11pm.

**Acceptance of Minutes:**

The first order of business was the acceptance of minutes from the Board meeting dated December 16, 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 Taylor Sreca. In summary, there was nothing out of the ordinary to report.

**Motion to accept the Financials by Sandra Corney, seconded Bill Stevens, and approved unanimously.**

**Committee Reports**

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

**Other Reports:**

**OPERATIONS**

Next on the agenda was the 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 Dec-20 & Jan-21.
- There were periodic safety awareness topics covered for the period of Dec-20 & Jan-21.

**Environmental**

1/26 – Submitted Semi-Annual Air Emissions report filing to NYS DEC.

1/27 – Submitted Annual Certification and Semi-Annual DMR report filings to NYS DEC.

**Regulatory Compliance**

1/28 – Submitted annual and quarterly report filings to FERC.

**Power Delivery**

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

Jan-21

Supplied: 6,330,506.83 kWh

Jan-21 Electric Costs:

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

Power Outage(s)

None

Electric

General:

- Continue to Prep for Spring / Summer Work Season – Ongoing

Preventative Maintenance:

- Substation and Switchyard Equipment – Summer 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) – Spring 2021 / Summer 2021
- Kris-Tech Wire Expansion – Summer
- AFRL RRS Security Fence – Spring 2021 / Summer 2021

Thermal

Production:

- 100% Natural Gas

Jan-21 Steam Numbers as Compared to this Period Last Year:

Degree Days: Up 13%

Production: Up 27%

General

- Continue with daily plant production operating tasks.

Miscellaneous

1. GUSC Office Solar Carport
  - Performance Verification – TBD
2. Building 772 Renovation
  - Certificate of Occupancy - Awaiting Final Building Inspection
3. Steam Plant Access Control System
  - Quotes – Qualifying Scope and Costs for Award
  - Cabling – By Our Guys – Apr-21

4. Electric Shop Camera System
  - System Install – Spring 2021
  - Cabling – By Our Guys – Completed 2/19

**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.

**COMMITTEE REPORTS**

Next on the agenda was the Investment Committee Report, which was presented by Joe Cunningham. In summary, there was nothing out of the ordinary to report

**New Business:**

N/A

**Old Business:**

N/A

**At 4:09pm, upon a motion by Sandra Corney, seconded by John McNamara, approved unanimously, the Board voted to adjourn.**