

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

Meeting Date and Location: March 31, 2021, 410 Phoenix Drive, Rome, NY 13441

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

Members Absent: Bill Stevens.

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

Joe Cunningham brought the meeting to order at 3:05pm.

Acceptance of Minutes:

The first order of business was the acceptance of minutes from the Board meeting dated February 23, 2021.

Motion to accept Minutes by Tim Woods, 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 by Mike Sheridan, seconded Sandra Corney, and approved unanimously.

Capital Projects

The next order of business was approval of Capital Projects, which was presented by Joe Cunningham.

Motion to accept the Annual Capital Projects of Customer Transformers, Electric Meters, Electric Distribution Repairs, and Steam Meters by Mike Sheridan, seconded by Tim Woods, and approved unanimously.

Motion to accept the Steam Service Utility Truck Capital Project by Mike Sheridan, seconded by Tim Woods, and approved unanimously.

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 Feb-21.

- There were periodic safety awareness topics covered for the period of Feb-21.

Environmental

Nothing Due

Regulatory Compliance

Nothing Due

Power Delivery

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

Feb-21

Supplied: 5,893,320.21 kWh

Feb-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 – 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) – Spring 2021 / Summer 2021
- Kris-Tech Wire Expansion – Summer 2021
- AFRL RRS Security Fence (New) – Spring 2021 / Summer 2021
- MGS Storage Building (New) - Summer 2021 / Fall 2021

Thermal

Production:

- 100% Natural Gas

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

Degree Days: Up 6%

Production: Up 16%

General

- Continue with daily plant production operating tasks.
- 3/26 - Standby Generator Set - Engine start troubleshoot and repairs.

Miscellaneous

1. GUSC Office Solar Carport

- Performance Verification – TBD

2. Building 772 Renovation

- Certificate of Occupancy - Received 3/17

3. Steam Plant Access Control System
 - Quotes – Qualifying Scope and Costs for Award
 - Cabling – By Our Guys – Apr-21/May-21
4. Electric Shop Camera System
 - System Install – Completed 3/22
 - 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 Governance Committee Report, which was presented by Joe Cunningham. In summary, there was nothing out of the ordinary to report.

Motion to accept the minutes and results from the February 23, 2021 Governance Committee Meeting by Tim Woods, seconded by Mike Sheridan, and approved unanimously.

New Business:

N/A

Old Business:

N/A

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

At 3:50pm, upon a motion by Sandra Corney, seconded by John McNamara, approved unanimously, the Board voted to exit Executive session.

At 3:55pm, upon a motion by Mike Sheridan, seconded by Tim Woods, approved unanimously, the Board voted to adjourn.