

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

Meeting Date and Location: September 22, 2021, 410 Phoenix Drive, Rome, NY 13441

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

Members Absent: John McNamara, Tim Woods.

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

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

Acceptance of Minutes:

The first order of business was the acceptance of minutes from the Board meeting dated May 19, 2021.

Motion to accept Minutes by Bill Stevens, seconded by Mike Sheridan, approved unanimously.

2020 990 Form

The next order of business was the approval of the 2020 Form 990.

Motion to accept the 2020 990 Form by Bob Skibitski, seconded by Bill Stevens, and 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 Bob Skibitski, seconded by Sandra Corney, and approved unanimously.

Capital Projects

The next order of business was approval of Capital Projects, which was presented by Aaron Falkenmeyer.

Motion to accept the GUSC Solar Energy Project – Phase 1 by Sandra Corney, seconded by Bill Stevens, and approved unanimously.

Motion to accept the purchase of an Electric Hybrid Vehicle by Sandra Corney, seconded by Bill Stevens, and approved unanimously.

Other Reports

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

OPERATIONS

SAFETY

- There were no lost time or OSHA recordable accidents during the period of May-21 thru Aug-21
- There were periodic safety awareness topics covered for the period of May-21 & Aug-21.
- Annual OSHA Required Safety Training – Completed 6/9 and 6/10.

Environmental

7/28, 30 – Submitted Semi-Annual filings to NYS DEC.

Regulatory Compliance

7/30 – Submitted quarterly report filing to FERC.

Power Delivery

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

Aug-21

Supplied: 7,271,000.68 kWh

Aug-21 Electric Costs:

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

Power Outage(s)

None

Electric

General:

- Summer Work Season – System Upgrades, Repairs, New Services, & Preventative Maintenance (Critical Equipment) - Ongoing

Preventative Maintenance:

- Vegetation Management (Tree Trimming, Equipment Access Clearing, etc.) – Ongoing
- Substation and Switchyard Equipment – Fall 2021 / Spring 2022

System Hardening:

- Distribution Equipment Visual Inspections & Repairs (Including Infrared Thermography) – Ongoing

Maintenance Services Contract(s):

- City of Rome Street Lighting – Ongoing

Electric Service(s):

- MGS Storage Building (New) – Completed
- Air City Lofts - Phase 2 (New) – Ongoing – Fall 2021 / Spring 2022
- AFRL RRS Security Fence (New) – Ongoing – Spring / Summer 2022
- Kris-Tech Wire Expansion – Spring / Summer 2022

Thermal

Production:

- Plant Start-Up – Tentatively Scheduled for 10/6 or 10/13, Weather Dependent

General

- “Summer Work” Season – Preventative Maintenance and Repairs - Wrapping Up
- Plant & Distribution Systems – Getting Ready for Upcoming Heating Season

Miscellaneous

1. GUSC Office Solar Carport
 - Performance Verification –Completed Aug-21
2. Electric Yard Relocation
 - Completed Jun-21
3. Access Control System (Boiler House & Electric Shop)
 - Cabling – By Our Guys – May-21/Jun-21
 - Equipment & Devices Installation – Completed 8/13
 - Final Installations, Start-up, & Commissioning - Scheduled for 10/1

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.

Next on the agenda was the Electrification Presentation by Aaron Falkenmeyer.

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.

Motion to accept the updated Investment Policy by Bill Stevens, seconded by Sandra Corney, and approved unanimously.

New Business:

N/A

Old Business:

N/A

At 4:40pm, upon a motion by Sandra Corney, seconded by Bob Skibitski, approved unanimously, the Board voted to adjourn.