

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

Meeting Date and Location: August 20, 2013, 410 Phoenix Drive, Rome NY

Members Present: Doug Bartell, Tim Woods, Fred Tillman, Bill Stevens

Members Absent: Mike Sheridan, Bob Skibitski, Sandra Corney

Others Present: Dan Maneen, John Nash, Mike Davis

Chairman Doug Bartell brought the meeting to order at 3:35pm.

Acceptance of Minutes:

The first order of business was the acceptance of minutes from Board meeting dated May 22, 2013.

Motion to accept Minutes by Tim Woods, seconded by Bill Stevens, approved unanimously.

Financial Report:

John Nash reported that the financials were on track for the month of July and there were no major issues to report.

Motion to accept the financial report by Fred Tillman, seconded by Tim Woods and approved unanimously.

Other Business

The following capital projects were presented and acted upon:

1. Electric distribution feeder #58 extension \$75,000

Motion to approve by Bill Stevens, seconded by Fred Tillman and approved unanimously.

2. Electric metering upgrade \$55,000

Motion to approve by Fred Tillman, seconded by Tim Woods and approved unanimously.

3. Substation and Switchyard annual preventative maintenance \$36,500

Motion to approve by Fred Tillman, seconded by Bill Stevens and approved unanimously.

4. Paint Stacks at Steam Plant \$150,000

Motion to approve by Fred Tillman, seconded by Bill Stevens and approved unanimously.

The Board authorized additional loans to GUSC Energy Inc. up to \$2 million

Motion to approve by Fred Tillman, seconded by Tim Woods and approved unanimously.

Operations Report

Safety

There were no lost time or OSHA recordable accidents for the month of April 2013.

The safety topics covered throughout the period were as follows;

- Slips, trips, and falls
- Home Safety
- Good housekeeping
- Safe use of Scaffolds
- Sun Protection
- Lockout/Tag out
- Electrical Safety-Grounding Conveyors

ENVIRONMENTAL

7/19-Submitted Semi-Annual Emissions report to NYSDEC

OPERATIONS

Support by Operations personnel was predominately aimed at assisting Biomass contractors in preparing new system for commissioning and start up. Tasks performed included but were not limited to:

-Working Wellons Tech. to help trouble shoot truck tipper conveyer speed control and overloading of conveyers. Had to clean out conveyers multiple times.

-Researching and ordering special dumpsters with metal lid for waste ash disposal.

-Providing Operator support on a 24/7 basis

-Walked through steam system with contractors to line up valves for starting biomass boiler and venting out the muffler pit.

-Gathered (3) wood chip samples of one delivery. Sent one to lab for analysis, one was tested in-house and one for record storage.

-Assisted contractor during start-Up and bleed in of steam through STG building when a bleeder line that was plugged with dirt blew open and filled building with steam. Worked to shut down and contractors began drying out electrical Switchgear generator & PLC cabinet.

POWER DELIVERY

June 2013

Allocated: 7,155,737 kWh

Purchased: 7,073,705 kWh

POWER OUTAGES

7/10-Loss of entire feeder #35 (and Feeder#51 which was paralleled due to work being done to install a new relays at Feeder #51 breaker). Total of 27 customers (56 meters) affected. Reported at 10:16pm, source of outage determined to be the upstream feeder breaker that opened on a phase-to-phase fault, most likely resulting from a failed phase insulator on a pole-mounted air switch that appeared to be caused by a direct lightning strike, problem isolated, services restored on 7/11 at 2:54 am. (4hr.38 mins.)

7/16- Partial Loss of feeder # 62 (WSA area). Total of 2 customers (5) affected. Reported at 9:53 pm, low-voltage conditions contributed to a loss-of-phase, source of problem determined to be a blown fuse at switchgear S-14 (source switch to WSA area) most likely resulting from a failed underground cable, cable isolated and service restored at 1:00 pm to Deployed Resources' main facility and Building 916 and 917 (3 hr. 7 min.), coordinated extended shut-down with customers, cable repaired with splice kit and services restored to remainder of WSA area on 7/7 at 12:29 pm. (26 hr. 36 min.)

7/21- -Loss of entire feeder #51. Total of 14 customers (32 meters) affected. Reported at 3:00 am, source of outage determined to be the upstream feeder breaker that opened on a phase-to-phase fault, most likely resulting from a failed PT at the Substation Transformer Bank T1, problem isolated, services restored at 5:11 am. (2 hr. 11 min.)

ADMINISTRATIVE REPORT

PV Project- Submitted Grant proposal to State for PV Project in coordination with AFRL, for their building 2 site. 200kW PV array, Total cost approximately \$1M of which GUSC is requesting \$395K-State, \$297K-Feds, and \$320K GUSC

Co-Gen Project Update...CHP PROJECT

-Construction is basically complete.

-Boiler has been fired and up to pressure

-Steam Turbine is being run starting later Tuesdays

-ESP was statically tested and will be dynamically tested same time as turbine

-Air emissions testing for permit to begin August 27th

-Truck scale transformer installed so final electrical connections and exit/entry ramps can be completed
-September 17th is date for Ribbon Cutting Ceremony

NY Regional Economic Council Grant-Submitted paperwork and have been communicating with NY City reps to begin process (2-3 mos.) to collect \$1.5M.

At 4:45pm, upon a motion by Fred Tillman, seconded by Bill Stevens, approved unanimously, the board voted to adjourn.