

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

Meeting Date and Location: January 15, 2014, 410 Phoenix Drive, Rome, NY 13441

Members Present: Doug Bartell, Sandra Corney, Fred Tillman, Bill Stevens, Mike Sheridan, Bob Skibitski, Tim Woods

Members Absent: None

Others Present: Dan Maneen, John Nash, Mike Davis

Chairman Doug Bartell brought the meeting to order at 3:38pm.

Chairman Doug Bartell stated that there were no Committee Reports this month.

Acceptance of Minutes:

The first order of business was the acceptance of minutes from Board meeting dated December 5, 2013.

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

Financial Report:

The second order of business was the Financial Report, which was presented by John Nash. In summary, there were no abnormal items to note on financial report.

Motion to accept the financial report by Mike Sheridan, seconded by Bob Skibitski, and approved unanimously.

Operations Report

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

Annual ASHA Training for all Operations Personnel was conducted on November 6th and 14th.

The safety topics covered throughout the last month were as follows:

- Holiday Fire Safety
- Safe Snow Shoveling
- Proper use of Snow Blowers
- Preventing Slips, Trips, & Falls

Environmental

Finalized and submitted "MOSF" application/renewal for 10,000 bbl oil tank to DEC.

Operations

Began 7 day shutdown of biomass plant to repair safety relief valves. 400,000 BTU rental heater set up to keep boiler from freezing up. Wellons Tech., Bruce Taylor, arrived, removed the safety valves and shipped them out for rebuild. Began working on list of other issues; water pump, soot blower leaks etc. Outage work continued; turbine leaks repaired, Rovisys reprogramming, conductivity probe changed and re-pumped, cell clinkers cleaned out, soot blower leaks worked on etc. Bruce had to drive to pick up safety relief valves due to complications. One valve leaked slightly during the hydro test. Rental heater & propane tank removed. Relief valves installed and biomass plant restarted. After satisfactory tests of steam quality, turbine started up. No further turbine trips but set points for generator vibration trips were raised per Hyundai until the generator can be installed.

POWER DELIVERIES

November 2013

Allocated: 6,534,141 kWh

Purchased: 6,497,267 kWh

POWER OUTAGE(S)

1/6- Loss of feeder #66. Total of 17 customers (26 meter) affected. Reported at 12:32am, low voltage condition contributed to a loss-of-phase, source of outage determined to be a blown fuse on the Ratio 210 load-side riser, caused by ice buildup at air switch terminations because of freezing rain, service restored at 1:28 am. (56 mins.)

MISC

-Energy efficiency Program: Preparing program application and implementation documents. Working with Cathedral and their energy consultant to establish an acceptable project scope for a customer incentive lighting upgrade.

2013 Management G/O Projects

-Electric Metering Network Upgrade: Finalized scope for "Phase 1" project implementation and awarded contract 1st week of October 2013. Equipment delivered then end of December 2013. Setup and implementation scheduled for 2nd week of February 2014. Anticipate project completion by end of 1st Quarter 2014.

-Utility Recovery Plan (Data Center Recovery): Working with consultant outlining draft report contents. Anticipate project completion by end of 1st Quarter 2014.

-Recondition Transformer Yard (Ellsworth Substation Structures0: Working business contacts to establish "qualified" contractors list. Finalizing project scope and specification documents to be ready for sending out to obtain cost proposals. Note that this is an "aesthetics" only project. If costs are reasonable, anticipate project completion by end of 3rd Quarter 2014.

Administrative Report

PV Project- Grant proposal submitted to State for PV Project coordination with AFRL for their building 2 site made was awarded \$150,000. 200kW PV array. Total cost approximately \$1M of which GUSC is requesting \$395K-State, \$297K-Feds, and \$320K GUSC.

Co-Gen Project Update

-Contractor is working on punch list items.

NY Regional Economic Council Grant

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

Treasury Dept 1603 Grant

-Preparing final paperwork for Grant reimbursement submittal. Fed guidelines indicate that 60-90 days after submittal, applicants should be reimbursed. However, there have been exceptions.

VA Hospital Project

-We have reengaged the VA on their desire to connect to the steam system, now that we are renewable. A meeting has been proposed to discuss ideas and project details.

At 4.05pm, upon a motion by Bill Stevens, seconded by Mike Sheridan, the board voted to enter executive session to discuss personnel and litigation.

At 4:21pm, upon a motion from Sandra Corney, seconded by Tim Woods, the Board voted to exit executive session.

The Board established a compensation committee as follows:

Tim Woods-Chair

Sandra Corney

Mike Sheridan

At 4:23pm, upon a motion by Fred Tillman, seconded by Mike Sheridan, approved unanimously, the board voted to adjourn.