

Town of Los Altos Hills
Battery Energy Storage Project
Syserco Job # 4021EP21MU
Owner Meeting Minutes: Meeting #2
Meeting Held: Monday, February 9, 2022 @ 12PM

Attendees:

Minutes Taken By: Yama Omar

| Name | Representing | Phone | E-Mail | Attendance |
|---------------|--------------------------------|--------------|--|-------------------|
| Cody Einfalt | Town of Los Altos Hills | 650-947-2508 | ceinfalt@losaltoshills.ca.gov | X |
| Taylor Bohlen | Syserco Energy Solutions | 510-549-6784 | t.bohlen@syserco-es.com | X |
| Nagib Elzein | Syserco Energy Solutions (SES) | 510-358-7935 | n.elzein@syserco-es.com | |

Introductions/Guests: [Guests list](#)

Safety: In case of emergency, call Syserco POC – Taylor Bohlen (510)549-6784. If life threatening, call 911 first, then call Syserco POC.

| Item | Old Business | Assigned To | Due Date |
|-------------|--|---------------------------------|-----------------|
| 1.1 | Determine Architect for Aesthetic Portion of project It is confirmed that an enclosure around the new equipment is not included in this contract scope. It can be provided for additional cost. | Taylor Bohlen | 2/7/2022 |
| 1.2 | Provide Schedule / Calendar for Major Activities Updated schedule attached | Taylor Bohlen / Nagib Elzein | 2/4/2022 |
| 1.3 | Procure Switchgear Switchgear has been ordered. ETA 30 weeks from Feb 4 th . | Taylor Bohlen | 2/4/2022 |

| Item | New Business | Assigned To | Due Date |
|------|---|--------------|----------|
| 1.1 | <p>PG & E Service upgrade request.</p> <ul style="list-style-type: none"> • OMM is currently working on submission to PG & E. Needs Cody's input to complete the form. | Nagib Elzein | |
| 1.2 | <p>Grant Funding.</p> <ul style="list-style-type: none"> • Cal OES (Must make Purchase by March 31, 2022. Extended to Dec 2022). All Equipment orders have been placed. Grant money has been received by the town. • SGIP Application Administration. To be completed once the electrical design is completed by OMM. | Nagib Elzein | |
| 1.3 | <p>Engineering</p> <ul style="list-style-type: none"> • Structural. TBD • Electrical. OMM target completion 2/25 • Communication. Ageto is working on it. Target date TBD | Nagib Elzein | |
| 1.4 | <p>Permitting</p> <ul style="list-style-type: none"> • Pending completion of Electrical and structural Engineering | Nagib Elzein | |
| 1.5 | <p>Procurement.</p> <ul style="list-style-type: none"> • Battery: Order placed on 12/15/2021. 18 weeks lead time • Controller: Order placed on 12/15/2021. Controller in stock. Shipping typically 3-4 weeks before commissioning. • Switchgear: Order placed on 2/4/2022. 30 weeks lead time | Nagib Elzein | |
| 1.6 | <p>Construction</p> <ul style="list-style-type: none"> • Tentatively planning to mobilize in July 2022. | Nagib Elzein | |

Next Meeting Scheduled For: 2/14/22 11:00 A.M.

Location: Zoom Meeting

Copies to:

Attendees

File

These meeting minutes represent the writer's interpretation of the events, discussions, comments, and commitments made by the attendees. Please notify this office in writing of any discrepancies within 3 days of receipt or these shall stand as correct for the record. Any revisions to these minutes should be submitted to **Nagib Elzein** (n.elzein@syserco-es.com).

Town of Los Altos Hills - Resilience Project

