

**Town of Los Altos Hills**  
**Battery Energy Storage Project**  
**Syserco Job # 4021EP21MU**  
**Owner Meeting Minutes: Meeting #4**  
**Meeting Held: Monday, February 28, 2022 @ 11 AM**

Attendees:

Minutes Taken By: Yama Omar

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

**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	Open/Closed	Assigned To	Due Date
<b>1.1</b>	<a href="#">Determine Architect for Aesthetic Portion of project</a> It is confirmed that an enclosure around the new equipment is not included in this contract scope. It can be provided for additional cost.	Closed		
<b>1.2</b>	<a href="#">Provide Schedule / Calendar for Major Activities</a> Updated schedule attached	Open	Nagib	weekly
<b>1.1</b>	<a href="#">PG &amp; E Service upgrade request.</a> <ul style="list-style-type: none"> <li>• OMM submitted 2/14/22.</li> <li>•</li> </ul>	Closed		
<b>1.2</b>	<a href="#">Grant Funding.</a> <ul style="list-style-type: none"> <li>• Cal OES (Must make Purchase by March 31, 2022. Extended to Dec 2022). <a href="#">All Equipment orders have been placed. Grant money has been received by the town.</a></li> <li>• SGIP Application Administration. <a href="#">To be completed once the electrical design is completed by OMM.</a></li> </ul>	Open	Nagib	
<b>1.3</b>	<a href="#">Engineering</a> <ul style="list-style-type: none"> <li>• Structural. TBD</li> <li>• Electrical. OMM target completion 2/25. Preliminary set sent out 2/28/2022. To be finalized this week</li> <li>• Communication. Ageto is working on it. Target date TBD</li> </ul>	Open	Nagib	
<b>1.4</b>	<a href="#">Permitting</a> <ul style="list-style-type: none"> <li>• Pending completion of Electrical and structural Engineering</li> </ul>	Open	Nagib	

1.5	<b>Procurement.</b> <ul style="list-style-type: none"> <li><b>Battery:</b> Order placed on 12/15/2021. 18 weeks lead time</li> <li><b>Controller:</b> Order placed on 12/15/2021. Controller in stock. Shipping typically 3-4 weeks before commissioning.</li> <li><b>Switchgear:</b> Order placed on 2/4/2022. 30 weeks lead time</li> </ul>	Open	Nagib	
1.6	<b>Construction</b> <ul style="list-style-type: none"> <li>Tentatively planning to mobilize in July 2022.</li> </ul>	Open	Nagib	

Item	New Business		Assigned To	Due Date
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**Next Meeting Scheduled For:** 3/7/22 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](mailto:n.elzein@syserco-es.com)).