

**Town of Los Altos Hills**  
**Battery Energy Storage Project**  
**Syserco Job # 4021EP21MU**  
**Owner Meeting Minutes: Meeting #16**  
**Meeting Held: Wednesday , August 17, 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
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 – Nagib Elzein (510)358-7935. If life threatening, call 911 first, then call Syserco POC.

Item	Old Business	Open/Closed	Assigned To	Due Date
<b>1.1</b>	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.	Closed		
<b>1.2</b>	Provide Schedule / Calendar for Major Activities Updated schedule attached	Ongoing	Nagib	weekly
<b>1.3</b>	PG & E Service upgrade request. <ul style="list-style-type: none"> <li>• OMM submitted 2/14/22.</li> <li>• PG &amp;E design review to be completed by October 2022</li> <li>•</li> </ul>	Open	Nagib	
<b>1.4</b>	Grant Funding. <ul style="list-style-type: none"> <li>• 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.</li> <li>• SGIP Application Administration. To be completed when construction starts</li> </ul>	Open	Nagib	
<b>1.5</b>	Permitting <ul style="list-style-type: none"> <li>• Planning to submit by 6/30</li> <li>• Structural and electrical drawings ready for submission.</li> <li>• Comments received 7/29/22 . SES to respond by 8/12/22</li> <li>• Resubmittals are approved Aug 9th, SES to submit hard copies by Aug 30th.</li> </ul>	Open	Nagib	
<b>1.6</b>	Procurement. <ul style="list-style-type: none"> <li>• <b>Battery:</b> Order placed on 12/15/2021. <b>Delivery date delayed until end of August.</b></li> <li>• <b>Controller:</b> Order placed on 12/15/2021. Controller in</li> </ul>	Open	Nagib	

	stock. Shipping typically 3-4 weeks before commissioning. <ul style="list-style-type: none"> <li>• <b>Switchgear:</b> Order placed on 2/4/2022. 30 weeks lead time. <b>Delayed to Q1 2023 due to supply chain issues , formal document from the supplier forwarded to Cody</b></li> </ul>			
<b>1.7</b>	<b>Construction</b> <ul style="list-style-type: none"> <li>• <b>Pending update on switchgear delivery date. We will look into the option of doing some work (concrete pads, battery install and rough in conduits before the switchgear is delivered) after permit is received</b></li> </ul>	Open	Nagib	
<b>1.8</b>	Zoe and Jessica from SVCE attended the meeting on 3/21/22 to review the exhibit C worksheet. It was agreed that this sheet will be completed by the battery installation subcontractor when the on site works starts. Only requirement is to fill in the number of hours worked and average hourly wage.	Open	Nagib	
<b>1.9</b>	Syserco is in process of working on updating the DUNS number to a UEI number. ETA to be advised.	Open	Nagib	
<b>1.10</b>	We discussed the SGIP program and the qualification for the town. Based on Cody's request, we will go ahead and work on the administrative part of the application and plan on submitting as we get closer to construction start date	Open	Nagib	

Item	New Business		Assigned To	Due Date
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**Next Meeting Scheduled For:** 8/31/22 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)).