MEETING MINUTES

# Topic: ER and TP Revision Memo

## Monday, February 10, 2020

## 10:30 am– 12:30 pm

**Minutes recorded by \_Rachel Watanabe\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by** **Rachel Watanabe**

**Attendees: Rachel Watanabe, Toren Schurb (left meeting early @ 12pm), and Jayne Sandoval (left meeting after the first 15 minutes)**

**Please bring:** Laptops/device to access online team docs; be prepared to address/work on the ER and TP Revision memo

**Table 1. Record of meeting.**

|  |  |  |
| --- | --- | --- |
| 10:30 am to 10:45 am | **Discussion on upcoming tasks/assignments*** Discussion led by Rachel Watanabe
* Rachel:
	+ pointed out that we need to recontact everyone again
	+ need to make sure that our location with in Prowers is near a transmission line since we move to be where the met mast data is located
	+ made note that this week the team needs to complete the ER and TP revision memo
		- location of team’s doc is on Microsoft Team Drive
* Toren:
	+ located over permits more and Prowers county looks to be doable
	+ The current location we are working falls under what the county considers A-2 (Non-irrigated)
	+ will reach out to companies and individuals again
	+ will look into the power lines again
* Jayne
	+ listened and then asked it was okay to leave once discussion of upcoming tasks/assignments were wrapped up
	+ also asked Toren to teach her how to fix and insert the met mast data into Openwind
 | MEP Room |
| 10:45 am to end | **Discussion on upcoming tasks/assignments*** Discussion led by Rachel Watanabe
* Rachel:
	+ Worked on writing the CR portion of the ER and TP revision memo
		- finished the CR section at the meeting
	+ conferred with Toren to make sure the team has not made any changes to the CRs that the team came up with last semester
	+ conferred with Toren on the changes that were made to the ERs since the final report from last semester
	+ Discussed with Toren how he should go about writing the ER section
	+ discussed with Toren some of the comparable wind farms he could reference (COE, number of turbines, hub height, annual energy production)
* Toren (10:45 am to 12:00pm:
	+ Put together a small outline for the ER portion of the ER and TP revision memo
	+ Discussed with Rachel about how no changes were made to the CRs since the final report from last semester
	+ conferred with Rachel on the changes that were made to the ERs since the final report from last semester
	+ Discussed with Rachel how he should go about writing the ER section
	+ Researched and calculated a COE estimate for the current layout of the wind farm
	+ discussed with Rachel some of the comparable wind farms within Easter Colorado that could be reference in the ER section (COE, number of turbines, hub height, annual energy production)
 | MEP Room |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Run Openwind on Prowers to get more date to present for Hardware review (~6 runs of data) | Everyone | 2/3/20 | 2/3/20 |
| Complete outline done requested by Willy (of CUP) | Toren & Jayne | 1/30/20 | 1/30/20 |
| Complete building COE excel as much as possible | Rachel | Original:2/7/20Extended:2/29/20 |  |
| Compile a list of unknowns for COE to present to Willy | Rachel | Original:2/7/20Extended:2/29/20 |  |
| Contact Vesta in CO about the V117 turbine and hypothetical logistics | Toren | 2/6/20 | 1/31/20 |
| Contact Tom about setting up a meeting for info on wildlife | Toren | 2/6/20 | 2/5/20 |
| Contact Prowers County about zoning/permits | Toren | 2/6/20 | 2/6/20 |
| Make an outline for Final Report using the CUP outline and CWC Rulebook | Toren and Jayne | 2/6/20 | 2/7/20 |
| Make Hardware Review Presentation/Outline | Everyone | 2/3/20 | 2/6/20 |
| Send Willy Hardware Review Presentation/Outline  | Toren | 2/3/20 | 2/7/20 |
| Write up bullet points on what was completed for the week of 2/3/20 for Willy | Rachel | 2/7/20 | 2/7/20 |
| Send Willy 2/3/20 weeks updates | Toren | 2/7/20 | 2/7/20 |
| Send Trevas Meeting Minutes for 1/31/20  | Toren | 1/31/20 | 1/31/20 |
| Write the TP section of the ER and TP revision Memo | Jayne | 2/13/20 |  |
| Write the ER section of the ER and TP revision Memo | Toren | 2/13/20 |  |
| Edit, write introduction paragraph and submit the ER and TP revision Memo | Everyone | 2/14/20 |  |
| Check to make sure that there are transmission lines close to the current wind farm location  | Toren | 2/13/20 |  |
| Reconnect all companies and individuals again | Toren | 2/17/20 |  |
| look into wind rebates and environmental regulation for Prowers | Everyone | 2/14/20 |  |

**Next formal meeting: 2/14/20, Willy’s Office, EGR Building, at 11:00 am.**