MEETING MINUTES

# Topic: Weekly Meeting with Willy #3

## Friday, February 14, 2020

## 11:00 am– 11:30 am

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

**Meeting called by** **Professor Willy**

**Attendees: Rachel Watanabe, Toren Schurb, Jayne Sandoval, Dr. Treva, Professor Willy**

**Please bring:** Laptops/device to access online team docs; be prepared to discuss updates with Professor Willy and Dr. Trevas, come with any questions or concerns to be discussed at the meeting

**Table 1. Record of meeting.**

|  |  |  |
| --- | --- | --- |
| 11:00 am to 11:30 am | **Weekly update/questions/tasks/concerns**   * Discussion led by Toren Schurb * Toren:   + let the team know that Prower County’s Fish and Game office is more for recommendation not in the enforcement     - Over the phone, they told Toren just to follow state and federal rules and regulations   + discussed that the team is having trouble getting intouch with Vestas and SG     - having a hard time getting useful information out of them     - looking into different ways of contacting them   + Discussed that we are moving the site location slightly to be closer to transmission lines     - currently creating new rasterized data     - finding new met mast data for the new location   + Concerned with not being able to get data for 80 meters in the close to the new location     - Willy asked why we are looking at 80 meters not higher       * looked that the current wind farms in Easter Colorado         + since 2015 all wind farms use turbines that have a hub height of 80m       * say under FAA regulation height       * the potential initial cost is lower     - Can potentially log data to get 80 m met mast from the 100 m     - Willy wants team to run tests with different turbines and different hub heights to see which one has the better Levelized cost of energy (thus select a turbine) * Rachel:   + When the discussion about concern for the hub height and FAA came up:     - noted/told the group the FAA’s parameters       * have to be under 500 ft tall (includes hub height and blades)         + if not:   need to conduct a 1 month comment period  add more lighting to the top of the hub so planes can see the towers at night   * + Told group that she plans to run the new energy capture and annual Levelized COE that Willy is requesting (at less start and add new turbine specs)     - Willy also suggested that use of NREL’s annual Levelized COE calculator as a check for Openwinds calculations * Jayne   + Asked about what should be put for the testing procedures within the ER and TP revision memo     - should be noted that the team has already written about TPs last semester       * Jayne was told that it is the same as what was written last semester and has been changed   + asked Willy if he got a chance to see and look over the outline for our report (the combined outline incorporating the CUP and CWC 2020 Rule Book)     - Willy said it looks good and that we just need to get Dr. Trevas approval and make any changes to match Capstone       * Dr. Trevas said that as long as we meet the competition requirements and Professor Willy is happy with the outline he will approve of it as well so as to not double the team’s workload   + Offered/was told to contact Karin Wadsack     - since Tom isn’t responding | Willy’s Office |

**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 building COE excel as much as possible | Rachel | 2/29/20 |  |
| Compile a list of unknowns for COE to present to Willy | Rachel | 2/29/20 |  |
| 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 |
| 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 |  |
| Insert new met mast data and reasterize | Toren | 2/14/20  or asap |  |
| Complete runs within Openwind for 2 types of turbines each type having a 100 and 80 m hub height (at less 4 runs total) [EC and annual levelized COE] | Everyone | 2/21/20 |  |
| Contact Karin Wadsack to set up a meeting | Jayne | 2/15/20 |  |

**Next formal meeting: 2/17/20, MEP Room, EGR Building, at 10:30 am.**