

Appendix E
Meeting Minutes

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: May 3, 2010
Conference No.: 49
Date & Time: April 28, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

	Name	Company	Telephone	E-mail
X	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
X	Liz Houser	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
	Christine Demes	Board of Equalization (BOE)	916 445-3498	Christine.Demes@boe.ca.gov
	Heidi Mazzola	Board of Equalization (BOE)	916 996-4399	Heidi.Mazzola#boe.ca.gov
	Steven Mercer	Board of Equalization (BOE)	916 322-3059	Steven.Mercer@boe.ca.gov
	Liz Peralta	Board of Equalization (BOE)	916323-5128	Liz.peralta@boe.ca.gov
X	Vince Paul	Board of Equalization (BOE)	916 445-1148	Vince.Paul@boe.ca.gov
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	David Locke	JLS Environmental Services (JLS)	916 870-4564	dlocke@jlsinc.com
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X	Mike Moore	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
X	Jerry Lairramore	Board of Equalization (BOE)	916 327-7900	Jerry.lairramore@boe.ca.gov

Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 3/10/2011 ▪ Physical Work completed by 1/27/2011 ▪ Current issue date 4-26-10 <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ Room #146 – Exercise Restrooms <ul style="list-style-type: none"> ○ Rooms will be completed by April 30th, Friday, late afternoon and will be available for use on Monday morning. ○ 6th Floor <ul style="list-style-type: none"> ○ Remediation will be completed by 5/5/10. Final walk-thru is scheduled for Wednesday 5/5/10 at 8:30 am. ▪ Fire Riser Cabinets - JLS will continue this weekend with floors 6, 7, and 8. ▪ Corridor #132 will be completed this weekend. <p>c. Delays DGS incorporated call center staff (floor 19) move set for 12/15/10. Programmatically, BOE must move before 1/1/2011.</p> <p>d. Inspection & Safety Notes</p> <p>It was discussed that Floor 6 had more hard walls (and more walls affected by water staining in SE quadrant) than typical floors. The cause of water staining could not be determined.</p>	<p>JLS</p> <p>BOE/DGS</p> <p>JLS</p> <p>HTI/LCD</p>

<p>III. Old Business</p> <ul style="list-style-type: none"> ▪ Caroline C. to confirm a Monday morning meeting with DOF and she will send e-mail to Bob C. ▪ The Agency meetings are scheduled for every two months, so the next meeting will be in June 2010. ▪ It was confirmed that Floor 10 interviews have been completed. LCD interviews for floor 7 & 8 will be scheduled together. BOE will send out notice to the employees on those floors to capture historical data. <p>IV. New Business</p> <ul style="list-style-type: none"> ▪ BOE requested the moving flag remain on the cubicle so their moves will be quicker and the contractor will figure a method if the cubes need to covered. ▪ BPM/LCD will meet and fill in the gaps for remaining O&M protocols need for this building. ▪ BOE/DGS will meet next week and review the 5th floor operations for their remediation work. 		<p>BOE/DGS</p> <p>BOE/LCD</p> <p>JLS</p> <p>BPM/LCD</p> <p>DGS/BOE</p>
<p>V. Other</p> <ul style="list-style-type: none"> ▪ None 		
<p>VI. Next Meeting</p> <ul style="list-style-type: none"> ▪ May 5, 2010, 10:30 am, BOE, Room 2221 		

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: May 12, 2010
Conference No.: 51
Date & Time: May 12, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

	Name	Company	Telephone	E-mail
X	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
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<p>III. Old Business</p> <ul style="list-style-type: none"> ▪ BPM has completed a list to identify any procedures needed for the O & M manual. LCD expects to have an outline of all the protocols needed to maintain the building by next week. ▪ 5th Floor scheduling meeting is set for tomorrow at 9:00 am in room 2221. ▪ LCD's historical interviews for 7th floor are scheduled for next Tuesday from 9 – 11 am. LCD will send V. Paul available times for the 8th floor interviews. <p>IV.</p> <ul style="list-style-type: none"> ▪ Soap dishes are installed at the showers on the 1st floor. <p>New Business</p> <ul style="list-style-type: none"> ▪ Dave Edwards leak repair is scheduled for this weekend. ▪ BPM has repaired the sink in room 1905 that was plugged last week and JLS will remove the plastic placed in the cabinet last week as a precautionary measure. 	<p>LCD</p> <p>BOE/DGS LCD</p> <p>JLS/DGS</p>	
<p>V. Other</p> <ul style="list-style-type: none"> ▪ Mike Moore is on vacation next week. 		
<p>VI. Next Meeting</p> <ul style="list-style-type: none"> ▪ May 19, 2010, 10:30 am, BOE, Room 2221 		

BOE-DGS Schedule 4-28-10

ID	Task Name	Start	Finish	'10	May 2, '10	May 9, '10	May 16, '10	May 23, '10	May 30, '10	Jun 6, '10
				T W T F S S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T
1	Dell - Waiting for JLS to repair water leak - TBD	Wed 4/28/10	Wed 4/28/10	◆ 4/28						
2	First Floor and work plan - As per new CPM	Wed 4/28/10	Wed 4/28/10	◆ 4/28						
3	Fire Riser Cabinets	Thu 4/29/10	Sun 5/16/10							
4	Corridor Hallway West Side	Fri 5/14/10	Sun 5/16/10							
5	Fire Risers Floors 1 and 2	Sun 5/16/10	Sun 5/16/10							
6	10th Floor - Per CPM	Tue 5/11/10	Mon 6/7/10							
7	Carpet Removal	Tue 5/11/10	Thu 5/13/10							
8	Remediation	Tue 5/11/10	Wed 5/19/10							
9	Reconstruction	Thu 5/20/10	Thu 6/3/10							
10	Carpet Install	Fri 5/21/10	Fri 5/28/10							
11	Turn Floor Over	Mon 6/7/10	Mon 6/7/10							

Project: DGS - 3 week schedule - 5-05-
Date: Wed 5/12/10

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: May 12, 2010
Conference No.: 51
Date & Time: May 12, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: May 24, 2010
Conference No.: 52
Date & Time: May 19, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

	Name	Company	Telephone	E-mail
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Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 2/24//2011 ▪ Physical Work completed by 1/13/2011 ▪ Current issue date 5/19/10 <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 1st Floor <ul style="list-style-type: none"> ○ Corridor #132 is now completed. ○ Item #25 Food Prep Area and Item #3A Janitor Closet will start 6/4/10. JLS/LCD/HTI will investigate food prep area after hours at 6:00 pm., Thursday (6/3/10). BPM will notify cafeteria owner of upcoming work. The janitor closet deconstruction and testing to be completed over the weekend and the rebuild after hours (week days) to start on 6/7/10 (work to take approximately 1&1/2 weeks to complete). ○ Item #9 coffee area and item #3B Fire Riser Cabinet will be moved to another weekend, to accommodate time for Item 25 & 3A due to unknown issues at this time. ▪ 10th Floor will be completed per CPM 6/7/10 (job walk is scheduled for 8:30 AM). <p>c. Delays</p> <p>6/7/10 – 6/23/10 no work scheduled, this break will not cause a delay to the final completion date, but JLS will only have a skeleton crew on site during the break.</p> <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None 	<p>JLS/BPM LCD/HTI</p> <p>JLS</p> <p>BOE/BPM/ PMB/JLS</p>

<p>III. Old Business</p> <ul style="list-style-type: none"> ▪ LCD has submitted a draft O&M Protocol outline to BPM for their review. J. Beesley and C. Corpus will meet after 6/7/10 to finalize the O & M outline. ▪ 5th Floor coordination follow-up meeting, V. Paul will send out notification when appropriate staff will be available. This meeting will include JLS/LCD/DGS. <p>IV. New Business</p> <ul style="list-style-type: none"> ▪ None 		<p>BPM/LCD</p> <p>BOE/DGS/ JLS</p> <p>BOE</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ Greg S. will be out Thursday & Friday, Efrain R. will be available. 	<p>JLS</p>
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ June 2, 2010, 10:30 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: June 7, 2010
Conference No.: 54
Date & Time: June 2, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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X	M. Anglin	Board of Equalization (BOE)		

Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 2/24//2011 ▪ Physical Work completed by 1/13/2011 ▪ Current issue date 6/2/10 <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 1st Floor <ul style="list-style-type: none"> ○ JLS/LCD/HTI will walk the areas in the cafeteria (item #25) that are scheduled to be remediated this weekend, this Thursday evening @ 6:00 PM. The east area of Item #25 and the janitor's closet will be started Friday after hours and cleared by Monday. The janitor's closet rebuild will start after hours each evening until it's completed. BPM, KF will coordinate with the cafeteria vendor with respect to schedule. ▪ 10th Floor will be completed per CPM 6/7/10, turn-over to BOE will be on Monday at 8:30 am. ▪ BOE (VPaul) will investigate if a walk of the 7th Floor to begin work can take place on the evening of 6/22. <p>c. Delays</p> <p>None to report.</p> <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ Mary Hoy is on vacation this week, Dave Halstead will be called for construction inspections as needed. 	<p>JLS/BPM LCD/HTI</p> <p>BOE/BPM/ JLS/HTI/ PMB</p>

<p>III. Old Business</p> <ul style="list-style-type: none"> ▪ J. Beesley and C. Corpus will meet after 6/7/10 to finalize the O & M manual. ▪ 10th floor turn over from DGS to BOE is scheduled for Monday 6/7 at 8:30 am. ▪ 5th Floor coordination follow-up meeting, V. Paul will send out notification for a two week follow-up meeting as it relates to the 5th floor. This meeting will include JLS/LCD/DGS. The halon system will remain active during the remediation period. JLS will receive training prior to starting this floor in case of an emergency. BOE staff remaining on floor will receive remediation awareness training. As discussed, one of the battery packs at column K19 can be moved if necessary to remediate this column. <p>IV. New Business</p> <ul style="list-style-type: none"> ▪ The HVAC will be shut down 6/11/ - 6/13 for BPM maintenance repairs, this will not affect JLS' weekend work. 	<p>BPM/LCD</p> <p>BOE/DGS/ JLS</p> <p>BOE</p> <p>BPM</p>
<p>V. Other</p> <ul style="list-style-type: none"> ▪ Closure report for the 18th floor will be transmitted to BOE at next Wednesday's meeting. 	<p>PMB</p>
<p>VI. Next Meeting</p> <ul style="list-style-type: none"> ▪ June 9, 2010, 10:30 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: June 10, 2010
Conference No.: 55
Date & Time: June 9, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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	M. Anglin	Board of Equalization (BOE)		

<p>III. Old Business</p> <ul style="list-style-type: none"> ▪ J. Beesley and C. Corpus are still coordinating final contents of the O & M manual. ▪ 10th floor turn over from DGS to BOE was completed on Monday 6/7 at 8:30 am. ▪ The next 5th Floor coordination meeting will be scheduled for sometime in July. JLS has provided BOE a list of similar project and similar conditions that exist on the BOE 5th floor server room. ▪ JLS will have a detailed action plan prior to starting the 5th Floor remediation. V. Paul to check if the new dates that J. Sommerville provided will work with the 5th floor operations. BOE will confirm the type of halon system used in the server room. JLS will receive training prior to starting this floor in case of an emergency. <p>IV. New Business</p> <ul style="list-style-type: none"> ▪ Form 22 for transfer of bond debt service funds to the project ARF was submitted to DOF yesterday for signature. 	<p>BPM/LCD</p> <p>BOE/DGS/ JLS</p> <p>BOE</p> <p>JLS BOE/vp</p> <p>DOF/BOE</p>
<p>V. Other</p> <ul style="list-style-type: none"> ▪ None 	
<p>VI. Next Meeting</p> <ul style="list-style-type: none"> ▪ June 16, 2010, 10:30 am, BOE, Room 2221 	

