

# MEETING MINUTES

**Project:** Board of Equalization Mold Remediation - Work Order 125828  
**Issue Date:** October 12, 2009  
**Conference No.:** 20  
**Date & Time:** October 7, 2009, 10:30AM  
**Location:** Board of Equalization Building, Conference Room 2221

## ATTENDEES

	Name	Company	Telephone	E-mail
	<b>Caroline Cabias</b>	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
	<b>Liz Houser</b>	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
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	<b>Melissa Powers</b>	JLS Environmental Services (JLS)	916 660-1525	mpowers@jlsinc.com
	<b>Efrain Ramos</b>	JLS Environmental Services (JLS)	916 869-6407	eramos@jlsinc.com
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	<b>John Sheehan</b>	JLS Environmental Services (JLS)	916 869-7889	jsheehan@jlsinc.com
	<b>Katie Woodards</b>	JLS Environmental Services (JLS)	916 240-3043	katie@jlsinc.com
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	<b>Tim Bow</b>	Department of General Services – BPM	916 375-4960	Tim.Bow@dgs.ca.gov
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X	<b>Gary Lee</b>	Department of General Services – RESD	916 376-1862	Gary.Lee@dgs.ca.gov







# MEETING MINUTES

**Project:** Board of Equalization Mold Remediation - Work Order 125828  
**Issue Date:** October 19, 2009  
**Conference No.:** 21  
**Date & Time:** October 14, 2009, 10:30AM  
**Location:** Board of Equalization Building, Conference Room 2221

## ATTENDEES

	Name	Company	Telephone	E-mail
	<b>Caroline Cabias</b>	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
	<b>Liz Houser</b>	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
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X	<b>Vince Paul</b>	Board of Equalization (BOE)	916 445-1148	Vince.Paul@boe.ca.gov
X	<b>Charlene Yount</b>	Board of Equalization (BOE)	916 445-3498	Charlene.Yount@boe.ca.gov
X	<b>Wes Frey</b>	Hygiene Tech (HTI)	916 752-4418	wfrey@hygienetech.com
	<b>Kenny Hsi</b>	Hygiene Tech (HTI)	310 213-2186	khsi@hygienetech.com
	<b>Heath Leshner</b>	JLS Environmental Services (JLS)	916 869-7899	hlesher@jlsinc.com
	<b>Shane Leshner</b>	JLS Environmental Services (JLS)	916 869-0009	slesher@jlsinc.com
	<b>David Locke</b>	JLS Environmental Services (JLS)	916 870-4564	dave@jhpcact.com
	<b>Melissa Powers</b>	JLS Environmental Services (JLS)	916 660-1525	mpowers@jlsinc.com
	<b>Efrain Ramos</b>	JLS Environmental Services (JLS)	916 869-6407	eramos@jlsinc.com
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	<b>Katie Woodards</b>	JLS Environmental Services (JLS)	916 240-3043	katie@jlsinc.com
	<b>Chris Corpuz</b>	LaCroix Davis LLC (LCD)	510 701-4729	ccorpuz@lacroixdavis.com
X	<b>Ted Ice</b>	LaCroix Davis LLC (LCD)	925-299-1140	tice@lacroixdavis.com
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	<b>Kevin Mayugra</b>	Department of General Services – BPM	916 825-3023	Kevin.Mayugra@dgs.ca.gov
	<b>Robert Rodriguez</b>	Department of General Services – BPM	916 446-9505	Robert.Rodriguez@dgs.ca.gov
	<b>Jim Powell</b>	Department of General Services – DSS	916 375-4307	Jim.Powell@dgs.ca.gov
	<b>Marie Maddy</b>	Department of General Services – DSS	916 375-42321	Marie.Maddy@dgs.ca.gov
	<b>Jerry Benton</b>	Department of General Services – CSS	916 825-7009	Jerry.Benton@dgs.ca.gov
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X	<b>Jim Martone</b>	Department of General Services – PMB	916 376-1717	Jim.Martone@dgs.ca.gov
	<b>Mike Moore</b>	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
X	<b>Gary Lee</b>	Department of General Services – RESD	916 376-1862	Gary.Lee@dgs.ca.gov
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<i>Item</i>	<i>Description</i>	<i>Action</i>
I.	<b>Corrections or additions to previous meeting minutes</b> <ul style="list-style-type: none"> <li>▪ None to report.</li> </ul>	
II.	<b>Schedule / Progress</b> <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> <li>▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS)</li> <li>▪ Official Close-out Date = 1/14/2011</li> <li>▪ Physical Work completed by 12/02/2010</li> <li>▪ No changes from the CPM that was distributed on 10/7/09.</li> </ul> <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"> <li>▪ Brice Mechanical – VAV schedule <ul style="list-style-type: none"> <li>○ 5<sup>th</sup> Floor – completed.</li> <li>○ 3<sup>rd</sup> Floor – per schedule; work may extend to Monday due to the placement of the VAV and what is located under it; will know tonight.</li> <li>○ 22<sup>nd</sup> Floor – per schedule. BOE move will be completed by COB Friday.</li> <li>○ 1<sup>st</sup> Floor Planning Meeting – per schedule. Will go into the ceiling and inspect; valves are located in the atrium lobby, over the reception area and historic room.</li> <li>○ Start up boilers – will begin filling them up on Friday, October 23, one floor at a time. JLS and Brice will do floor walks and check for leaks; this is routine protocol.</li> </ul> </li> <li>▪ 15<sup>th</sup> Floor Remediation and Reconstruction <ul style="list-style-type: none"> <li>○ Proceeding on schedule</li> <li>○ Remediation/Construction of Men’s and Women’s restrooms <ul style="list-style-type: none"> <li>▪ Negative results behind toilets and urinals</li> <li>▪ Two new urinals will be installed.</li> <li>▪ Scrubbing scheduled for today</li> <li>▪ Ready for testing by HTI and LCD on Thursday</li> </ul> </li> <li>○ Mold found in cove base in 1502 and 1510; containments will be constructed.</li> <li>○ Punched windows <ul style="list-style-type: none"> <li>▪ Northeast – will be completed today; no issues.</li> <li>▪ Southeast – Containments will be constructed today; issues on other floors have typically occurred in the southeast corner of the building.</li> </ul> </li> <li>○ DGS turnover to BOE anticipated for November 2.</li> </ul> </li> </ul> <p>c. Delays</p> <ul style="list-style-type: none"> <li>▪ None to report.</li> </ul> <p>d. Inspection &amp; Safety Notes</p> <ul style="list-style-type: none"> <li>▪ None to report</li> </ul>	

<b>III.</b>	<b>Old Business</b> <ul style="list-style-type: none"> <li>▪ Protocol for restroom walls and minor wall penetration approved by HTI and BOE. LCD (CCorpus) will issue final version.</li> <li>▪ Noise issue on Floor 11. TRU employees confirmed existing noise condition. BOE considering “white noise” to help mask it.</li> </ul>	
<b>IV.</b>	<b>New Business</b> <ul style="list-style-type: none"> <li>▪ 4<sup>th</sup> and 11<sup>th</sup> Floors’ women’s restroom ceilings small amount of mold found in vestibule areas; will be cleaned and sheetrock replaced. Remediation work planned for November 12-16, between the swing moves. The 4<sup>th</sup> floor discovery involves the firewall; first layer will be removed and replaced and not impact firewall; this can be completed over a weekend. Containment areas will be confined to restroom and not extend to hallway corridors.</li> <li>▪ Failure of Curtain Wall – DGS (Dave Edwards) will be consulted on issue. LCD will develop protocol; work can only be done when everything is dry.</li> <li>▪ Wet ceiling tiles on Floors 10 &amp; 11 – Involves same leaking channel; BPM staff are monitoring and changing tiles.</li> <li>▪ Power surges and false alarms –Vince commented yesterday's power surges and false alarms that were set off. Efforts explained by BPM's J. Beesley as to why alarms went off; Simplex out today to trouble short whole system/faulty sensor. Power surges happened all over Sac due to storm. Moves were temporarily stopped so people didn't get trapped in elevators with boxes and equipment. BOE reported it won't delay the next moves. Only complaint was with the freight, not the low or high rises. BOE noted that if this happens in the future, we'll need to discuss the impact to the schedule. Fortunately, BOE has been able to complete moves faster than the 5 day allotment.</li> </ul>	
<b>V.</b>	<b>Other</b> <ul style="list-style-type: none"> <li>▪ DGS received funding from the recent form 22 submitted for additional funding for the building wide remediation.</li> <li>▪ BPM still trying to meet with Wendy Santos and Ashley to go over the funding spreadsheet; need to track the monies to and from or if redirected from one project to another.</li> </ul>	
<b>VI.</b>	<b>Next Meeting</b> <ul style="list-style-type: none"> <li>▪ October 21, 2009, 10:30 am, BOE, Conference Room 2221.</li> </ul>	



# MEETING MINUTES

**Project:** Board of Equalization Mold Remediation - Work Order 125828  
**Issue Date:** October 26, 2009  
**Conference No.:** 22  
**Date & Time:** October 21, 2009, 10:30AM  
**Location:** Board of Equalization Building, Conference Room 2221

## ATTENDEES

	Name	Company	Telephone	E-mail
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	<b>Ashley Tangeraas</b>	Board of Equalization (BOE)	916 322-1696	Ashley.Tangeraas@boe.ca.gov
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	<b>Kenny Hsi</b>	Hygiene Tech (HTI)	310 213-2186	khsi@hygienetech.com
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	<b>Shane Leshner</b>	JLS Environmental Services (JLS)	916 869-0009	slesher@jlsinc.com
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	<b>John Sheehan</b>	JLS Environmental Services (JLS)	916 869-7889	jsheehan@jlsinc.com
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	<b>Jerry Benton</b>	Department of General Services – CSS	916 825-7009	Jerry.Benton@dgs.ca.gov
	<b>Bob Courtmier</b>	Department of General Services – CSS	916 375-4842	Bob.Courtmier@dgs.ca.gov
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X	<b>Jill Sommerville</b>	Department of General Services – PMB	916 376-1728	Jill.Sommerville@dgs.ca.gov
X	<b>Jim Martone</b>	Department of General Services – PMB	916 376-1717	Jim.Martone@dgs.ca.gov
X	<b>Mike Moore</b>	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
X	<b>Gary Lee</b>	Department of General Services – RESD	916 376-1862	Gary.Lee@dgs.ca.gov
X	<b>Jerry Hairramore</b>	Board of Equalization (BOE)	916	Jerry.Hairramore@boe.ca.gov

<i>Item</i>	<i>Description</i>	<i>Action</i>
I.	<b>Corrections or additions to previous meeting minutes</b> <ul style="list-style-type: none"> <li>▪ None to report.</li> </ul>	
II.	<b>Schedule / Progress</b> <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> <li>▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS)</li> <li>▪ Official Close-out Date = 1/14/2011</li> <li>▪ Physical Work completed by 12/02/2010</li> <li>▪ No changes from the CPM that was distributed on 10/7/09.</li> <li>▪ The 9<sup>th</sup> Floor, per CPM, is scheduled for 9/10/2010. Pending internal approvals, BOE will swap Floors 2 and 17 (per BOE, these floors will always be grouped together) for the 9<sup>th</sup> Floor.</li> <li>▪ Still pending is the 3rd floor; Floor 9 might be bumped to line 156.</li> </ul> <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"> <li>▪ Brice Mechanical – VAV schedule <ul style="list-style-type: none"> <li>○ All VAVs completed except for 1<sup>st</sup> Floor</li> <li>○ 1<sup>st</sup> Floor – 4 VAVs that are easily accessible and not affected by VMG will be changed out beginning Thursday night at 7:00 p.m. These are located: (1) in the lobby in front of the security desk, (2) on the mezzanine level in the warehouse, to the left as you enter, by the racks and shelving, (3) outside of the women’s restroom, and (4) outside of the men’s restroom.</li> <li>○ Start up of boilers – Initial process involves recharging the heating system with water only to validate its integrity. This will begin Friday night. The main floor shut-off valves will be monitored and inspected for leaks. Beginning Saturday, starting from the bottom floors up, one floor at a time, air will be pushed out of the system and as each floor is brought online, BPM, JLS and Brice staff will all be on site to monitor the process and check for any leaks. Contingency plans for a potential water event will be in place. Once validated, the boilers will be fired up on or around next week - Thursday (Oct 29) for all floors except the 1<sup>st</sup> Floor.</li> </ul> </li> <li>▪ 15<sup>th</sup> Floor Remediation and Reconstruction <ul style="list-style-type: none"> <li>○ Proceeding on schedule</li> <li>○ DGS turnover to BOE anticipated for November 2; HTI to begin tests by November 4.</li> </ul> </li> <li>▪ 16<sup>th</sup> Floor Remediation and Reconstruction <ul style="list-style-type: none"> <li>○ Per CPM</li> </ul> </li> </ul> <p>c. Delays</p> <ul style="list-style-type: none"> <li>▪ None to report.</li> </ul> <p>d. Inspection &amp; Safety Notes</p> <ul style="list-style-type: none"> <li>▪ None to report</li> </ul>	<p>BOE</p> <p>BPM/JLS</p>

<p><b>III. Old Business</b></p>	<ul style="list-style-type: none"> <li>▪ Noise issue on Floor 11 – BOE has options available to pursue after the floor is permanently occupied.</li> <li>▪ 1<sup>st</sup> Floor - the following items came to light and were discussed: <ul style="list-style-type: none"> <li>○ LCD and HTI performed an inspection of the first floor this past weekend for the purpose of gaining a better understanding of existing conditions in order for DGS to plan for an inclusive scope of work on the 1<sup>st</sup> floor.</li> <li>○ LCD and HTI found additional areas of concern that were not listed in the original water damage assessment (WDA) report – these findings can be attributed to the fact that the original WDA report did not include areas that were inaccessible at the time, were obscured by equipment and furnishings, or were inaccessible due to security concerns. In addition, a year has passed since the initial assessment and new conditions may have materialized that were not initially apparent.</li> <li>○ Three areas above the ceiling that have suspect VMG have been identified (east lobby, badge reception area, historic room). These areas will need to be remediated before the flex hoses and valves at the VAVs can be changed out. There are four VAVs involved: <ul style="list-style-type: none"> <li>(1) two in the badge reception area, west end of counter,</li> <li>(2) two in the historic room.</li> </ul> </li> <li>○ Brice will be on stand-by notice to do the VAV work.</li> <li>○ At two locations (reception area and historic room), mold growth was confirmed at today’s meeting to exist in a return air plenum. DGS will take steps this evening to seal off the VMG from the air plenum in both locations. Mold at the reception area ceiling can be sealed temporarily from the plenum tonight and remediated when DGS moves onto the 1<sup>st</sup> floor proper. VMG above the historic room will be remediated beginning this evening; work is expected to take approximately one week to complete in this area.</li> <li>○ In the historic room <ul style="list-style-type: none"> <li>▪ everything will be moved out</li> <li>▪ ceiling will be torn out tonight and area contained</li> <li>▪ remediation work will begin</li> </ul> </li> <li>○ Men’s restroom by the workout room/deli and the men’s and women’s restrooms by the print shop/mailroom, and the phone room by loading dock in the garage all have issues. This area is to be included in the work plan for the 1<sup>st</sup> floor.</li> <li>○ BOE requests inspection of the shower room, including ceiling tiles and the area above it. HTI will do air sampling in the shower rooms. This area is to be included in the work plan for the 1<sup>st</sup> floor.</li> <li>○ DGS is currently developing a work plan to address all areas on the floor requiring remediation. The work plan will be discussed at next Wednesday’s meeting. It is anticipated that a schedule to remediate the 1<sup>st</sup> floor will be worked out during our meeting next week. At this time, it is not anticipated that work on the 1<sup>st</sup> floor will impact the completion date of the project.</li> </ul> </li> </ul>	<p>BOE</p> <p>JLS/LCD</p> <p>JLS/LCD</p> <p>BOE JLS/LCD</p> <p>JLS/LCD</p> <p>JLS/LCD</p> <p>PMB/JLS/ LCD</p>
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	<ul style="list-style-type: none"> <li>○ DGS will determine if estimated costs to remediate the 1<sup>st</sup> floor will be impacted.</li> <li>○ BOE (LHauser) emphasized the importance of separating building projects from what already existed versus what happened as a result of October's storm and the building curtain wall failure. All work from damage related to the curtain wall must be warranty work and paid by the contractor.</li> </ul>	<p>PMB</p> <p>PMB (DEdwards)</p>
<b>IV. New Business</b>	<ul style="list-style-type: none"> <li>▪ BOE will provide copy of revised 2010 Board calendar (showing dates after May 2010) to DGS.</li> </ul>	BOE
<b>V. Other</b>	<ul style="list-style-type: none"> <li>▪ Curtain Wall Failure – impact of October 12, 2009 Storm – <ul style="list-style-type: none"> <li>○ Room 210 – LCD (CCorpus) reported that Room 210 is dried out; moisture content is down to 0.1 which is an acceptable reading.</li> <li>○ All other areas were dried to agreed-upon moisture content levels.</li> <li>○ Repair work on impacted floors is pending investigative work by McGinnis-Chinn as to the cause of these leaks. DGS (DEdwards) will contact the contractor to do repair/warranty work.</li> <li>○ BOE (LHauser) requests DGS engage McGinnis-Chinn to evaluate whether the leaks from the October 2009 storm are from the same locations identified from the January 2008 storm. BOE made reference to a 2004 report on the curtain wall failure of the Boston John Hancock Tower. BOE wants to know if value engineering was done on the BOE building and if it was, whether any changes were made to the engineering and design of the curtain wall in the name of reducing construction costs that may have ultimately compromised the integrity of the curtain wall.</li> <li>○ HTI did air monitoring when leaks occurred. Now that area is dry, HTI will do more monitoring, and continue to monitor on regular, periodic basis.</li> <li>○ BOE (LHauser) raised concerns of an apparent slow DGS response to Tuesday's storm related issues based on an email she received that gave the impression that DGS didn't respond until Thursday. It was clarified and confirmed by other BOE personnel that DGS staff were onsite on the day of the storm actively addressing building issues.</li> <li>○ BOE (CYount) added that when the next major storm hits, it expects Jeff Chinn from McGinnis-Chinn and JR Roberts to be on site in the building to observe the water intrusion. The fact that there is a preexisting and ongoing condition demands their presence.</li> <li>○ Draft of major wall penetration protocol was distributed for review last week Wednesday; DGS/BPM is in the process of reviewing it. Minor wall penetration protocol is finalized and distributed.</li> </ul> </li> </ul>	<p>PMB (DEdwards)</p> <p>PMB (DEdwards)</p> <p>HTI</p> <p>PMB (DEdwards)</p> <p>BPM/LCD</p>
<b>VI. Next Meeting</b>	<ul style="list-style-type: none"> <li>▪ October 28, 2009, 10:30 am, BOE, Conference Room 2221.</li> </ul>	



# MEETING MINUTES

**Project:** Board of Equalization Mold Remediation - Work Order 125828  
**Issue Date:** October 30, 2009  
**Conference No.:** 23  
**Date & Time:** October 28, 2009, 10:30AM  
**Location:** Board of Equalization Building, Conference Room 2221

## ATTENDEES

	Name	Company	Telephone	E-mail
X	<b>Caroline Cabias</b>	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
X	<b>Jerry Hairramore</b>	Board of Equalization (BOE)	916 327-7900	Jerry.Hairramore@boe.ca.gov
X	<b>Liz Houser</b>	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
X	<b>Ashley Tangeraas</b>	Board of Equalization (BOE)	916 322-1696	Ashley.Tangeraas@boe.ca.gov
X	<b>Vince Paul</b>	Board of Equalization (BOE)	916 445-1148	Vince.Paul@boe.ca.gov
X	<b>Charlene Yount</b>	Board of Equalization (BOE)	916 445-3498	Charlene.Yount@boe.ca.gov
X	<b>Wes Frey</b>	Hygiene Tech (HTI)	916 752-4418	wfrey@hygienetech.com
	<b>Kenny Hsi</b>	Hygiene Tech (HTI)	310 213-2186	khsi@hygienetech.com
X	<b>Greg Sheehan</b>	JLS Environmental Services (JLS)	916 869-7889	gsheehan@jlsinc.com
	<b>John Sheehan</b>	JLS Environmental Services (JLS)	916 869-7889	jsheehan@jlsinc.com
	<b>Katie Woodards</b>	JLS Environmental Services (JLS)	916 240-3043	katie@jlsinc.com
X	<b>Chris Corpuz</b>	LaCroix Davis LLC (LCD)	510 701-4729	ccorpuz@lacroixdavis.com
X	<b>Steve Davis</b>	LaCroix Davis LLC (LCD)	925-330-1576	sdavis@lacroixdavis.com
X	<b>Ted Ice</b>	LaCroix Davis LLC (LCD)	925-299-1140	tice@lacroixdavis.com
X	<b>Joan Armstrong</b>	Department of General Services – BPM	916 446-9505	Joan.Armstrong@dgs.ca.gov
X	<b>Jim Beesley</b>	Department of General Services – BPM	916 446-9505	James.Beesley@dgs.ca.gov
	<b>Tim Bow</b>	Department of General Services – BPM	916 375-4960	Tim.Bow@dgs.ca.gov
X	<b>Ken Firchau</b>	Department of General Services – BPM	916 446-9505	Ken.Firchau@dgs.ca.gov
X	<b>Lisa Lambeth</b>	Department of General Services – BPM	916 869-1702	Lisa.Lambeth@dgs.ca.gov
	<b>Kevin Mayugra</b>	Department of General Services – BPM	916 825-3023	Kevin.Mayugra@dgs.ca.gov
X	<b>Robert Rodriguez</b>	Department of General Services – BPM	916 446-9505	Robert.Rodriguez@dgs.ca.gov
	<b>Bob Courtnier</b>	Department of General Services – CSS	916 375-4842	Bob.Courtnier@dgs.ca.gov
X	<b>Mary Hoy</b>	Department of General Services – CSS	916 375-4832	Mary.Hoy@dgs.ca.gov
X	<b>Jill Sommerville</b>	Department of General Services – PMB	916 376-1728	Jill.Sommerville@dgs.ca.gov
	<b>Jim Martone</b>	Department of General Services – PMB	916 376-1717	Jim.Martone@dgs.ca.gov
X	<b>Mike Moore</b>	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
X	<b>Gary Lee</b>	Department of General Services – RESD	916 376-1862	Gary.Lee@dgs.ca.gov

<b>Item</b>	<b>Description</b>	<b>Action</b>
<p>I.</p> <p>I'.</p>	<p><b>Corrections or additions to previous meeting minutes</b></p> <ul style="list-style-type: none"> <li>▪ None to report.</li> </ul> <p><b>Status of Window Wall Leaks – Dave Edwards (DGS)</b></p> <p>-Dave Edwards was the Project Director for the BOE curtain wall project, which has a 10-year warranty; approximately eight years remain.</p> <p>-JR Roberts was general contractor and is working on the current issues at no charge to the State.</p> <p>-McGinnis-Chinn was the forensic architect contracted by DGS to evaluate the curtain wall. Jeff Martin came out to the building and is preparing an inspection report, due to DGS on Monday, and then forwarded to BOE on Tuesday. Basically, there are no design flaws in the building, just repair work to be done. After today, all inspections and repairs will be completed.</p> <p>-Leak on 24<sup>th</sup> Floor is located near a window, 2 ceiling tiles away from wall. Stained ceiling tiles were replaced. If this is the result of a curtain wall leak, it will be the first leak on the north side. It's believed this may be a sealant issue (not a gasket issue) between the window wall and the precast concrete. Liz suggested to HTI that a moisture meter might be placed by this leak, which is believed to be storm related, but was belated reported as a leak through indirect emails; the BOE "leak report web link" was not used.</p> <p>-Leak on 22<sup>nd</sup> Floor, 23<sup>rd</sup> balcony – Source of leak is near the exterior corner of the balcony door and is due to displaced sealant. Repairs were completed; water testing is in progress.</p> <p>-All water stains will be marked (with Fosters product) as is current protocol.</p> <p>-Dave reminded all that water testing cannot mirror true weather conditions of nature.</p> <p>-Communication protocol – Communications to/from Dave Edwards should include Mike Moore, Joan Armstrong, Charlene Yount and Vince Paul. They will forward communications to others as needed.</p>	<p>DEdwards</p>

<p><b>II. Schedule / Progress</b></p>	<p>a. CPM - Current Status</p> <ul style="list-style-type: none"> <li>▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS)</li> <li>▪ Official Close-out Date = 1/14/2011</li> <li>▪ Physical Work completed by 12/02/2010</li> <li>▪ Revisions to the 10/7/09 CPM version are in process. State Holidays (Thanksgiving, Christmas, New Years, MLK, President's, etc.) will be added. JLS (GSheehan) and LCD (CCorpus) indicated that work crews and work schedule should not be impacted by these changes.</li> <li>▪ Floor Changes – BOE requested changes be made to the schedule affecting the 3<sup>rd</sup>, 9<sup>th</sup>, and 21<sup>st</sup> floors, but due to program operations, asked that moves not be scheduled during cut-off, usually the 15<sup>th</sup> through the 30<sup>th</sup> of the month.</li> </ul> <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"> <li>▪ Brice Mechanical – VAV schedule <ul style="list-style-type: none"> <li>○ All VAVs completed except for 1<sup>st</sup> Floor, as reported last week.</li> <li>○ 2 VAVs in historical room – one completed last night; other one will be done tonight.</li> </ul> </li> <li>▪ 15<sup>th</sup> Floor Remediation and Reconstruction <ul style="list-style-type: none"> <li>○ On schedule per CPM</li> <li>○ Power to cubicles being tested today.</li> <li>○ Walk-thru scheduled for Monday, November 2 at 1:30 pm. It's anticipated that DGS will turn over the floor to BOE at 2:00 pm.</li> <li>○ HTI will begin testing on Tuesday, November 3.</li> </ul> </li> <li>▪ 16<sup>th</sup> Floor Remediation and Reconstruction <ul style="list-style-type: none"> <li>○ On schedule per CPM</li> <li>○ DGS and BOE will walk the floor after the 15<sup>th</sup> Floor walk on Monday, November 2</li> <li>○ On Tuesday, November 3, LCD will begin damage assessment and JLS will begin furniture and carpet tear out.</li> </ul> </li> </ul> <p>It was noted that no work should be scheduled on the 1<sup>st</sup> floor during 11/17 through 11/19 due to BOE board meeting.</p> <p>c. Delays</p> <ul style="list-style-type: none"> <li>▪ None to report.</li> </ul> <p>d. Inspection &amp; Safety Notes</p> <ul style="list-style-type: none"> <li>▪ None to report</li> </ul>	<p>PMB</p> <p>PMB/BOE</p>
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	<ul style="list-style-type: none"> <li>○ Cafeteria and Child Care areas – <ul style="list-style-type: none"> <li>▪ DGS will discuss issues and work schedule with BEP (DGS will let BEP talk to vendor) and the child care center.</li> <li>▪ Day care center is a parent-run year-round operation. BOE (LHauser) suggested that DGS meet with the day care center’s Board of Directors. Due to past building incidents, BOE advised DGS to know and understand issues that may impact their operations.</li> </ul> </li> <li>○ Showers &amp; Restrooms – <ul style="list-style-type: none"> <li>▪ LCD to look at these areas; mold possible between common plumbing walls; work will begin in July</li> <li>▪ All plumbing does not meet today’s building codes and ADA requirements.</li> </ul> </li> <li>○ Print Shop and Mail Room – these are mission critical operations; major hurdles to address if these areas require remediation. Phasing/staging of work areas will be required.</li> <li>▪ Curtain all protocol for future storms <ul style="list-style-type: none"> <li>○ BPM comments forwarded to LCD (CCorpus) this morning.</li> <li>○ If water intrusion occurs in the same location identified from a previous incident, at least there is work and repair history and treatment can be more immediate and aggressive.</li> </ul> </li> <li>▪ Work Plan for basement <ul style="list-style-type: none"> <li>○ DGS will begin developing work plan and schedule, determine impacts to CPM and overall costs, and coordinate closely with BOE. The earliest a cost/schedule impact would be known is in two weeks.</li> <li>○ Bulk of work begins in July 2010.</li> <li>○ DGS believes the work can be performed concurrent with other work on other floors and therefore should not delay the schedule completion date.</li> </ul> </li> </ul>	<p>BPM/PMB</p> <p>LCD</p> <p>PMB</p> <p>LCD/PMB</p> <p>JLS/LCD/ PMB</p>
<p><b>IV. New Business</b></p>	<ul style="list-style-type: none"> <li>▪ O&amp;M protocol for ceiling tile change out <ul style="list-style-type: none"> <li>○ HTI and LCD will develop protocol and vet through DGS and BOE</li> <li>○ There's a need to leave tiles in place long enough to allow investigation by maintenance/repair staff. Protocol will include noticing/information posting element.</li> </ul> </li> </ul>	<p>LCD/HTI</p>
<p><b>V. Other</b></p>	<ul style="list-style-type: none"> <li>▪ Meeting scheduled for Wednesday, November 11 (Veteran’s Day, a State holiday), is rescheduled to Tuesday, November 10, at a time and meeting room TBD.</li> </ul>	
<p><b>VI. Next Meeting</b></p>	<ul style="list-style-type: none"> <li>▪ November 4, 2009, 10:30 am, BOE, Conference Room 2221.</li> </ul>	



# MEETING MINUTES

**Project:** Board of Equalization Mold Remediation - Work Order 125828  
**Issue Date:** November 5, 2009  
**Conference No.:** 24  
**Date & Time:** November 4, 2009, 10:30AM  
**Location:** Board of Equalization Building, Conference Room 2221

## ATTENDEES

	Name	Company	Telephone	E-mail
X	<b>Caroline Cabias</b>	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
X	<b>Liz Houser</b>	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
X	<b>Jerry Lairamore</b>	Board of Equalization (BOE)	916 327-7900	Jerry.Lairamore@boe.ca.gov
X	<b>Ashley Tangeraas</b>	Board of Equalization (BOE)	916 322-1696	Ashley.Tangeraas@boe.ca.gov
X	<b>Vince Paul</b>	Board of Equalization (BOE)	916 445-1148	Vince.Paul@boe.ca.gov
X	<b>Charlene Yount</b>	Board of Equalization (BOE)	916 445-3498	Charlene.Yount@boe.ca.gov
X	<b>Wes Frey</b>	Hygiene Tech (HTI)	916 752-4418	wfrey@hygienetech.com
X	<b>Greg Sheehan</b>	JLS Environmental Services (JLS)	916 869-7889	gsheehan@jlsinc.com
X	<b>John Sheehan</b>	JLS Environmental Services (JLS)	916 869-7889	jsheehan@jlsinc.com
X	<b>Chris Corpuz</b>	LaCroix Davis LLC (LCD)	510 701-4729	ccorpuz@lacroixdavis.com
X	<b>Ted Ice</b>	LaCroix Davis LLC (LCD)	925-299-1140	tice@lacroixdavis.com
X	<b>Joan Armstrong</b>	Department of General Services – BPM	916 446-9505	Joan.Armstrong@dgs.ca.gov
X	<b>Jim Beesley</b>	Department of General Services – BPM	916 446-9505	James.Beesley@dgs.ca.gov
	<b>Tim Bow</b>	Department of General Services – BPM	916 375-4960	Tim.Bow@dgs.ca.gov
X	<b>Ken Firchau</b>	Department of General Services – BPM	916 446-9505	Ken.Firchau@dgs.ca.gov
	<b>Lisa Lambeth</b>	Department of General Services – BPM	916 869-1702	Lisa.Lambeth@dgs.ca.gov
X	<b>Robert Rodriguez</b>	Department of General Services – BPM	916 446-9505	Robert.Rodriguez@dgs.ca.gov
	<b>Bob Courtnier</b>	Department of General Services – CSS	916 375-4842	Bob.Courtnier@dgs.ca.gov
X	<b>Mary Hoy</b>	Department of General Services – CSS	916 375-4832	Mary.Hoy@dgs.ca.gov
X	<b>Jill Sommerville</b>	Department of General Services – PMB	916 376-1728	Jill.Sommerville@dgs.ca.gov
X	<b>Jim Martone</b>	Department of General Services – PMB	916 376-1717	Jim.Martone@dgs.ca.gov
X	<b>Mike Moore</b>	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
X	<b>Gary Lee</b>	Department of General Services – RESD	916 376-1862	Gary.Lee@dgs.ca.gov

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>I.</b>	<b>Corrections or additions to previous meeting minutes</b> <ul style="list-style-type: none"> <li>▪ None to report.</li> </ul>	
<b>II.</b>	<b>Schedule / Progress</b> <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> <li>▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS)</li> <li>▪ Official Close-out Date = 1/14/2011</li> <li>▪ Physical Work completed by 12/02/2010</li> <li>▪ Revised CPM distributed had some incorrect dates; revision will be distributed next week. LHouser, CYount and JSommerville will meet at 1:00 pm today to review.</li> <li>▪ BOE (LHouser) reported that critical operational need may delay moving back to the 15<sup>th</sup> Floor by one day; move would begin next Monday instead of this Friday; will know by noon today.</li> <li>▪ 1st floor work schedule still in development; MMoore and CYount walked the Print Shop area this past Monday. DGS will coordinate with BOE to note specific dates, discuss staging work in quadrants since entire 1<sup>st</sup> Floor cannot be shut down.</li> <li>▪ BOE (CYount) noted that certain dates need to be revised, e.g., 9<sup>th</sup> Floor move is scheduled for November 23, Thanksgiving week, and it is not expected that work will be scheduled for Thanksgiving weekend.</li> <li>▪ LCD (CCorpus) requested from BOE that the next round of staff interviews (10th Floor and 9<sup>th</sup> Floor) be scheduled ASAP.</li> </ul> <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"> <li>▪ Brice Mechanical – VAV schedule <ul style="list-style-type: none"> <li>○ Reception area VAV TU 1-3 &amp; TU 1-8: Work on these last two flex hoses will be completed this weekend. VMG at these two areas has been sealed off. BOE will arrange for access to an adjacent secured area and will move sensitive items to another secured area. When completed, heat can be provided to the 1<sup>st</sup> Floor.</li> </ul> </li> <li>▪ 16th floor Remediation and Reconstruction <ul style="list-style-type: none"> <li>○ Per CPM, all is on schedule.</li> <li>○ Work schedule clarification - Work will be completed on or before November 10, not November 4 as noted on the schedule.</li> </ul> </li> </ul> <p>c. Delays</p> <ul style="list-style-type: none"> <li>▪ None to report.</li> </ul> <p>d. Inspection &amp; Safety Notes</p> <ul style="list-style-type: none"> <li>▪ None to report</li> </ul>	BOE

<p><b>III. Old Business</b></p>	<ul style="list-style-type: none"> <li>▪ Boiler Start-up – All boilers are on line; water heating was completed one day ahead of schedule due to the mild weather; building is 100% up and online; no water problems noted. Temperature concerns on 23<sup>rd</sup> floor are being monitored hourly by BPM staff.</li> <li>▪ 1<sup>st</sup> Floor remediation work plan – DGS will distribute a draft work plan next week with best estimates of costs, subject to change depending on actual findings when work is in progress.</li> <li>▪ Window wall leaks (as reported by Dave Edwards). <ul style="list-style-type: none"> <li>○ All leaks except one fixed; will review/investigate/fix last one tomorrow morning weather permitting; completion anticipated by noon. Future storms will test the repairs.</li> <li>○ McGinnis-Chinn issued a report. It is a technical report, thus, there is no Executive Summary</li> <li>○ McGinnis-Chinn contract was amended by 16 hours to permit them, when requested by DGS, to come to the building to witness and track leaks.</li> </ul> </li> <li>▪ Ceiling tile change out protocol. <ul style="list-style-type: none"> <li>○ LCD (CCorpus) completed draft and sent to HTI (WFrey) yesterday for review. HTI will review today and send to DGS and BOE for concurrence.</li> </ul> </li> <li>▪ Major wall protocol – LCD (CCorpus) will distribute final version.</li> <li>▪ Work Schedule – BOE (LHouser) requested the following be reflected on the work schedule <ul style="list-style-type: none"> <li>○ 4th Floor women's restroom remediation on side wall above ceiling in vestibule area; this will be done on a weekend to be determined.</li> <li>○ 11th Floor women's restroom ceiling remediation in vestibule area above the ceiling; work will be done on the next floor turnover.</li> <li>○ Plastic will be put up tonight in both restrooms after 6:00 pm; it is not publicly visible.</li> </ul> </li> </ul>	<p>PMB</p> <p>HTI</p> <p>LCD</p> <p>PMB</p>
<p><b>IV. New Business</b></p>	<ul style="list-style-type: none"> <li>▪ CPM – LHouser, CYount and JSommerville will meet at 1:00 pm today to review the CPM that was distributed today.</li> <li>▪ Fire Sprinkler Riser Cabinets – LCD (CCorpus) stated they need to perform a visual inspection and sampling of fire sprinkler riser cabinets to identify any remediation needs; work will be done in the evenings November 12-13; HTI will be there; no need to notice the fire department; but notice is required for the BOE guard station. Caution (&amp; coordination with BPM) will be required to avoid tripping sprinkler tamper switches in cabinets.</li> <li>▪ Furlough Fridays – BOE (LHouser) is concerned about Furlough Friday shut down of DGS and not having project staff on-site on Fridays. She requested MMoore to follow-up with DGS management to ascertain whether project staff can be on self-directed furloughs. If no one can be there on Fridays, she suggested revising the work schedule. She will also send an email to DGS.</li> </ul>	<p>BOE/PMB</p> <p>LCD/BPM</p> <p>PMB</p>
<p><b>V. Other</b></p>	<ul style="list-style-type: none"> <li>▪ None reported.</li> </ul>	
<p><b>VI. Next Meeting</b></p>	<ul style="list-style-type: none"> <li>▪ November 10, 2009, 10:30 am, BOE, Room 2221.</li> </ul>	



# MEETING MINUTES

**Project:** Board of Equalization Mold Remediation - Work Order 125828  
**Issue Date:** November 12, 2009  
**Conference No.:** 25  
**Date & Time:** November 10, 2009, 10:30AM  
**Location:** Board of Equalization Building, Conference Room 2221

## ATTENDEES

	Name	Company	Telephone	E-mail
	<b>Caroline Cabias</b>	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
X	<b>Liz Houser</b>	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
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	<b>Charlene Yount</b>	Board of Equalization (BOE)	916 445-3498	Charlene.Yount@boe.ca.gov
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X	<b>John Sheehan</b>	JLS Environmental Services (JLS)	916 869-7889	jsheehan@jlsinc.com
X	<b>Chris Corpuz</b>	LaCroix Davis LLC (LCD)	510 701-4729	ccorpuz@lacroixdavis.com
	<b>Ted Ice</b>	LaCroix Davis LLC (LCD)	925-299-1140	tice@lacroixdavis.com
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X	<b>Mike Moore</b>	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
X	<b>Gary Lee</b>	Department of General Services – RESD	916 376-1862	Gary.Lee@dgs.ca.gov





<b>IV.</b>	<b>New Business</b> <ul style="list-style-type: none"> <li>▪ Elevator Close-out Report from BioMax – CD enclosed with report is not complete. DGS contacted BioMax to request replacement CDs.</li> <li>▪ BOE’s BCP meeting with Department of Finance – Project cost information requested for 1<sup>st</sup> Floor is not available yet; will be provided to BOE by DGS after project scope is determined.</li> </ul>	PMB BOE/PMB
<b>V.</b>	<b>Other</b> <ul style="list-style-type: none"> <li>▪ None reported.</li> </ul>	
<b>VI.</b>	<b>Next Meeting</b> <ul style="list-style-type: none"> <li>▪ November 18, 2009, 10:30 am, BOE, Room 2221</li> </ul>	

