

Appendix E
Meeting Minutes

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: October 18, 2010
Conference No.: 73
Date & Time: October 13, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

	Name	Company	Telephone	E-mail
	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
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	Andrea Steinbach	LaCroix Davis, LLC (LCD)	925 586-1525	asteinbach@lacroixdavis.com

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 = 3/23/2011 ▪ Physical Work completed by 2/8/2011 ▪ Current issue date 9/20/10. <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 - Work in the Day Care's east wall at the indoor play area will begin this Friday at 6:00 pm. JLS expects to be complete their work by Sunday evening. The washer/dryer and dishwasher area is identified to be remediated the weekend of 10/29/10. LCD obtained samples under the carpet in the indoor play area and have confirmed remediation of carpet shall be conducted under negative air containment. ▪ The kitchen flooring that was patched last weekend the seams will be welding this weekend to compete the kitchen floor patches. ▪ 2nd Floor Remediation continues on schedule for floor to be turned back to BOE on 10/14/10 at 3:30 pm, one day ahead of schedule. <p>c. Delays/Accelerations</p> <p>BOE will turn over floor 17 to DGS ahead of schedule on 11/4/10 and not on 11/11/10, eight days ahead of schedule. A new CPM schedule will be issued next meeting to reflect this change.</p> <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ SFM has approved the patch on the second floor 2 hour access hatch installed above the break room at a mechanical air shaft. This opening in the two hour rated shaft was penetrated from an unknown source. JLS will weld the access door shut, so that no one can access this area in the future. 	<p>DGS</p> <p>JLS</p> <p>BOE DGS/js</p>

<p>III.</p>	<p>Old Business</p> <ul style="list-style-type: none"> ▪ The revised Draft O & M continues as a work in progress, a beta test training session will be scheduled with BPM staff to ensure the procedure on paper are practical in the field and then LCD will finalize the O&M Manual. ▪ Additional remediation will be required in the Daycare area due to the findings related to the testing under the carpet area. LCD will draft a letter of explanation for BOE to provide to the Day Care staff. ▪ BPM has scheduled the switchgear test for the weekend of October 23rd & 24th, so no remediation work will be schedule for those dates. ▪ A coordination meeting for the 5th floor remediation and development of a work plan is scheduled for Thursday, October 14, at 1:00 pm. 	<p>LCD/BPM</p> <p>LCD/BOE</p> <p>BPM</p> <p>BOE/DGS LCD/HTI</p>
<p>IV.</p>	<p>New Business</p> <ul style="list-style-type: none"> ▪ None to report. 	
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ Mike Moore is on vacation next week. ▪ M. Moore, J. Sommerville and M. Hoy will continue to have furlough days that are set for the 2nd, 3rd and 4th Friday each month until June 2011. 	
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ October 20, 2010, 10:30 am, BOE, Room 2221 	

BOE-DGS Schedule 10-13-10

ID	Task Name	Start	Finish	'10	Sep 19, '10	Oct 3, '10	Oct 17, '10	Oct 31, '10	Nov 14, '10	Nov 28, '10
1	First Floor Weekend Work Plan	Fri 10/8/10	Sun 10/31/10							
2	Kitchen Floor Repairs	Sat 10/16/10	Sun 10/17/10							
3	Daycare Area	Fri 10/15/10	Sun 10/17/10							
4	Daycare Kitchen Area	Fri 10/29/10	Sun 10/31/10							
5	2nd Floor - Per CPM	Sat 9/11/10	Fri 10/15/10							
6	Replacing Ceiling Tiles	Mon 10/11/10	Wed 10/13/10							
7	Phone & Data Check	Wed 10/13/10	Thu 10/14/10							
8	Turn Floor Over 3:30pm	Fri 10/15/10	Fri 10/15/10							
9	5th Floor Server Room Walk 1:00pm	Thu 10/14/10	Thu 10/14/10							
10	17th Floor Per CPM	Wed 11/10/10	Tue 12/7/10							

Project: DGS - 3 week schedule - 10-
Date: Wed 10/13/10

Task Progress Summary External Tasks Deadline
Split Milestone Project Summary External Milestone

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: November 1, 2010
Conference No.: 74
Date & Time: October 20, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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	Andrea Steinbach	LaCroix Davis, LLC (LCD)	925 586-1525	asteinbach@lacroixdavis.com

BOE-DGS Schedule 10-20-10

ID	Task Name	Start	Finish	0	Oct 17, '10	Oct 31, '10	Nov 14, '10	Nov 28, '10
				T F S S M T W T 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 W T				
1	First Floor Weekend Work Plan	Fri 10/8/10	Sun 10/31/10					
2	Daycare Kitchen Area	Fri 10/29/10	Sun 10/31/10					
3	Daycare carpet remediation & replacement	Fri 11/5/10	Sun 11/7/10					
4	Daycare carpet remediation & replacement	Fri 11/12/10	Sun 11/14/10					
5	17th Floor Per CPM	Thu 11/4/10	Wed 12/1/10					

N Hallway
S Hallway

Project: DGS - 3 week schedule - 10-'
 Date: Tue 10/19/10

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: November 8 , 2010
Conference No.: 75
Date & Time: November 3, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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Item	Description	Action
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III.	Old Business <ul style="list-style-type: none"> ▪ The revised Draft O & M continues as a work in progress. Chris C. will provide BOE two "draft" hard copies by next Wednesday at meeting. ▪ BOE training will be conducted by LCD at the end of the project. 	<p>LCD BOE/LCD</p>
IV.	New Business <p>Carpet replacement on the 1st floor conference rooms will be schedule in the coming weeks. This work will be schedule after November's Board meeting of the 18th. Confirmation of mold under the carpet in rooms 106, 107 & 114. Tested in rooms 105, 108, 110, 111,112 & Reception were unremarkable.</p>	<p>DGS</p>

V.	Other <ul style="list-style-type: none">▪	
VI.	Next Meeting <ul style="list-style-type: none">▪ November 10, 2010, 10:30 am, BOE, Room 2221	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: November 16, 2010
Conference No.: 76
Date & Time: November 10, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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VI.	Next Meeting <ul style="list-style-type: none"><li data-bbox="245 226 932 260">▪ November 17, 2010, 10:30 am, BOE, Room 2221	
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MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: November 17, 2010
Conference No.: 77
Date & Time: November 17, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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<p>III. Old Business</p> <p>IV.</p>	<ul style="list-style-type: none"> ▪ LCD delivered two hard copies of the Draft O & M to BOE today for review and comment. ▪ The cracked terrazzo mop sink in the kitchen will be replaced with a stainless steel one. The terrazzo sink cracked twice, likely as a result of ice and/or hot water being dumped into the basin. ▪ A small storage room off the main hallway inside the day care was missed during the latest remediation efforts. DGS will replace the indoor/outdoor carpet with VCT in this area due to the room's use (pet food, cages, etc.). V Paul to check with the day care if work can be done this weekend and will notify DGS. <p>New Business</p> <ul style="list-style-type: none"> ▪ Display cases in the reception area will need to move for the carpet replacement. V. Paul will check with BOE movers, JLS suggested moving the cabinet into the conference rooms adjacent to the reception area. 	<p>BOE/LCD JLS</p> <p>BOE/vp</p> <p>BOE/vp</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ No meeting next week. ▪ Construction meeting will start at 10:00 in the future, the pre-meeting at 9:30 am. 	<p>DGS/JLS/ LCD/BOE HTI</p>
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ December 1, 2010, 10:30 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: December 1, 2010
Conference No.: 78
Date & Time: December 1, 2010
Location: Board of Equalization Building, Conference Room 2221

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X	Chris Corpuz	LaCroix Davis LLC (LCD)	510 701-4729	ccorpuz@lacroixdavis.com
	Steve Davis	LaCroix Davis LLC (LCD)	925 299-1140	sdavis@lacroixdavis.com
	Efrain Ramos	JLS Environmental Services (JLS)	916 809-6467	
X	Ted Ice	LaCroix Davis LLC (LCD)	925 719-5842	tice@lacroixdavis.com
X	Joan Armstrong	Department of General Services – BPM	916 446-9505	Joan.Armstrong@dgs.ca.gov
X	Jim Beesley	Department of General Services – BPM	916 446-9505	James.Beesley@dgs.ca.gov
X	Ken Firchau	Department of General Services – BPM	916 446-9505	Ken.Firchau@dgs.ca.gov
	Lisa Lambeth	Department of General Services – BPM	916 869-1702	Lisa.Lambeth@dgs.ca.gov
	Robert Rodriguez	Department of General Services - BPM	916 446-9505	Robert.Rodriguez@dgs.ca.gov
X	Mary Hoy	Department of General Services – CSS	916 375-4832	Mary.Hoy@dgs.ca.gov
	Jill Sommerville	Department of General Services – PMB	916 376-1728	Jill.Sommerville@dgs.ca.gov
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
X	Lynne Baker	Board of Equalization (BOE)	916 327-4698	Lynne.baker@boe.ca.gov
	Andrea Steinbach	LaCroix Davis, LLC (LCD)	925 586-1525	asteinbach@lacroixdavis.com

Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None. 	DGS
II.	<p>Schedule / Progress</p> <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 = 3/30/2011 ▪ Physical Work completed by 2/15/2011 ▪ Current issue date 10/18/10. <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 – JLS completed flooring replacement last weekend in the Daycare closet (all work is now complete in the Daycare area). The last set of conference rooms will be completed this weekend – BOE will move boxes out of room 109 before Friday evening to facilitate carpet replacement in this room. The reception area that will take two weekends to complete, Area 1 is identified as east side, adjacent to the main lobby - the start date is 12/17/10 and Area 2 is the hallways on the west side starting on 1/7/11. ▪ 17th Floor – This floor is scheduled to be turned over to BOE tomorrow morning @ 10:00am. ▪ 19th Floor – Remediation on this floor is scheduled to begin on 12/8/10 (BOE – V Paul will notify PMB by this Friday if turnover can take place the afternoon of 12/7/10). <p>c. Delays/Accelerations</p> <ul style="list-style-type: none"> ▪ None to report. <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None to report 	<p>DGS</p> <p>JLS/BOE</p> <p>BOE</p>
III.	Old Business <ul style="list-style-type: none"> ▪ BOE review and comment on Draft O & M manual (submitted at our last meeting) is in progress. 	BOE
IV.	<ul style="list-style-type: none"> ▪ BOE verified that display cases will be moved in reception area before scheduled date for carpet removal. <p>New Business</p> <ul style="list-style-type: none"> ▪ LCD/PMB transmitted closure reports for Floor 2 & 20 to BOE and BPM today. 	BOE
V.	Other <ul style="list-style-type: none"> ▪ None. 	

VI.	Next Meeting <ul style="list-style-type: none"><li data-bbox="245 226 915 260">▪ December 8, 2010, 10:00 am, BOE, Room 2221	
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BOE-DGS Schedule 12-01-10

ID	Task Name	Start	Finish	November 1		November 11		November 21		December 1		December 11		December 21		January 1	
				T	F	S	S	T	F	S	S	T	F	S	S	T	F
1	First Floor Weekend Work Plan	Fri 11/5/10	Sun 12/19/10														
2	1st Floor Conference Rooms	Fri 12/3/10	Sun 12/5/10														
3	1st Floor Reception Area #1	Fri 12/17/10	Sun 12/19/10														
4	1st Floor Reception Area #2	Fri 1/7/11	Sun 1/9/11														
5	17th Floor Per CPM	Tue 11/2/10	Tue 11/30/10														
6	Phone and Data check	Mon 11/29/10	Wed 12/1/10														
7	Turn floor over to BOE 9:00am	Thu 12/2/10	Thu 12/2/10														
8	19th Floor Per CPM	Wed 12/8/10	Fri 1/7/11														
9	Turn floor over to DGS - Time?	Wed 12/8/10	Wed 12/8/10														

Project: DGS - 3 week schedule - 11-
Date: Wed 12/1/10

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline