

Appendix E
Meeting Minutes

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

ATTENDEES

	Name	Company	Telephone	E-mail
	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
	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
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	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
X	Wes Frey	Hygiene Tech (HTI)	916 752-4418	wfrey@hygienetech.com
X	Bob Courtnier	Board of Equalization – (BOE)	916 322-3729	Bob.Courtnier@boe.ca.gov
X	Greg Sheehan	JLS Environmental Services (JLS)	916 869-7889	gsheehan@jlsinc.com
	John Sheehan	JLS Environmental Services (JLS)	916 869-7889	jsheehan@jlsinc.com
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	T	F	T	F	T	F	T	F	T	F	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

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: December 13, 2010
Conference No.: 79
Date & Time: December 8, 2010
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
	Liz Houser	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
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	Bob Courtnier	Board of Equalization – (BOE)	916 322-3729	Bob.Courtnier@boe.ca.gov
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	Steve Davis	LaCroix Davis LLC (LCD)	925 299-1140	sdavis@lacroixdavis.com
	Efrain Ramos	JLS Environmental Services (JLS)	916 809-6467	
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	Robert Rodriguez	Department of General Services - BPM	916 446-9505	Robert.Rodriguez@dgs.ca.gov
	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
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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. 	DGS
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 = 3/30/2011 ▪ 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 –The last set of conference rooms #114, 117 & 118 are scheduled for carpet replacement the weekend starting on 1/7/11-1/9/11. 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 1/14/11 and Area 2 is the hallways on the west side starting on 1/21/11. BPM's cafeteria carpet replacement and removal is scheduled for 1/28/11. ▪ 19th Floor – Remediation on this floor started on 12/8/10 and the containments will be built splitting the floor in two halves, north and south sides. JSommerville to confirm BPM's carpet vendor has been allocated sufficient time to complete carpeting on this floor within schedule – noted that completion date on this floor is not critical. <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>PMB(JS)</p>
III.	Old Business <ul style="list-style-type: none"> ▪ BOE will send comments to DGS by the end of the week, and LCD will issue a final version once the BPM training is conducted. BOE training will be scheduled at the completion of the work in February. 	BOE/BPM/ LCD
IV.	<ul style="list-style-type: none"> ▪ Halon training is set for 1/3/11 at 10:30 am, on the 5th floor. JLS/LCD/HTI will meet in the server area. BPM will arrange Sentinel Fire for the training and procedural issues. <p>New Business</p> <ul style="list-style-type: none"> ▪ LCD/PMB transmitted closure reports for Floor 17 today. ▪ JLS is scheduled to work on Christmas Eve and New Years Eve (1/2 days). 	BOE/JLS/ HTI/LCD

V.	Other <ul style="list-style-type: none">▪ None.	
VI.	Next Meeting <ul style="list-style-type: none">▪ December 15, 2010, 10:00 am, BOE, Room 2221	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: December 20, 2010
Conference No.: 80
Date & Time: December 15, 2010
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

	Name	Company	Telephone	E-mail
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	Liz Peralta	Board of Equalization (BOE)	916323-5128	Liz.peralta@boe.ca.gov
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	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
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X	Jill Sommerville	Department of General Services – PMB	916 376-1728	Jill.Sommerville@dgs.ca.gov
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	Andrea Steinbach	LaCroix Davis, LLC (LCD)	925 586-1525	asteinbach@lacroixdavis.com

Item	Description	Action
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<p>III.</p> <p>IV.</p>	<p>Old Business</p> <ul style="list-style-type: none"> ▪ BOE sent comments to DGS and LCD will incorporate their comments and issue a final version once the BPM training is conducted. ▪ Halon training is set for 1/3/11 at 10:30 am, on the 5th floor - confirmed by all. ▪ Replacement of the carpet in the cafeteria will be split into two sections and may be over two weekends. All the samples taken by LCD were negative for any mold growth; however JLS will take precautions when removing the carpet. BPM's vendor will install the new carpet. <p>New Business</p> <ul style="list-style-type: none"> ▪ A request from BOE to DGS regarding a temporary fix to providing hot water to the 16th floor is not feasible. BOE is to inform staff the soap used is anti-bacterial and until JLS can finish the epoxy flooring at the janitor's closet, the hot water heater can't be installed (approximately 1&1/2 to 2 weeks). 	<p>BOE/BPM/ LCD ALL</p> <p>JLS BPM</p> <p>BOE JLS</p>
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ None. 	
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ December 22, 2010, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 12-15-10

ID	Task Name	Start	Finish	December 11		December 21		January 11		January 21		February		
				T	F	S	S	M	T	T	F	S	S	M
1	First Floor Weekend Work Plan	Fri 1/7/11	Sun 1/30/11											
2	1st Floor Conference Rooms - 114, 117, 118	Fri 1/7/11	Sun 1/9/11											
3	1st Floor Reception Area #1	Fri 1/14/11	Sun 1/16/11											
4	1st Floor Reception Area #2	Fri 1/21/11	Sun 1/23/11											
5	1st Floor Cafeteria Area	Fri 1/28/11	Sun 1/30/11											
6	19th Floor Per CPM	Wed 12/8/10	Fri 1/7/11											
7	Carpet Remediation South	Wed 12/8/10	Tue 12/21/10											
8	Carpet Remediation North	Tue 12/21/10	Thu 12/30/10											
9	Build Back Restrooms	Thu 12/16/10	Wed 12/29/10											
10	Build Back Janitors Room	Thu 12/16/10	Thu 12/30/10											
11	Carpet BPM	Tue 12/21/10	Tue 1/4/11											
12	Paint BPM	Mon 12/20/10	Wed 1/5/11											
13	Turn floor over to BOE (date?)	Fri 1/7/11	Fri 1/21/11											
14	5th Floor Per CPM	Tue 1/11/11	Fri 2/4/11											
15	Halon Training 10:30am-11:00am	Mon 1/3/11	Mon 1/3/11											

Project: DGS - 3 week schedule - 12-15-10
 Date: Wed 12/15/10

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: December 23, 2010
Conference No.: 81
Date & Time: December 22, 2010
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
	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
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Item	Description	Action
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I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None. 	DGS
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 = 4/8/2011 ▪ Physical Work completed by 2/25/2011 ▪ Current issue date 12/20/10. ▪ A logic error in the schedule issued will be corrected; however it will not affect the new completion or close out date. JS will email revised schedule to BC and JL. <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 –The last set of conference rooms #114, 117 & 118 are scheduled for carpet replacement the weekend starting on 1/7/11-1/9/11. 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 1/14/11 and Area 2 is the hallways on the west side starting on 1/21/11. BPM’s cafeteria carpet replacement and removal is scheduled for 1/28/11 but may take the weekend of 2/4 – 2/6 to complete. BOE will arrange to move the trophy case out of the way. ▪ 19th Floor – Remediation continues. BPM’s carpet vendor will start on 12/30/10 and continue through 1/10/11. Turn over of the 19th floor is scheduled for 1/12/11. <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"> ▪ Mary Hoy is out this week, JLS will call Mike M. if and when an inspection is required. 	<p>DGS</p> <p>DGS/js</p> <p>JLS/BOE</p> <p>BOE</p>

III.	Old Business	BOE JLS BPM
IV.	<ul style="list-style-type: none"> ▪ The Halon training is set for 1/3/11 at 10:30 am, on the 5th floor on confirmed by all. DGS' preference is to turn the system off during the remediation and have a dedicated fire watch and extinguishers in an emergency. At the end of each day, the system would be reactivated, by BPM. BOE is to confirm that this will be acceptable. ▪ LCD is looking into renaming the O & M manual for BPM. The title will contain 450 N Street. ▪ JLS delivered the cut sheet to DGS for the replacement sink in the kitchen. 	JLS
	New Business	
	<ul style="list-style-type: none"> ▪ Room 143, the mail sorting area carpet has been tested and LCD is awaiting results. BPM plans to replace the carpet of approximately 5,000 square feet. BOE will check coordination issues to access this room for the replacement. It is anticipated that carpet will need to be removed under containment. There is a window of time between 1/12/11 – 1/21/11 that JLS is in between the 19th floor finish and the 5th floor start. ▪ A fire sprinkler flow test was conducted this past Saturday by Siemens (a new vendor for BPM) that caused water to back up on the 5th floor and spill out in Room 5A, janitor closet, and the hallway adjacent to 5A, as well as the 4th floor - Room 4A. Currently, the walls are still moist and Room 4A north wall has also confirmed mold. Critical barriers at the doorways to 5A and 4A have been erected, HTI has taken several air sample and all were unremarkable. JLS will place dehumidifier in rooms 4A, 5A and 5th floor janitor's closet are not accessible by the tenant. The 5th floor hallway will be visually monitored until DGS begins remediation on 1/21/11. It was also noted that the 4th floor (Room 4A) had no indicators that remediation was needed when DGS remediated this floor back in June of 2009, however after LCD sampled on Saturday mold growth on the north wall was confirmed. ▪ JLS will provide BPM with O&M manual for new equipment that was replaced over the course of the project. 	BOE
		LCD/JLS
		JLS
V.	Other <ul style="list-style-type: none"> ▪ None. 	
VI.	Next Meeting	
	<ul style="list-style-type: none"> ▪ December 29, 2010, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 12-22-10

ID	Task Name	Start	Finish	December 11		December 21		January 1		January 11		January 21		February 1			
				T	F	S	S	M	T	T	F	S	S	M	T	T	F
1	First Floor Weekend Work Plan																
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4	1st Floor Reception Area #2	Fri 1/14/11	Sun 1/16/11														
5	1st Floor Cafeteria Area #1	Fri 1/21/11	Sun 1/23/11														
6	1st Floor Cafeteria Area #2	Fri 1/28/11	Sun 1/30/11														
7	19th Floor Per CPM	Fri 2/4/11	Sun 2/6/11														
8	Carpet Remediation South	Wed 12/8/10	Wed 1/12/11														
9	Carpet Remediation North	Wed 12/8/10	Thu 12/23/10														
10	Build Back Restrooms	Wed 12/22/10	Mon 1/3/11														
11	Build Back Janitors Room	Thu 12/16/10	Wed 12/29/10														
12	Carpet BPM	Thu 12/16/10	Thu 12/30/10														
13	Paint BPM	Thu 12/30/10	Mon 1/10/11														
14	Turn floor over to BOE	Thu 12/23/10	Mon 1/10/11														
15	5th Floor Per CPM	Wed 1/12/11	Wed 1/12/11														
16	Halon Training Room 515 10:30am-11:00am	Tue 4/4/11 1/21/11	Fri 2/4/11 2/16/11														

Project: DGS - 3 week schedule - 12-2-10
 Date: Wed 12/22/10

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: December 29, 2010
Conference No.: 82
Date & Time: December 29, 2010
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
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X	Lynne Baker	Board of Equalization (BOE)		

Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None. 	DGS
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 = 4/8/2011 ▪ Physical Work completed by 2/25/2011 ▪ Current issue date 12/20/10. ▪ Turnover of floor 5 will not occur until 1/24/11 – JS will need to track how this change affects completion date and report at our next meeting. <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 –The last set of conference rooms #114, 117 & 118 are scheduled for carpet replacement the weekend starting on 1/7/11-1/9/11. 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 1/14/11 and Area 2 is the hallways on the west side starting on 1/21/11. BPM's cafeteria carpet replacement and removal is scheduled for 1/28/11 but may take the weekend of 2/4 – 2/6 to complete. BOE will arrange to move the trophy case out of the way. ▪ 19th Floor – Remediation continues. BPM's carpet vendor will start on 12/30/10 and continue through 1/10/11. Turn over of the 19th floor is scheduled for 1/12/11. <i>It was noted that hot water will be restored to affected floors below Floor 19 by tomorrow evening.</i> ▪ 5th Floor - Turnover to JLS has been moved to 1/24/11 (from 1/21/11). ▪ Room 143 – Work is currently scheduled on weekends beginning 2/11/11 and completing 3/6/11. BOE will confirm if options exist to do work on week days (after hours) as this work looks to be completed after the 5th floor. BOE prefers that double shifts be worked (if possible) to keep completion date from slipping further. <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>DGS/js</p> <p>JLS/BOE</p> <p>BOE</p> <p>BOE</p> <p>BOE</p>

III.	Old Business	<ul style="list-style-type: none"> ▪ The Halon training is set for 1/3/11 at 10:30 am, on the 5th floor. Training will assume that Halon system will be active during the work. BOE is still investigating if the system can be deactivated during work (IT staff who must make decision are out of the office this week). JLS will discuss the option of shutting down the Halon system during training and submit a work-plan/proposal addressing Halon system for review after training session is completed (following vendor input). ▪ Floor 5 water event - JLS will remove dehydrators from affected rooms this evening (they have been active over the past week). General areas in the rooms are dry; however, areas behind affected cove base are still moist (30% plus) – these areas have been covered by tape and are being monitored. Critical barriers remain in place. Remediation of room 4A has been scheduled to occur the weekend of 1/7/11 to 1/9/11. 	BOE JLS BPM
IV.	New Business	<ul style="list-style-type: none"> ▪ 8th Floor Breakroom – Water overflowed from a backed up sink this past Monday. Water intrusion protocols were implemented immediately and no signs of mold growth have been observed. LCD/HTI will continue to monitor area. HTI recommended that a black/gray water protocol be added to the O&M manual to address specific events as this in the future. JArmstrong will e-mail LCD a copy of BPM's current protocols – to be incorporated into O&M manual and discussed during training on the 13th. ▪ LCD will add current water events on the 5th and 8th floors to the O&M (affected floors 4 & 7 will also be included) 	JLS LCD/JLS BPM/ja LCD
V.	Other	<ul style="list-style-type: none"> ▪ None. 	
VI.	Next Meeting	<ul style="list-style-type: none"> ▪ January 5, 2011, 10:00 am, BOE, Room 2221 	

BOE-DGS Schedule 12-29-10

ID	Task Name	Start	Finish	er 1	December 1	December 21	January 1	January 11	January 21	February 1	February 11	February 21	March 1
1	First Floor Weekend Work Plan												
2	1st Floor Conference Rooms - 114, 117, 118	Fri 1/7/11	Sun 2/6/11										
3	1st Floor Reception Area #1	Fri 1/7/11	Sun 1/9/11										
4	1st Floor Reception Area #2	Fri 1/14/11	Sun 1/16/11										
5	1st Floor Cafeteria Area #1	Fri 1/21/11	Sun 1/23/11										
6	1st Floor Cafeteria Area #2	Fri 1/28/11	Sun 1/30/11										
7	1st Floor Room 143 - 4 consecutive weekends (TBD)	Fri 2/4/11	Sun 2/6/11										
8	19th Floor Per CPM	Fri 2/11/11	Sun 3/6/11										
9	Carpet Remediation North	Wed 12/8/10	Wed 1/12/11										
10	Build Back Restrooms	Wed 12/22/10	Thu 1/6/11										
11	Build Back Janitors Room	Thu 12/16/10	Wed 12/29/10										
12	Carpet BPM	Thu 12/16/10	Thu 12/30/10										
13	Paint BPM	Thu 12/30/10	Mon 1/10/11										
14	Turn floor over to BOE	Thu 12/23/10	Mon 1/10/11										
15	5th Floor Per CPM	Wed 1/12/11	Wed 1/12/11										
16	Halon Training Room 515 10:30am-11:00am	Fri 1/21/11 Mon 1/24/11	Tue 2/15/11										
17	3rd Floor Parking Garage Water Heater Replacement	Mon 1/3/11	Mon 1/3/11										



Deadline



External Tasks



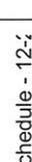
External Milestone



Summary



Project Summary



Progress



Milestone

Task

Split

Project: DGS - 3 week schedule - 12-29-10
Date: Wed 12/29/10

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: January 10, 2010
Conference No.: 83
Date & Time: January 5, 2011
Location: Board of Equalization Building, Conference Room 2221

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X	Wes Frey	Hygiene Tech (HTI)	916 752-4418	wfrey@hygienetech.com
X	Bob Courtnier	Board of Equalization – (BOE)	916 322-3729	Bob.Courtnier@boe.ca.gov
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	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
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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. 	
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 = 4/8/2011 ▪ Physical Work completed by 2/25/2011 ▪ Current issue date 1/5/11. <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 –The last set of conference rooms #114, 117 & 118 are scheduled for carpet replacement the weekend starting on 1/7/11-1/9/11. 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 1/14/11 and Area 2 is the hallways on the west side starting on 1/21/11. BPM’s cafeteria carpet replacement and removal is scheduled for 1/28/11 but may take the weekend of 2/4 – 2/6 to complete. BOE will arrange to move the trophy case out of the way. ▪ Room 143 - Carpet replacement, it is proposed to complete this area by dividing space into three areas. BOE/DGS/JLS will walk the area after today’s meeting to confirm the strategy to remove and replace the carpet. This area will be scheduled to start after the end of BOE “Rush Period” on February 4, 2011 and complete by 2/25/11. Work hours will be 5:30 PM to 2:30 AM on weeknights. ▪ 19th Floor – Remediation continues. BPM’s carpet vendor will start on 12/30/10 and continue through 1/10/11. Turn over of the 19th floor is scheduled for 1/12/11 at 3:00 pm. ▪ 5th Floor – DGS will receive floor 5 from BOE on Monday 1/24/11, time to be determined. This is the last floor to remediate. The plan is to start with the server room and complete this room within one week (or less). <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 DGS JLS</p> <p>BPM</p> <p>JLS</p>

III.	Old Business	BOE JLS BPM
IV.	<ul style="list-style-type: none"> ▪ 5th Floor Server Room - The Halon training was completed on 1/3/11. DGS (MM) will be notified by BOE (VP) if the system can be deactivated during the remediation/investigation. If the Halon suppression system can be turned off, JLS will sub-contract for a fire watch while the system is deactivated. JLS prepared a draft work plan and will incorporate items discussed at today's meeting and distribute a revised work plan at next week's meeting. This room will not be painted. DGS will provide BOE the liability insurance for JLS. If BOE feels it necessary to provide security for the room it will be at their discretion, however it was noted that visible sheeting and air flows will be present while the security officer is in the room (security officer would be outside the containment area). JLS will have a sign-in sheet for everyone going into (and out of) the server room. ▪ LCD prepared the draft black/gray water O & M, BOE/DGS will make review and comments for the final version (BOE & BPM requested an electronic version for review in lieu of the hard copy provided today – LCD will transmit e-copy after today's meeting). ▪ LCD Training for BPM staff is scheduled for next Thursday in two sessions one at 8:00 am the other at 5:00 pm. The training should take approximately 2 hours, and will be video taped by LCD. ▪ JLS was reminded that they need to provide BPM with O&M manuals for equipment they replaced/installed on the project. 	JLS LCD LCD/ BPM BPM/LCD JLS
	New Business	
	<ul style="list-style-type: none"> ▪ BOE requested an update expenditure report that DGS will provide in the near future. 	PMB/js
V.	Other	
	<ul style="list-style-type: none"> ▪ None. 	
VI.	Next Meeting	
	<ul style="list-style-type: none"> ▪ January 12, 2010, 10:00 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: January 18, 2010
Conference No.: 84
Date & Time: January 12, 2011
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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X	Mike Moore	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov

<p>III. Old Business</p> <ul style="list-style-type: none"> ▪ 5th Floor – BOE has agreed to allow the halon system to be turned off or “sleep mode” while the investigation/remediation takes place in the server room. Hours of remediation will be from 7:00 am to 5:30 pm. DGS will provide 48 hour notice to BOE as to how long the work will take once the investigation is completed so BOE can coordinate additional security if needed. BOE will provide JLS the sign-in/sign-out log sheet with their required information for this “restricted access” area, for possible future audit purposes. The earliest start for JLS to access the server room will be 2/4/11. JLS will start with the other floor investigation/remediation on 1/24/11. ▪ LCD prepared the draft black/gray water O & M. This document is still under review by BOE. ▪ DGS provided a copy of project cash flow and ABMS “Funding Report” to BOE and will provide the electronic cash flow spreadsheet to BOE/B. Courtner. <p>IV. New Business</p> <ul style="list-style-type: none"> ▪ BOE has requested the UPS system batteries be replaced during the remediation of the server room. BOE will provide the specification, cost and vendor to DGS. 		<p>BOE JLS DGS</p> <p>BOE</p> <p>DGS</p> <p>BOE</p>
<p>V. Other</p> <ul style="list-style-type: none"> ▪ None. 		
<p>VI. Next Meeting</p> <ul style="list-style-type: none"> ▪ January 19, 2010, 10:00 am, BOE, Room 2221 		

