

**Appendix E**  
**Meeting Minutes**

# MEETING MINUTES

**Project:** Board of Equalization Mold Remediation - Work Order 125828  
**Issue Date:** August 30, 2010  
**Conference No.:** 66  
**Date & Time:** August 25, 2010, 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
	<b>Liz Houser</b>	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
X	<b>Christine Demes</b>	Board of Equalization (BOE)	916 445-3498	Christine.Demes@boe.ca.gov
X	<b>Heidi Mazzola</b>	Board of Equalization (BOE)	916 996-4399	Heidi.Mazzola#boe.ca.gov
	<b>Steven Mercer</b>	Board of Equalization (BOE)	916 322-3059	Steven.Mercer@boe.ca.gov
	<b>Liz Peralta</b>	Board of Equalization (BOE)	916323-5128	Liz.peralta@boe.ca.gov
X	<b>Vince Paul</b>	Board of Equalization (BOE)	916 445-1148	Vince.Paul@boe.ca.gov
X	<b>Wes Frey</b>	Hygiene Tech (HTI)	916 752-4418	wfrey@hygienetech.com
	<b>David Locke</b>	JLS Environmental Services (JLS)	916 870-4564	dlocke@jlsinc.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
X	<b>Chris Corpuz</b>	LaCroix Davis LLC (LCD)	510 701-4729	ccorpuz@lacroixdavis.com
	<b>Efrain Ramos</b>	JLS Environmental Services (JLS)	916 809-6467	
	<b>Ted Ice</b>	LaCroix Davis LLC (LCD)	925 719-5842	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
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>Robert Rodriguez</b>	Department of General Services - BPM	916 446-9505	Robert.Rodriguez@dgs.ca.gov
X	<b>Bob Courtnier</b>	Department of General Services – CSS	916 375-4842	Bob.Court nier@dgs.ca.gov
	<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>Mike Moore</b>	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
	<b>Jerry Lairramore</b>	Board of Equalization (BOE)	916 327-7900	Jerry.lairramore@boe.ca.gov
	<b>Charles Hamilton</b>	JLS Environmental Service (JLS)	916 869-7889	chamilton@jls.com

<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>▪ Under Item II.b, John Sheehan reported for JLS, not Greg Sheehan.</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 = 2/26/2011</li> <li>▪ Physical Work completed by 1/14/2011</li> <li>▪ Current issue date 8/16/10</li> <li>▪ 2<sup>nd</sup> Floor turn-over to DGS tentatively scheduled for 9/13 @ 3:00 pm.</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>▪ 1st Floor Item #31 Southeast Hallway to start on 8/27/10. Item # 1 Main lobby encapsulation portion will also be completed this weekend. Item # 32 corridor between kitchen and day care will be phased to determine extent inside the daycare washer/dryer and refrigerator area. First phase the kitchen storage and restroom will be remediated starting 9/17/10.</li> <li>▪ 20<sup>th</sup> Floor – JLS has started restrooms and janitor room remediation and clearance testing will be done today. The floor remediation will be sectioned off in in half, South and East and North and West. The containments are being built today and covering of ceiling and furniture to follow. BPM is coordinating the carpet installer and painters to coincide with the remediation schedule. 19<sup>th</sup> Floor, room 1902 will need to be accessed to cap off the plumbing where the mop sink in room 2013 is currently being removed. This work will be scheduled for after hours.</li> <li>▪ No work is scheduled for the Labor Day weekend.</li> </ul> <p>c. Delays</p> <p>None to report.</p> <p>d. Inspection &amp; Safety Notes</p> <ul style="list-style-type: none"> <li>▪ None to report</li> </ul>	<p>BOE/DGS</p> <p>JLS</p> <p>JLS</p>
<b>III.</b>	<b>Old Business</b> <ul style="list-style-type: none"> <li>▪ The Draft O &amp; M manual changes are being incorporated and are expected to be completed in 2 weeks.</li> <li>▪ Additional remediation required at Daycare (see comment in Item II.b above).</li> </ul>	<p>BPM/LCD</p> <p>JLS/LCD</p>
<b>IV.</b>	<b>New Business</b> <ul style="list-style-type: none"> <li>▪ BPM will report to BOE the location of aquariums by next weeks meeting.</li> </ul>	<p>BPM/BOE</p>

<b>V.</b>	<b>Other</b> <ul style="list-style-type: none"><li>▪ None to report</li></ul>	
<b>VI.</b>	<b>Next Meeting</b> <ul style="list-style-type: none"><li>▪ September 1, 2010, 10:30 am, BOE, Room 2221</li></ul>	

## BOE-DGS Schedule 8-25-10

ID	Task Name	Start	Finish	Aug 22, '10							Aug 29, '10							Sep 5, '10							Sep 12, '10							Sep 19, '10							Sep 26, '10						
				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	W	T	F	S
1	<b>First Floor Weekend Work Plan</b>	Fri 8/27/10	Sun 9/19/10																																										
2	Item #31 South East Hallway & Item #1 Spray Encap.	Fri 8/27/10	Sun 8/29/10																																										
3	Item #2 Main Lobby	Fri 9/10/10	Sun 9/12/10																																										
4	Item #11 & #32 ?	Fri 9/17/10	Sun 9/19/10																																										
5	<b>20th Floor - Per CPM</b>	Mon 8/23/10	Mon 9/27/10																																										
6	Restroom & Janitors Room Remediation & Testing	Mon 8/23/10	Wed 8/25/10																																										
7	Carpet Remediation South & East Side	Mon 8/23/10	Tue 9/7/10																																										
8	Carpet Remediation North & West Side	Tue 9/7/10	Fri 9/17/10																																										
9	Carpet Install BPM	Mon 9/13/10	Thu 9/23/10																																										
10	Paint - BPM	Wed 9/8/10	Fri 9/24/10																																										
11	Phone & Data	Thu 9/23/10	Fri 9/24/10																																										
12	Turn Floor Over	Mon 9/27/10	Mon 9/27/10																																										
13																																													

Project: DGS - 3 week schedule - 08-1£  
Date: Wed 8/25/10

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:** September 2, 2010  
**Conference No.:** 67  
**Date & Time:** September 1, 2010, 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
X	<b>Christine Demes</b>	Board of Equalization (BOE)	916 445-3498	Christine.Demes@boe.ca.gov
X	<b>Heidi Mazzola</b>	Board of Equalization (BOE)	916 996-4399	Heidi.Mazzola#boe.ca.gov
	<b>Steven Mercer</b>	Board of Equalization (BOE)	916 322-3059	Steven.Mercer@boe.ca.gov
	<b>Liz Peralta</b>	Board of Equalization (BOE)	916323-5128	Liz.peralta@boe.ca.gov
X	<b>Vince Paul</b>	Board of Equalization (BOE)	916 445-1148	Vince.Paul@boe.ca.gov
X	<b>Wes Frey</b>	Hygiene Tech (HTI)	916 752-4418	wfrey@hygienetech.com
	<b>David Locke</b>	JLS Environmental Services (JLS)	916 870-4564	dlocke@jlsinc.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>Chris Corpuz</b>	LaCroix Davis LLC (LCD)	510 701-4729	ccorpuz@lacroixdavis.com
X	<b>Steve Davis</b>	LaCroix Davis LLC (LCD)	925 299-1140	sdavis@lacroixdavis.com
	<b>Efrain Ramos</b>	JLS Environmental Services (JLS)	916 809-6467	
X	<b>Ted Ice</b>	LaCroix Davis LLC (LCD)	925 719-5842	tice@lacroixdavis.com
X	<b>Joan Armstrong</b>	Department of General Services – BPM	916 446-9505	Joan.Armstrong@dgs.ca.gov
	<b>Jim Beesley</b>	Department of General Services – BPM	916 446-9505	James.Beesley@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>Robert Rodriguez</b>	Department of General Services - BPM	916 446-9505	Robert.Rodriguez@dgs.ca.gov
X	<b>Bob Courtnier</b>	Department of General Services – CSS	916 375-4842	Bob.Court nier@dgs.ca.gov
X	<b>Mary Hoy</b>	Department of General Services – CSS	916 375-4832	Mary.Hoy@dgs.ca.gov
	<b>Jill Sommerville</b>	Department of General Services – PMB	916 376-1728	Jill.Sommerville@dgs.ca.gov
X	<b>Mike Moore</b>	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
X	<b>Jerry Lairramore</b>	Board of Equalization (BOE)	916 327-7900	Jerry.lairramore@boe.ca.gov
	<b>Charles Hamilton</b>	JLS Environmental Service (JLS)	916 869-7889	chamilton@jls.com

<b>Item</b>	<b>Description</b>	<b>Action</b>
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 = 2/26/2011</li> <li>▪ Physical Work completed by 1/14/2011</li> <li>▪ Current issue date 8/16/10</li> <li>▪ 2<sup>nd</sup> Floor turn-over to DGS tentatively scheduled for 9/13 @ 3:00 pm. VPaul will verify if turnover can occur earlier on 9/10.</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>▪ 1st Floor Item # 2 Main lobby work above ceiling to begin next weekend (9/10/10) and possibly continue into the following weekend (work will not impact building operations during weekday operating hours). Item # 11 &amp; 32 corridor and rooms between kitchen and day care will be phased to determine extent inside the daycare washer/dryer and refrigerator area. First phase the kitchen storage and restroom will be remediated starting 9/17/10.</li> <li>▪ 20<sup>th</sup> Floor – work on this floor is continuing on schedule to be turned back on 9/27 (perhaps a couple days earlier).</li> <li>▪ No work is scheduled for this (Labor Day) weekend.</li> </ul> <p>c. Delays</p> <p>None to report.</p> <p>d. Inspection &amp; Safety Notes</p> <ul style="list-style-type: none"> <li>▪ None to report</li> </ul>	<p>BOE/DGS</p> <p>JLS</p> <p>JLS</p>
III.	<b>Old Business</b> <ul style="list-style-type: none"> <li>▪ The Draft O &amp; M manual changes are being incorporated and are expected to be completed in about 1 week.</li> <li>▪ Additional remediation required at Daycare (see comment in Item II.b above).</li> <li>▪ BPM reported that tenants who may have been keeping aquariums in the building are no longer in the building.</li> </ul>	<p>BPM/LCD</p> <p>JLS/LCD</p> <p>BPM/BOE</p>
IV.	<b>New Business</b> <ul style="list-style-type: none"> <li>▪ BCourtner reported that he sent CCabias a revised estimate yesterday that reflects/itemizes a “worst case” cost scenario for this project through completion.</li> </ul>	<p>DGS/BOE</p>

V.	<b>Other</b> <ul style="list-style-type: none"> <li>▪ Mary Hoy will be off next week; Mike Moore will be off this Friday; Jill Sommerville will be off the rest of this week and perhaps some of next week as well.</li> </ul>	DGS
VI.	<b>Next Meeting</b> <ul style="list-style-type: none"> <li>▪ September 8, 2010, 10:30 am, BOE, Room 2221</li> </ul>	



# MEETING MINUTES

**Project:** Board of Equalization Mold Remediation - Work Order 125828  
**Issue Date:** September 13, 2010  
**Conference No.:** 68  
**Date & Time:** September 8, 2010, 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
X	<b>Christine Demes</b>	Board of Equalization (BOE)	916 445-3498	Christine.Demes@boe.ca.gov
X	<b>Heidi Mazzola</b>	Board of Equalization (BOE)	916 996-4399	Heidi.Mazzola#boe.ca.gov
	<b>Steven Mercer</b>	Board of Equalization (BOE)	916 322-3059	Steven.Mercer@boe.ca.gov
	<b>Liz Peralta</b>	Board of Equalization (BOE)	916323-5128	Liz.peralta@boe.ca.gov
X	<b>Vince Paul</b>	Board of Equalization (BOE)	916 445-1148	Vince.Paul@boe.ca.gov
X	<b>Wes Frey</b>	Hygiene Tech (HTI)	916 752-4418	wfrey@hygienetech.com
	<b>David Locke</b>	JLS Environmental Services (JLS)	916 870-4564	dlocke@jlsinc.com
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	<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>Steve Davis</b>	LaCroix Davis LLC (LCD)	925 299-1140	sdavis@lacroixdavis.com
	<b>Efrain Ramos</b>	JLS Environmental Services (JLS)	916 809-6467	
	<b>Ted Ice</b>	LaCroix Davis LLC (LCD)	925 719-5842	tice@lacroixdavis.com
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	<b>Ken Firchau</b>	Department of General Services – BPM	916 446-9505	Ken.Firchau@dgs.ca.gov
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	<b>Robert Rodriguez</b>	Department of General Services - BPM	916 446-9505	Robert.Rodriguez@dgs.ca.gov
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	<b>Mary Hoy</b>	Department of General Services – CSS	916 375-4832	Mary.Hoy@dgs.ca.gov
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X	<b>Mike Moore</b>	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
	<b>Jerry Lairramore</b>	Board of Equalization (BOE)	916 327-7900	Jerry.lairramore@boe.ca.gov

<b>Item</b>	<b>Description</b>	<b>Action</b>
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 = 2/26/2011</li> <li>▪ Physical Work completed by 1/14/2011</li> <li>▪ Current issue date 8/16/10</li> <li>▪ Carpet install on 19<sup>th</sup> Floor will be adjusted for holidays.</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>▪ 1st Floor Item # 2 Main lobby work above ceiling to begin this weekend starting on Friday evening and will not impact building operations during weekday. Item # 11 &amp; 32 corridor and rooms between kitchen and day care will start on 9/17. JLS determined the cabinets in this area can be reused and BPM has coordinated with BEP for temporary storage of material currently in the cabinets.</li> <li>▪ 2<sup>nd</sup> Floor turn-over to DGS is scheduled for 9/10 @ 2:00 pm</li> <li>▪ 20<sup>th</sup> Floor – Carpet remediation on the second half of the floor, north &amp; west sides starts today, the east and south half is cleared carpet installation will start on 9/13/10.</li> </ul> <p>c. Delays</p> <p>None to report.</p> <p>d. Inspection &amp; Safety Notes</p> <ul style="list-style-type: none"> <li>▪ None to report</li> </ul>	<p>DGS</p> <p>JLS</p> <p>JLS</p>

<p><b>III.</b></p> <p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>▪ The revised Draft O &amp; M should be ready by next Wednesday.</li> <li>▪ The 5<sup>th</sup> Floor is currently scheduled to start in October and a focus meeting will be schedule by BOE to address the coordination items related to properly train the contractor for the halon system. To include in discussion are a pulling of pin with fire watch, extra fire extinguishers; JLS work plan...</li> <li>▪ TSD is checking into a shorter back-up time period for their computer system from 29 hours to 16 hours. BPM has work for the switchgear testing and other work in the building that requires power down the building and needs to be done over a weekend.</li> </ul> <p><b>IV.</b></p> <p><b>New Business</b></p> <ul style="list-style-type: none"> <li>▪ None</li> </ul>	<p>BPM/LCD JLS/LCD BPM/BOE</p> <p>BOE/BPM</p>	
<p><b>V.</b></p>	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪ Building &amp; Fire-Life Safety testing issues were discussed with BPM &amp; BOE after this meeting (building maintenance issue – not remediation issue).</li> </ul>	
<p><b>VI.</b></p>	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>▪ September 15, 2010, 10:30 am, BOE, Room 2221</li> </ul>	

## BOE-DGS Schedule 09-08-10

ID	Task Name	Start	Finish	Aug 22, '10							Aug 29, '10							Sep 5, '10							Sep 12, '10							Sep 19, '10							Sep 26, '10						
				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	W	T	F	S
1	<b>First Floor Weekend Work Plan</b>	Fri 8/27/10	Sun 9/19/10																																										
2	Item #2 Main Lobby	Fri 9/10/10	Sun 9/12/10																																										
3	Item #11 & #32 Kitchen Restroom at Hallway	Fri 9/17/10	Sun 9/19/10																																										
4	Item #11 & #32 Kitchen Restroom at Hallway	Fri 9/24/10	Sun 9/26/10																																										
5	<b>20th Floor - Per CPM</b>	Mon 8/23/10	Mon 9/27/10																																										
6	Restrooms & Janitor Room Buildback	Fri 8/27/10	Fri 9/10/10																																										
7	Carpet Remediation North & West Side	Fri 9/3/10	Wed 9/15/10																																										
8	Carpet Install BPM	Mon 9/13/10	Thu 9/23/10																																										
9	Paint - BPM	Wed 9/8/10	Fri 9/24/10																																										
10	Phone & Data	Thu 9/23/10	Fri 9/24/10																																										
11	Turn Floor Over to BOE	Mon 9/27/10	Mon 9/27/10																																										
12	<b>2nd Floor - Per CPM : Start 9/10 or 9/13</b>	Fri 9/10/10	Fri 10/1/10																																										
13	2nd Floor - Turn Over to DGS: 9/10 or 9/13 3pm	Fri 9/10/10	Fri 9/10/10																																										

Project: DGS - 3 week schedule - 9-1-10  
Date: Wed 9/8/10

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:** September 20, 2010  
**Conference No.:** 69  
**Date & Time:** September 15, 2010, 10:30AM  
**Location:** Board of Equalization Building, Conference Room 2221

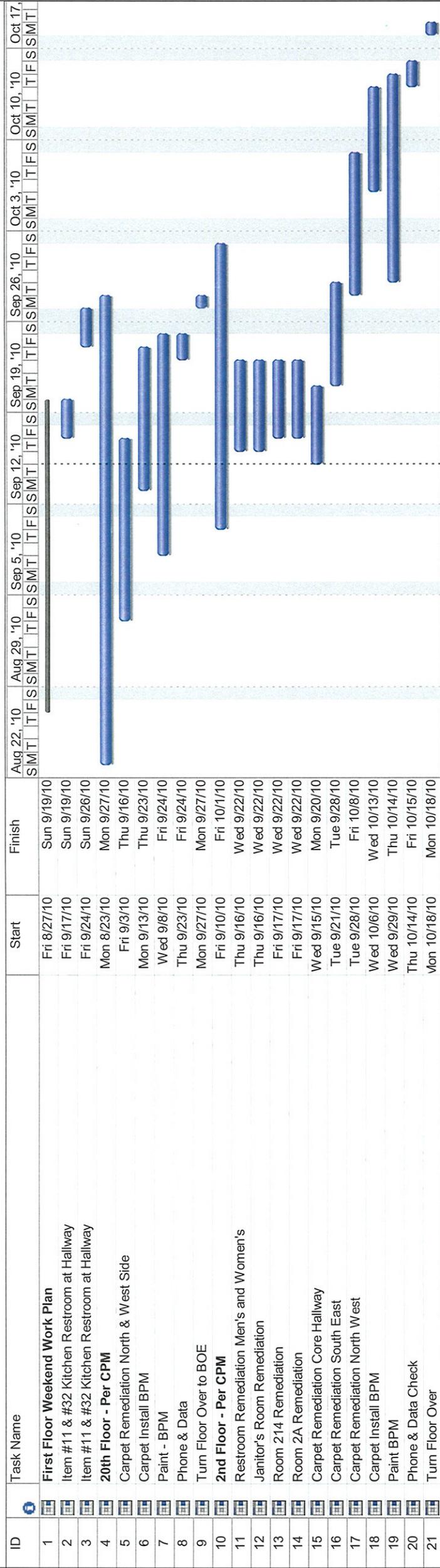
## ATTENDEES

	Name	Company	Telephone	E-mail
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	<b>John Sheehan</b>	JLS Environmental Services (JLS)	916 869-7889	jsheehan@jlsinc.com
	<b>Chris Corpuz</b>	LaCroix Davis LLC (LCD)	510 701-4729	ccorpuz@lacroixdavis.com
	<b>Steve Davis</b>	LaCroix Davis LLC (LCD)	925 299-1140	sdavis@lacroixdavis.com
	<b>Efrain Ramos</b>	JLS Environmental Services (JLS)	916 809-6467	
X	<b>Ted Ice</b>	LaCroix Davis LLC (LCD)	925 719-5842	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
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>Robert Rodriguez</b>	Department of General Services - BPM	916 446-9505	Robert.Rodriguez@dgs.ca.gov
X	<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>Mike Moore</b>	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
X	<b>Jerry Lairramore</b>	Board of Equalization (BOE)	916 327-7900	Jerry.lairramore@boe.ca.gov
X	<b>Andrea Steinbach</b>	LaCroix Davis, LLC (LCD)	925 586-1525	asteinbach@lacroixdavis.com

<b>Item</b>	<b>Description</b>	<b>Action</b>
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 = 2/24/2011</li> <li>▪ Physical Work completed by 1/13/2011</li> <li>▪ Current issue date 9/13/10.</li> <li>▪ A new schedule will be issued next meeting due to the findings on floor 2.</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>▪ 1st Floor Item # 2 Main lobby work above ceiling is completed. Item # 11 &amp; 32 corridor and rooms between kitchen and day care will start on Friday evening of 9/17/10 and will continue on the weekend of 9/24/10.</li> <li>▪ 2<sup>nd</sup> Floor Remediation started and test results for the carpet tile indicates sporadic mold growth on tile backing, so containments will be set up for the core hallway, south and east sides and north and west side.</li> <li>▪ 20<sup>th</sup> Floor – Carpet remediation on the second half of the floor, north &amp; west sides clearance testing starts today. BPM's carpet installation started on 9/13/10. Turn over of this floor is scheduled for Monday 9/27/10 at 8:30 am.</li> </ul> <p>c. Delays</p> <p>The Board Meeting for September was in session at the start of floor 2 remediation. A two day delay noted, however it will not affect the project completion date.</p> <p>d. Inspection &amp; Safety Notes</p> <ul style="list-style-type: none"> <li>▪ None to report</li> </ul>	<p>DGS</p> <p>JLS</p> <p>JLS</p> <p>JLS</p> <p>BPM</p>

<p><b>III.</b></p>	<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>▪ The revised Draft O &amp; M was delivered to DGS today. BOE should receive a reference copy in about 2 weeks (following DGS review).</li> <li>▪ The 5<sup>th</sup> Floor is currently scheduled to start in October and a focus meeting will be schedule by BOE to address the coordination items to properly train the contractor for the halon system. BOE is planning to move equipment four feet away from the perimeter wall so LCD/HTI will have easy access for their damage assessment. JS asked BOE (JL) to furnish a floor plan for the 5<sup>th</sup> Floor to assist JLS in developing their work plan.</li> </ul>	<p>DGS/BOE/ BPM/JLS</p>
<p><b>IV.</b></p>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>▪ Floor 2 will take longer than originally expected, the Rush Period was confirmed to be 10/27 – 11/11; JLS will be completed with their work by 10/18/10. This should not impact Floor 5 work, but did use up all free float between the two activities (floor 2 &amp; 5).</li> </ul>	
<p><b>V.</b></p>	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪ Board meeting ends today.</li> <li>▪ Chris Corpus is on vacation for two weeks</li> <li>▪ Caroline Cabias and Christine Demes are on vacation the next two weeks</li> <li>▪ Jill Sommerville will be on vacation 9/25 – 10/3.</li> </ul>	
<p><b>VI.</b></p>	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>▪ September 22, 2010, 10:30 am, BOE, Room 2221</li> </ul>	

## BOE-DGS Schedule 09-15-10



Project: DGS - 3 week schedule - 09-06  
Date: Wed 9/15/10

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:** September 22, 2010  
**Conference No.:** 70  
**Date & Time:** September 22, 2010, 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
	<b>Christine Demes</b>	Board of Equalization (BOE)	916 445-3498	Christine.Demes@boe.ca.gov
	<b>Heidi Mazzola</b>	Board of Equalization (BOE)	916 996-4399	Heidi.Mazzola#boe.ca.gov
	<b>Steven Mercer</b>	Board of Equalization (BOE)	916 322-3059	Steven.Mercer@boe.ca.gov
	<b>Liz Peralta</b>	Board of Equalization (BOE)	916323-5128	Liz.peralta@boe.ca.gov
X	<b>Vince Paul</b>	Board of Equalization (BOE)	916 445-1148	Vince.Paul@boe.ca.gov
X	<b>Wes Frey</b>	Hygiene Tech (HTI)	916 752-4418	wfrey@hygienetech.com
	<b>David Locke</b>	JLS Environmental Services (JLS)	916 870-4564	dlocke@jlsinc.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>Chris Corpuz</b>	LaCroix Davis LLC (LCD)	510 701-4729	ccorpuz@lacroixdavis.com
	<b>Steve Davis</b>	LaCroix Davis LLC (LCD)	925 299-1140	sdavis@lacroixdavis.com
	<b>Efrain Ramos</b>	JLS Environmental Services (JLS)	916 809-6467	
X	<b>Ted Ice</b>	LaCroix Davis LLC (LCD)	925 719-5842	tice@lacroixdavis.com
X	<b>Joan Armstrong</b>	Department of General Services – BPM	916 446-9505	Joan.Armstrong@dgs.ca.gov
	<b>Jim Beesley</b>	Department of General Services – BPM	916 446-9505	James.Beesley@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>Robert Rodriguez</b>	Department of General Services - BPM	916 446-9505	Robert.Rodriguez@dgs.ca.gov
X	<b>Bob Courtnier</b>	Department of General Services – CSS	916 375-4842	Bob.Court nier@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>Mike Moore</b>	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
X	<b>Jerry Lairramore</b>	Board of Equalization (BOE)	916 327-7900	Jerry.lairramore@boe.ca.gov
	<b>Andrea Steinbach</b>	LaCroix Davis, LLC (LCD)	925 586-1525	asteinbach@lacroixdavis.com

<b>Item</b>	<b>Description</b>	<b>Action</b>
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 = 3/23/2011</li> <li>▪ Physical Work completed by 2/8/2011</li> <li>▪ Current issue date 9/20/10.</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>▪ 1st Floor Item # 11 &amp; 32 corridor and rooms between kitchen and day care was started on Friday, 9/17/10 and will continue this weekend.</li> <li>▪ 2<sup>nd</sup> Floor Remediation of restrooms, core hallway and room 214 testing will be completed by the end of the day, today. Carpet remediation on the north, east, and west sides started today and will be completed on 9/28/10, the south side will start on 9/29/10. A two hour fire hatch door will be installed where an opening was cut at the mechanical shaft above the break room. It is unknown how long this penetration has been there. A temporary patch is in place and DGS is working with the SFM's office for an approved permanent repair. A separate containment will be built when the repairs are made. Turn over is expected to be at 3:30 pm on 10/15/10.</li> <li>▪ 20<sup>th</sup> Floor – Carpet remediation is completed and BPM's carpet installers were completed yesterday - painting will be finished today. Turnover of this floor is scheduled for Monday 9/27/10 at 8:30 am.</li> </ul> <p>c. Delays</p> <p>Note to report</p> <p>d. Inspection &amp; Safety Notes</p> <ul style="list-style-type: none"> <li>▪ None to report</li> </ul>	<p>DGS</p> <p>JLS</p> <p>PMB</p> <p>BPM</p>

<p><b>III.</b></p>	<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>▪ The revised Draft O &amp; M continues as a work in progress, so it will be at least two more weeks before a final version is issued to BOE.</li> <li>▪ The 5<sup>th</sup> Floor has been rescheduled as the last floor to be remediated due to workload issues related to specific equipment that will be moved to the Opus building in early December 2010.</li> <li>▪ Additional remediation will be required in the Daycare area. The extent will be determined this weekend. Prior to work being completed a meeting with the daycare staff will be arranged ahead of any work to be completed.</li> </ul>	<p>DGS/BOE/ BPM/JLS BOE</p> <p>BOE/DGS</p>
<p><b>IV.</b></p>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>▪ City Fire will be submitting an invoice to BOE for the accidental alarm that was set off on Monday 9/19/10 at around 4:10 pm by a JLS worker. Floor 1,2,3, &amp; 4 were evacuated. JLS will place a light plastic cover over the pulls to prevent a false alarm in the future.</li> </ul>	<p>JLS</p>
<p><b>V.</b></p>	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪</li> </ul>	
<p><b>VI.</b></p>	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>▪ September 29, 2010, 10:30 am, BOE, Room 2221</li> </ul>	

## BOE-DGS Schedule 09-22-10

ID	Task Name	Start	Finish	Aug 22, '10	Aug 29, '10	Sep 5, '10	Sep 12, '10	Sep 19, '10	Sep 26, '10	Oct 3, '10	Oct 10, '10
				SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS
1	<b>First Floor Weekend Work Plan</b>	Fri 8/27/10	Sun 9/19/10	-----	-----	-----	-----	-----	-----	-----	-----
2	Item #11 & #32 Kitchen Restroom at Hallway	Fri 9/24/10	Sun 9/26/10	-----	-----	-----	-----	-----	-----	-----	-----
3	Daycare Area	Fri 10/1/10	Sun 10/3/10	-----	-----	-----	-----	-----	-----	-----	-----
4	Daycare Kitchen Area	Fri 10/8/10	Sun 10/10/10	-----	-----	-----	-----	-----	-----	-----	-----
5	Kitchen Floor Repairs	Fri 10/8/10	Sun 10/10/10	-----	-----	-----	-----	-----	-----	-----	-----
6	<b>20th Floor - Per CPM</b>	Mon 8/23/10	Mon 9/27/10	-----	-----	-----	-----	-----	-----	-----	-----
7	Carpet Remediation North & West Side	Fri 9/3/10	Thu 9/16/10	-----	-----	-----	-----	-----	-----	-----	-----
8	Carpet Install BPM	Wed 9/22/10	Wed 9/22/10	-----	-----	-----	-----	-----	-----	-----	-----
9	Paint - BPM	Wed 9/22/10	Wed 9/22/10	-----	-----	-----	-----	-----	-----	-----	-----
10	Phone & Data	Thu 9/23/10	Fri 9/24/10	-----	-----	-----	-----	-----	-----	-----	-----
11	Turn Floor Over to BOE - 8:30am	Mon 9/27/10	Mon 9/27/10	-----	-----	-----	-----	-----	-----	-----	-----
12	<b>2nd Floor - Per CPM</b>	Fri 9/10/10	Fri 10/1/10	-----	-----	-----	-----	-----	-----	-----	-----
13	Restroom Remediation Men's, Women's & Janitor's	Thu 9/16/10	Wed 9/22/10	-----	-----	-----	-----	-----	-----	-----	-----
14	Core Hallway Remediation	Thu 9/16/10	Wed 9/22/10	-----	-----	-----	-----	-----	-----	-----	-----
15	Room 214 Remediation	Thu 9/16/10	Wed 9/22/10	-----	-----	-----	-----	-----	-----	-----	-----
16	Carpet Remediation North East & West	Wed 9/22/10	Tue 9/28/10	-----	-----	-----	-----	-----	-----	-----	-----
17	Carpet Remediation South	Wed 9/29/10	Wed 10/6/10	-----	-----	-----	-----	-----	-----	-----	-----
18	Carpet Install BPM	Thu 9/30/10	Wed 10/13/10	-----	-----	-----	-----	-----	-----	-----	-----
19	Paint BPM	Thu 9/30/10	Wed 10/13/10	-----	-----	-----	-----	-----	-----	-----	-----
20	Phone & Data Check	Wed 10/13/10	Thu 10/14/10	-----	-----	-----	-----	-----	-----	-----	-----
21	Turn Floor Over	Fri 10/15/10	Fri 10/15/10	-----	-----	-----	-----	-----	-----	-----	-----

Project: DGS - 3 week schedule - 09-22  
 Date: Wed 9/22/10

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:** September 29, 2010  
**Conference No.:** 71  
**Date & Time:** September 29, 2010, 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
X	<b>Christine Demes</b>	Board of Equalization (BOE)	916 445-3498	Christine.Demes@boe.ca.gov
X	<b>Heidi Mazzola</b>	Board of Equalization (BOE)	916 996-4399	Heidi.Mazzola#boe.ca.gov
	<b>Steven Mercer</b>	Board of Equalization (BOE)	916 322-3059	Steven.Mercer@boe.ca.gov
	<b>Liz Peralta</b>	Board of Equalization (BOE)	916323-5128	Liz.peralta@boe.ca.gov
X	<b>Vince Paul</b>	Board of Equalization (BOE)	916 445-1148	Vince.Paul@boe.ca.gov
X	<b>Wes Frey</b>	Hygiene Tech (HTI)	916 752-4418	wfrey@hygienetech.com
	<b>David Locke</b>	JLS Environmental Services (JLS)	916 870-4564	dlocke@jlsinc.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
X	<b>Chris Corpuz</b>	LaCroix Davis LLC (LCD)	510 701-4729	ccorpuz@lacroixdavis.com
	<b>Steve Davis</b>	LaCroix Davis LLC (LCD)	925 299-1140	sdavis@lacroixdavis.com
	<b>Efrain Ramos</b>	JLS Environmental Services (JLS)	916 809-6467	
X	<b>Ted Ice</b>	LaCroix Davis LLC (LCD)	925 719-5842	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
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>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.Court nier@dgs.ca.gov
X	<b>Mary Hoy</b>	Department of General Services – CSS	916 375-4832	Mary.Hoy@dgs.ca.gov
	<b>Jill Sommerville</b>	Department of General Services – PMB	916 376-1728	Jill.Sommerville@dgs.ca.gov
X	<b>Mike Moore</b>	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
X	<b>Jerry Lairramore</b>	Board of Equalization (BOE)	916 327-7900	Jerry.lairramore@boe.ca.gov
	<b>Andrea Steinbach</b>	LaCroix Davis, LLC (LCD)	925 586-1525	asteinbach@lacroixdavis.com

<b>Item</b>	<b>Description</b>	<b>Action</b>
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 = 3/23/2011</li> <li>▪ Physical Work completed by 2/8/2011</li> <li>▪ Current issue date 9/20/10.</li> <li>▪ BOE requested that a couple more days be added to time allotted to move personnel off Floor 5 due to the holidays (reference Activity #327).</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>▪ 1st Floor Item #11 &amp; 32 corridor and rooms between kitchen and day care will continue this weekend. Work in the day care area will begin the weekend of 10/15 and be completed on the weekend of 10/29; a work plan will be discussed with day care staff before work in this area begins. The damaged kitchen mop sink will be replaced this weekend, and the kitchen floor repairs will take place the weekend of 10/8.</li> <li>▪ 2<sup>nd</sup> Floor Remediation continues on schedule for floor to be turned back to BOE on 10/15/10 at 3:30 pm. The two hour fire hatch door will be installed (where an opening was cut at the mechanical shaft above the break room) this Saturday; this will require that the building HVAC system be shut down for a couple hours while work is being performed.</li> </ul> <p>c. Delays</p> <p>Note to report</p> <p>d. Inspection &amp; Safety Notes</p> <ul style="list-style-type: none"> <li>▪ None to report</li> </ul>	<p>DGS</p> <p>JLS</p>

<p><b>III.</b></p>	<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>▪ The revised Draft O &amp; M continues as a work in progress – revised draft from LCD is expected by this Friday.</li> <li>▪ Additional remediation will be required in the Daycare area. The extent will be determined this weekend. Prior to work being completed a meeting with the daycare staff will be arranged ahead of any work to be completed.</li> </ul> <p><b>New Business</b></p> <ul style="list-style-type: none"> <li>▪ None to report.</li> </ul>	<p>DGS/BOE/ BPM/JLS BOE</p>
<p><b>IV.</b></p>	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪ None to report</li> </ul>	
<p><b>VI.</b></p>	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>▪ October 6, 2010, 10:30 am, BOE, Room 2221</li> </ul>	

## BOE-DGS Schedule 09-29-10

ID	Task Name	Start	Finish	'10	Aug 29, '10	Sep 5, '10	Sep 12, '10	Sep 19, '10	Sep 26, '10	Oct 3, '10	Oct 10, '10	Oct 17, '10	Oct 24, '10	Oct 31, '10		
					T	F	S	S	M	T	T	F	S	S	M	T
1	<b>First Floor Weekend Work Plan</b>	Fri 8/27/10	Fri 10/29/10													
2	Item #11 & #32 Kitchen Restroom at Hallway	Fri 10/1/10	Sun 10/3/10													
3	Daycare Area	Fri 10/15/10	Sun 10/17/10													
4	Daycare Kitchen Area	Fri 10/29/10	Sun 10/31/10													
5	Kitchen Locker Build Back	Sat 10/2/10	Sat 10/2/10													
6	Kitchen Floor Repairs	Fri 10/8/10	Sun 10/10/10													
7	Kitchen Mop Sink Replacement	Sat 10/2/10	Sat 10/2/10													
8	<b>2nd Floor - Per CPM</b>	Fri 9/10/10	Fri 10/1/10													
9	Restroom Build Back Men's, Women's	Thu 9/23/10	Wed 10/6/10													
10	Janitor Build Back and Flooring	Fri 9/24/10	Fri 10/8/10													
11	Room 214 Remediation & Hatch Door Install	Sat 10/2/10	Tue 10/5/10													
12	Carpet Remediation South West	Mon 9/27/10	Fri 10/1/10													
13	Carpet Remediation South East	Fri 10/1/10	Wed 10/6/10													
14	Carpet Install BPM	Thu 9/30/10	Wed 10/13/10													
15	Paint BPM	Wed 9/29/10	Wed 10/13/10													
16	Phone & Data Check	Wed 10/13/10	Thu 10/14/10													
17	Turn Floor Over	Fri 10/15/10	Fri 10/15/10													

Project: DGS - 3 week schedule - 09-22  
Date: Wed 9/29/10

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:** October 7, 2010  
**Conference No.:** 72  
**Date & Time:** October 6, 2010, 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
	<b>Christine Demes</b>	Board of Equalization (BOE)	916 445-3498	Christine.Demes@boe.ca.gov
X	<b>Heidi Mazzola</b>	Board of Equalization (BOE)	916 996-4399	Heidi.Mazzola#boe.ca.gov
	<b>Steven Mercer</b>	Board of Equalization (BOE)	916 322-3059	Steven.Mercer@boe.ca.gov
	<b>Liz Peralta</b>	Board of Equalization (BOE)	916323-5128	Liz.peralta@boe.ca.gov
X	<b>Vince Paul</b>	Board of Equalization (BOE)	916 445-1148	Vince.Paul@boe.ca.gov
X	<b>Wes Frey</b>	Hygiene Tech (HTI)	916 752-4418	wfrey@hygienetech.com
	<b>David Locke</b>	JLS Environmental Services (JLS)	916 870-4564	dlocke@jlsinc.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
X	<b>Chris Corpuz</b>	LaCroix Davis LLC (LCD)	510 701-4729	ccorpuz@lacroixdavis.com
	<b>Steve Davis</b>	LaCroix Davis LLC (LCD)	925 299-1140	sdavis@lacroixdavis.com
	<b>Efrain Ramos</b>	JLS Environmental Services (JLS)	916 809-6467	
X	<b>Ted Ice</b>	LaCroix Davis LLC (LCD)	925 719-5842	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
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>Robert Rodriguez</b>	Department of General Services - BPM	916 446-9505	Robert.Rodriguez@dgs.ca.gov
X	<b>Bob Courtnier</b>	Department of General Services – CSS	916 375-4842	Bob.Court nier@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>Mike Moore</b>	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
X	<b>Jerry Lairramore</b>	Board of Equalization (BOE)	916 327-7900	Jerry.lairramore@boe.ca.gov
	<b>Andrea Steinbach</b>	LaCroix Davis, LLC (LCD)	925 586-1525	asteinbach@lacroixdavis.com

<i>Item</i>	<i>Description</i>	<i>Action</i>
I.	<p><b>Corrections or additions to previous meeting minutes</b></p> <ul style="list-style-type: none"> <li>▪ None to report.</li> </ul>	
II.	<p><b>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 = 3/23/2011</li> <li>▪ Physical Work completed by 2/8/2011</li> <li>▪ Current issue date 9/20/10.</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>▪ 1st Floor Item #11 &amp; 32 corridor and rooms between kitchen and day care are now completed. Work in the day care area will begin the weekend of 10/15 and be completed on the weekend of 10/29; a work plan will be discussed with day care staff before work in this area begins. The damaged kitchen mop sink was replaced this weekend, and the kitchen floor repairs will take place the weekend of 10/8.</li> <li>▪ 2<sup>nd</sup> Floor Remediation continues on schedule for floor to be turned back to BOE on 10/15/10 at 3:30 pm. The two hour fire hatch door has been installed - the SFM has approved repair and M. Hoy will arrange an inspection with the State Firm Marshal's office.</li> </ul> <p>c. Delays</p> <p>Construction completion date change - J. Sommerville working on analysis of why the completion date changed from 1/14/11 to 2/8/11. Jill will forward information to B. Courtner and M. Moore once it is completed.</p> <p>d. Inspection &amp; Safety Notes</p> <ul style="list-style-type: none"> <li>▪ None to report</li> </ul>	<p>DGS</p> <p>JLS</p> <p>DGS/js</p>

<p><b>III. Old Business</b></p> <ul style="list-style-type: none"> <li>▪ The revised Draft O &amp; M continues as a work in progress</li> <li>▪ Additional remediation will be required in the Daycare area. A meeting with the daycare staff will be arranged by V. Paul and is tentatively scheduled for Tuesday of next week.</li> <li>▪ The kitchen floor that will be repaired this weekend will be as follows: JLS to erect containment and clean area for clearance purposes, LCD/HTI to test, once area is cleared, JLS will make the repairs (if time allows) or place a temporary patch and make repairs the weekend of 10/15.</li> <li>▪ A coordination meeting for the 5<sup>th</sup> floor remediation, development of a work plan and halon training will be scheduled for next week, perhaps Thursday in the afternoon. V. Paul to arrange with BOE staff and send out meeting notice.</li> </ul> <p><b>IV. New Business</b></p> <ul style="list-style-type: none"> <li>▪ None to report.</li> </ul>	<p>DGS/BOE/ BPM/JLS BOE</p> <p>JLS/LCD/ HTI</p> <p>BOE/DGS LCD/HTI</p>
<p><b>V. Other</b></p> <ul style="list-style-type: none"> <li>▪ Mike Moore will be out next week and vacation the week after.</li> <li>▪ Bob Courtmier is retiring from DGS; November 1, 2010 is his last day.</li> </ul>	
<p><b>VI. Next Meeting</b></p> <ul style="list-style-type: none"> <li>▪ October 13, 2010, 10:30 am, BOE, Room 2221</li> </ul>	



# 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
	<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
X	<b>Christine Demes</b>	Board of Equalization (BOE)	916 445-3498	Christine.Demes@boe.ca.gov
X	<b>Heidi Mazzola</b>	Board of Equalization (BOE)	916 996-4399	Heidi.Mazzola#boe.ca.gov
	<b>Steven Mercer</b>	Board of Equalization (BOE)	916 322-3059	Steven.Mercer@boe.ca.gov
	<b>Liz Peralta</b>	Board of Equalization (BOE)	916323-5128	Liz.peralta@boe.ca.gov
X	<b>Vince Paul</b>	Board of Equalization (BOE)	916 445-1148	Vince.Paul@boe.ca.gov
X	<b>Wes Frey</b>	Hygiene Tech (HTI)	916 752-4418	wfrey@hygienetech.com
	<b>David Locke</b>	JLS Environmental Services (JLS)	916 870-4564	dlocke@jlsinc.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
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	<b>Steve Davis</b>	LaCroix Davis LLC (LCD)	925 299-1140	sdavis@lacroixdavis.com
	<b>Efrain Ramos</b>	JLS Environmental Services (JLS)	916 809-6467	
X	<b>Ted Ice</b>	LaCroix Davis LLC (LCD)	925 719-5842	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>Ken Firchau</b>	Department of General Services – BPM	916 446-9505	Ken.Firchau@dgs.ca.gov
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	<b>Robert Rodriguez</b>	Department of General Services - BPM	916 446-9505	Robert.Rodriguez@dgs.ca.gov
X	<b>Bob Courtnier</b>	Department of General Services – CSS	916 375-4842	Bob.Court nier@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>Mike Moore</b>	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
X	<b>Jerry Lairramore</b>	Board of Equalization (BOE)	916 327-7900	Jerry.lairramore@boe.ca.gov
	<b>Andrea Steinbach</b>	LaCroix Davis, LLC (LCD)	925 586-1525	asteinbach@lacroixdavis.com

<b>Item</b>	<b>Description</b>	<b>Action</b>
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 = 3/23/2011</li> <li>▪ Physical Work completed by 2/8/2011</li> <li>▪ Current issue date 9/20/10.</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>▪ 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.</li> <li>▪ The kitchen flooring that was patched last weekend the seams will be welding this weekend to compete the kitchen floor patches.</li> <li>▪ 2<sup>nd</sup> 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.</li> </ul> <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 &amp; Safety Notes</p> <ul style="list-style-type: none"> <li>▪ 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.</li> </ul>	<p>DGS</p> <p>JLS</p> <p>BOE DGS/js</p>

<p><b>III.</b></p>	<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>▪ The revised Draft O &amp; 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&amp;M Manual.</li> <li>▪ 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.</li> <li>▪ BPM has scheduled the switchgear test for the weekend of October 23<sup>rd</sup> &amp; 24<sup>th</sup>, so no remediation work will be schedule for those dates.</li> <li>▪ A coordination meeting for the 5<sup>th</sup> floor remediation and development of a work plan is scheduled for Thursday, October 14, at 1:00 pm.</li> </ul>	<p>LCD/BPM</p> <p>LCD/BOE</p> <p>BPM</p> <p>BOE/DGS LCD/HTI</p>
<p><b>IV.</b></p>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>▪ None to report.</li> </ul>	
<p><b>V.</b></p>	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪ Mike Moore is on vacation next week.</li> <li>▪ M. Moore, J. Sommerville and M. Hoy will continue to have furlough days that are set for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Friday each month until June 2011.</li> </ul>	
<p><b>VI.</b></p>	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>▪ October 20, 2010, 10:30 am, BOE, Room 2221</li> </ul>	

## 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	<b>First Floor Weekend Work Plan</b>	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	<b>2nd Floor - Per CPM</b>	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	<b>5th Floor Server Room Walk 1:00pm</b>	Thu 10/14/10	Thu 10/14/10							
10	<b>17th Floor Per CPM</b>	Wed 11/10/10	Tue 12/7/10							

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

Legend:
   
 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 1, 2010  
**Conference No.:** 74  
**Date & Time:** October 20, 2010, 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
	<b>Liz Houser</b>	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
x	<b>Christine Demes</b>	Board of Equalization (BOE)	916 445-3498	Christine.Demes@boe.ca.gov
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	<b>Steven Mercer</b>	Board of Equalization (BOE)	916 322-3059	Steven.Mercer@boe.ca.gov
	<b>Liz Peralta</b>	Board of Equalization (BOE)	916323-5128	Liz.peralta@boe.ca.gov
X	<b>Vince Paul</b>	Board of Equalization (BOE)	916 445-1148	Vince.Paul@boe.ca.gov
X	<b>Wes Frey</b>	Hygiene Tech (HTI)	916 752-4418	wfrey@hygienetech.com
	<b>David Locke</b>	JLS Environmental Services (JLS)	916 870-4564	dlocke@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>Steve Davis</b>	LaCroix Davis LLC (LCD)	925 299-1140	sdavis@lacroixdavis.com
	<b>Efrain Ramos</b>	JLS Environmental Services (JLS)	916 809-6467	
	<b>Ted Ice</b>	LaCroix Davis LLC (LCD)	925 719-5842	tice@lacroixdavis.com
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	<b>Andrea Steinbach</b>	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
				TFSM	TFSM	TFSM	TFSM	TFSM
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