

# MEETING MINUTES

**Project:** Board of Equalization Mold Remediation - Work Order 125828  
**Issue Date:** March 4, 2010  
**Conference No.:** 41  
**Date & Time:** March 3, 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  |
| X | <b>Liz Houser</b>       | Board of Equalization (BOE)           | 916 445-4272 | Liz.Houser@boe.ca.gov       |
|   | <b>Jerry Lairamore</b>  | Board of Equalization (BOE)           | 916 327-7900 | Jerry.Lairamore@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>Ashley Tangeraas</b> | Board of Equalization (BOE)           | 916 322-1696 | Ashley.Tangeraas@boe.ca.gov |
| X | <b>Vince Paul</b>       | Board of Equalization (BOE)           | 916 445-1148 | Vince.Paul@boe.ca.gov       |
| X | <b>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)               | 925 330-1576 | sdavis@lacroixdavis.com     |
|   | <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   |
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|   | <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         |
| 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>Gary Lee</b>         | Department of General Services – RESD | 916 376-1862 | Gary.Lee @dgs.ca.gov        |

| <b><i>Item</i></b> | <b><i>Description</i></b>  | <b><i>Action</i></b> |
|--------------------|--|----------------------|
| I.                 | <b>Corrections or additions to previous meeting minutes</b> <ul style="list-style-type: none"><li data-bbox="245 268 493 302">▪ None to report</li></ul> |                      |

|                                       |  |  |
|---------------------------------------|--|--|
| <p><b>II. Schedule / Progress</b></p> | <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> <li>▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS)</li> <li>▪ Official Close-out Date = 1/14/2011</li> <li>▪ Physical Work completed by 12/02/2010</li> </ul> <p>▪ BOE is dealing with back to back moves so DGS will get together with BOE and take a look at the upcoming moves to stay on the critical path or make a revision to the project schedule. Currently the project is on schedule.</p> <p>▪ 1<sup>st</sup> Floor work will be added to the master schedule when the next revision is issued.</p> <p>▪ BOE move from Floor 19 to new lease space must be completed no later than Dec. 31, 2010 – BCourtner will monitor this.</p> <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>▪ 18<sup>th</sup> Floor was turned over to BOE on 3/2/09.</li> <li>▪ 3<sup>rd</sup> Floor – Walk through planned for March 25 to turn over the floor to DGS.</li> <li>▪ Penthouse Remediation is waiting for the patch at the pre-cast concrete being contracted by BPM.</li> <li>▪ 21<sup>st</sup> Floor – per the schedule <ul style="list-style-type: none"> <li>○ NW Quadrant – clearance samples are being taken today.</li> <li>○ NE is under containment and being remediated now.</li> <li>○ Corridor off freight elevator will be completed this weekend.</li> </ul> </li> <li>▪ 1<sup>st</sup> Floor – Storage area (old deli) is nearly completed but is delayed final turn over until BPM can patch the leaks in the garage.</li> <li>▪ Room #146 – Exercise Restrooms <ul style="list-style-type: none"> <li>○ Remediation work on the men’s restroom in progress.</li> <li>○ Remediation work on the women’s restroom in progress.</li> </ul> </li> </ul> <p>c. Delays</p> <ul style="list-style-type: none"> <li>▪ None to report</li> </ul> <p>d. Inspection &amp; Safety Notes</p> <ul style="list-style-type: none"> <li>• Interviews for 3<sup>rd</sup> floor personnel are scheduled for 3/9/10 (9-11 am); VPaul will verify room location with LCD. BOE has reported historic water intrusion events on this floor on New Years Eve 2005.</li> <li>• DGS requested access to the 3<sup>rd</sup> floor as soon as possible to test for mold growth under the carpet. The request was mainly to help determine additional funds needed for this floor and four other floors that have the old broadloom carpet that was found on the 21<sup>st</sup> floor. BOE reported this floor is highly sensitive because HR is located on 3 and they are in the process of hiring 500+ employees. Due to limited access to the sensitive areas and concern for clearing test locations, DGS will test when floor is turned over and not occupied by BOE staff.</li> </ul> | <p>PMB/BOE</p> <p>PMB</p> <p>DGS</p> <p>BPM</p> <p>LCD/HTI</p> <p>JLS</p> <p>BOE/LCD</p> |
|---------------------------------------|--|--|

|                                 |   |   |
|---------------------------------|---|---|
| <p><b>III. Old Business</b></p> | <ul style="list-style-type: none"> <li>▪ Any potential changes in project costs are difficult to determine at this time, as conditions on the remaining floors are unknown. DGS is awaiting billings for the 21<sup>st</sup> floor to help determine if additional funds will be needed for this fiscal year to address increased remediation costs. BCourtner will follow-up with Scott @ DOF as to if BOE funds can be diverted to our project before March 12th.</li> </ul>  | <p>BOE/DGS</p>                            |
| <p><b>IV. New Business</b></p>  | <ul style="list-style-type: none"> <li>▪ On 21<sup>st</sup> Floor in the NW quadrant, a fire sprinkler 90 degree fitting is corroded and needs to be replaced. JSommerville will contact the fire marshal and (JLS/Grinelle) will coordinate with city fire prior to the replacement. This quadrant is still under containment, so when cleared per the protocol, JLS will contract with Simplex/Grinelle to expedite the repair before turning the floor back over to BOE. BPM will get Simplex/Grinelle contact information to JLS.</li> <li>▪ HTI and LCD are discussing an alternative approach to the 3<sup>rd</sup> floor initial investigation and carpet removal procedures. The 21<sup>st</sup> floor wrapping of the furniture is extremely labor intensive so once the approach is agreed to by the hygienists (and if modifications are recommended), DGS and BOE will review and approve recommendations.</li> </ul> | <p>BPM/JLS</p> <p>HTI/LCD<br/>DGS/BOE</p> |
| <p><b>V. Other</b></p>          | <ul style="list-style-type: none"> <li>▪ Mary Hoy is back from being on sick leave last week.</li> </ul>  |   |
| <p><b>VI. Next Meeting</b></p>  | <ul style="list-style-type: none"> <li>▪ March 10, 2010, 10:00 am, BOE, Room 2221</li> </ul>  |   |

**BOE-DGS Schedule 3-3-10**

| ID | Task Name   | Duration | Start       | Finish      | 28, '10   | Mar 7, '10 | Mar 14, '10 | Mar 21, '10 |
|----|---|----------|-------------|-------------|---|------------|-------------|-------------|
|    |   |          |             |             | M T W T F S M T W T F S S M T W T F S S M T W T F S |            |             |             |
| 1  | <b>Penthouse Remediation</b>                                | 0 days   | Wed 3/3/10  | Wed 3/3/10  |   |            |             |             |
| 2  | Remediation - Additional TBD - Current water leak           | 0 days   | Wed 3/3/10  | Wed 3/3/10  | ◆ 3/3   |            |             |             |
| 3  | <b>21st Floor - Additional work - Questions on schedule</b> | 0 days   | Wed 3/3/10  | Wed 3/3/10  | ◆ 3/3   |            |             |             |
| 4  | <b>Quad #2 NW and #3 NE</b>                                 | 0 days   | Wed 3/3/10  | Wed 3/3/10  | ◆ 3/3   |            |             |             |
| 5  | Airscrub  | 1 day    | Wed 3/3/10  | Wed 3/3/10  |   |            |             |             |
| 6  | Air Clearances and Results                                  | 1 day    | Thu 3/4/10  | Thu 3/4/10  |   |            |             |             |
| 7  | Ceiling tile replacement                                    | 2 days   | Fri 3/5/10  | Mon 3/8/10  |   |            |             |             |
| 8  | <b>Quad #4 SE</b>   | 0 days   | Tue 3/2/10  | Tue 3/2/10  | ◆ 3/2   |            |             |             |
| 9  | Furniture cleaning and wrapping - Split crews               | 1.5 days | Tue 3/2/10  | Wed 3/3/10  |   |            |             |             |
| 10 | Pull carpet and clean floor                                 | 2 days   | Wed 3/3/10  | Fri 3/5/10  |   |            |             |             |
| 11 | Remove ceiling tiles  | 1 day    | Fri 3/5/10  | Mon 3/8/10  |   |            |             |             |
| 12 | Clean above ceiling   | 1.5 days | Mon 3/8/10  | Tue 3/9/10  |   |            |             |             |
| 13 | Airscrub  | 1 day    | Wed 3/10/10 | Wed 3/10/10 |   |            |             |             |
| 14 | Air Clearances  | 1 day    | Thu 3/11/10 | Thu 3/11/10 |   |            |             |             |
| 15 | Ceiling tile replacement                                    | 1 day    | Fri 3/12/10 | Fri 3/12/10 |   |            |             |             |
| 16 | <b>21st Floor Core remediation - 2 phases</b>               | 0 days   | Wed 3/3/10  | Wed 3/3/10  | ◆ 3/3   |            |             |             |
| 17 | Freight Elevator area and access to outer core              | 2 days   | Fri 3/5/10  | Mon 3/8/10  |   |            |             |             |
| 18 | Remaining Core  | 2 days   | Fri 3/12/10 | Mon 3/15/10 |   |            |             |             |
| 19 | <b>First Floor and work plan - As Scheduled</b>             | 0 days   | Wed 3/3/10  | Wed 3/3/10  | ◆ 3/3   |            |             |             |
| 20 | <b>Room #146 - Exercise restrooms</b>                       | 10 days  | Wed 3/3/10  | Tue 3/16/10 |   |            |             |             |
| 21 | <b>Deli - Waiting for JLS to repair water leak - TBD</b>    | 0 days   | Wed 3/3/10  | Wed 3/3/10  | ◆ 3/3   |            |             |             |
| 22 | <b>18th Floor - Per CPM - Turned over 3-2-10</b>            | 0 days   | Wed 3/3/10  | Wed 3/3/10  | ◆ 3/3   |            |             |             |
| 23 | <b>3rd Floor - per CPM</b>                                  | 0 days   | Wed 3/24/10 | Wed 3/24/10 |   |            |             | ◆ 3/24      |



Deadline



External Tasks



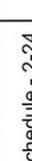
External Milestone



Summary



Project Summary



Task Split



Milestone

Project: DGS - 3 week schedule - 2-24  
Date: Tue 3/2/10

# MEETING MINUTES

**Project:** Board of Equalization Mold Remediation - Work Order 125828  
**Issue Date:** March 15, 2010  
**Conference No.:** 42  
**Date & Time:** March 10, 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  |
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|   |                         |                                       |              |                             |

| <b><i>Item</i></b> | <b><i>Description</i></b>  | <b><i>Action</i></b> |
|--------------------|--|----------------------|
| I.                 | <b>Corrections or additions to previous meeting minutes</b> <ul style="list-style-type: none"><li>▪ None to report</li></ul> |                      |

|                                       |   |   |
|---------------------------------------|---|---|
| <p><b>II. Schedule / Progress</b></p> | <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> <li>▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS)</li> <li>▪ Official Close-out Date = 1/14/2011</li> <li>▪ Physical Work completed by 12/02/2010</li> <li>▪ Current issue date 3/9/10.</li> </ul> <p>▪ 1<sup>st</sup> Floor work has been added to the master schedule, but a slight revision to some of the weekend work will be picked up when the next revision is issued.</p> <p>▪ 21<sup>st</sup> Floor is expected to be ready by 3/19/10 for turn-over to BOE. Since 3/19/10 is a furlough Friday, it is possible the turn-over may take place on 3/18/10.</p> <p>▪ If 3<sup>rd</sup> Floor is not turned back to BOE on 4/19/10 as scheduled, the succeeding floor will be deyaed by one month.</p> <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>▪ 3<sup>rd</sup> Floor – Walk through planned for March 25 to turn over the floor to DGS.</li> <li>▪ Penthouse Remediation is waiting for the patch at the pre-cast concrete being contracted by BPM.</li> <li>▪ 21<sup>st</sup> Floor – per the schedule <ul style="list-style-type: none"> <li>○ NE will be tested Wednesday 3/10/10. All other quadrants are cleared.</li> <li>○ Corridor off freight elevator was completed and cleared.</li> <li>○ Remaining corridor will be remediated and completed on Saturday.</li> <li>○ JLS to sub contract with Simplex to repair corroded fire sprinkler line and repair will be made on Saturday.</li> </ul> </li> <li>▪ 1<sup>st</sup> Floor – Storage area (old deli) is nearly completed but is delayed final turn over until BPM can patch the leaks in the garage.</li> <li>▪ Room #146 – Exercise Restrooms <ul style="list-style-type: none"> <li>○ Remediation work on the men’s restroom awaiting HTI test results.</li> <li>○ Remediation work on the women’s restroom awaiting HTI test results.</li> </ul> </li> </ul> <p>c. Delays</p> <ul style="list-style-type: none"> <li>▪ None to report</li> </ul> <p>d. Inspection &amp; Safety Notes</p> <ul style="list-style-type: none"> <li>• LCD will amend remediation protocols for future floor related to the carpet removal and DGS will provide a copy to HTI for their review and comments.</li> <li>• LCD requested permission to check carpeting in vacant area on the 3<sup>rd</sup> floor; BOE can not permit this due to risk to occupants in other areas of the floor (this is a high risk floor).</li> <li>• VPaul will follow up on request to complete interviews for all remaining floors (2,6,7,8, &amp; 20) ASAP.</li> </ul> | <p>PMB/BOE</p> <p>DGS/BOE</p> <p>LCD</p> <p>JLS</p> <p>BPM</p> <p>HTI</p> <p>LCD/HTI</p> <p>BOE</p> |
|---------------------------------------|---|---|

|                        |   |                |
|------------------------|---|----------------|
| <p>III.</p> <p>IV.</p> | <p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>▪ BOE requested by next meeting of any potential changes in project costs and would like to have prior to Agency meeting of 3/22/10.</li> </ul> <p><b>New Business</b></p> <ul style="list-style-type: none"> <li>▪ No decision was made as to if a meeting will be held the week of 3/29/10 (3/31/10 is a State holiday).</li> </ul> | <p>LCD/DGS</p> |
| <p>V.</p>              | <p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪ BOE's - Caroline and Liz will be out Tuesday, 3/30/10, Vince out Thursday, 4/1/10.</li> <li>▪ Jill on vacation week of 3/29/10 – 4/2/10.</li> </ul>  |                |
| <p>VI.</p>             | <p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>▪ March 17, 2010, 10:00 am, BOE, Room 2221</li> </ul>   |                |



# MEETING MINUTES

**Project:** Board of Equalization Mold Remediation - Work Order 125828  
**Issue Date:** March 22, 2010  
**Conference No.:** 43  
**Date & Time:** March 17, 2010, 10:30AM  
**Location:** Board of Equalization Building, Conference Room 2221

## ATTENDEES

|   | Name                    | Company                              | Telephone    | E-mail                      |
|---|-------------------------|--------------------------------------|--------------|-----------------------------|
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|   |  |            |
|---|--|------------|
| <p><b>III. Old Business</b></p> <p><b>IV.</b></p> | <ul style="list-style-type: none"> <li>▪ Project costs given what is know today for the estimated additional cost for floor 21 was provided to C.Cabais - BCourttnier cautioned that these costs are likely higher than what might be encountered on other floors, because this floor was the 1<sup>st</sup> case and had high discovery testing costs. DGS will use the project contingency funds to cover these costs.</li> <li>▪ Meeting will be held on Tuesday 3/30/10 due to the holiday on Wednesday 3/31/10</li> </ul> <p><b>New Business</b></p> <ul style="list-style-type: none"> <li>▪ Next schedule issued will revise sequence of 3 floors (17 &amp; 2 and floor 8 will be reversed).</li> </ul> | <p>PMB</p> |
| <p><b>V. Other</b></p>                            | <ul style="list-style-type: none"> <li>▪ None</li> </ul>   |            |
| <p><b>VI. Next Meeting</b></p>                    | <ul style="list-style-type: none"> <li>▪ March 24, 2010, 10:00 am, BOE, Room 2221</li> </ul>   |            |



# MEETING MINUTES

**Project:** Board of Equalization Mold Remediation - Work Order 125828  
**Issue Date:** March 29, 2010  
**Conference No.:** 44  
**Date & Time:** March 24, 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         |
|   | <b>Chris Corpuz</b>     | LaCroix Davis LLC (LCD)              | 510 701-4729 | ccorpuz@lacroixdavis.com    |
|   | <b>Steve Davis</b>      | LaCroix Davis LLC (LCD)              | 925 330-1576 | sdavis@lacroixdavis.com     |
| 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       |
|   |                         |                                      |              |                             |
|   |                         |                                      |              |                             |



|                    |   |                |
|--------------------|---|----------------|
| <p><b>III.</b></p> | <p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>▪ DGS request C.Cabais to set up a meeting with DOF to capture the BOE's \$2.5 m for the estimate projects costs.</li> <li>▪ Our next meeting will be held on Tuesday 3/30/10.</li> </ul> <p><b>New Business</b></p>  | <p>BOE/PMB</p> |
| <p><b>IV.</b></p>  | <ul style="list-style-type: none"> <li>▪ HTI is concerned as to the size of the containments for the fire riser cabinet remediation work. JLS commented due to the restriction of available area in the stairwell and the equipment needed there is no other alternative. So, it was decided that one person in the containment at a time will work.</li> <li>▪ MMoore E-mailed VPaul protocol drafts for carpet remediation amendments and stairwells yesterday. HTI requested a change to the protocol that reflects their position the core and 2<sup>nd</sup> layer of sheetrock will be cleaned and encapsulated; mold will not be chased into interstitial spaces. LCD will make the changes to the protocols.</li> </ul> | <p>LCD</p>     |
| <p><b>V.</b></p>   | <p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪ Friday, Mike on vacation</li> <li>▪ Jill on vacation next week.</li> </ul>   |                |
| <p><b>VI.</b></p>  | <p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>▪ March 30, 2010, 10:30 am, BOE, Room 2221</li> </ul>   |                |



# MEETING MINUTES

**Project:** Board of Equalization Mold Remediation - Work Order 125828  
**Issue Date:** March 30, 2010  
**Conference No.:** 45  
**Date & Time:** March 30, 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)              | 925 330-1576 | sdavis@lacroixdavis.com     |
| X | <b>Ted Ice</b>          | LaCroix Davis LLC (LCD)              | 925 719-5842 | tice@lacroixdavis.com       |
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|   | <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   |
|   | <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       |
|   |                         |                                      |              |                             |
|   |                         |                                      |              |                             |



|   |   |  |
|---|---|--|
| <p><b>III. Old Business</b></p> <ul style="list-style-type: none"> <li>▪ MMoore e-mailed VPaul the final carpet removal protocol yesterday and will e-mail the final fire riser cabinet remediation protocol to VPaul following this meeting.</li> <li>▪ BOE has asked for a copy of the latest 3-page estimate for this project; one should be available before the upcoming meeting with DOF, BOE, &amp; DGS to discuss additional funding sources for this project.</li> </ul> <p><b>IV. New Business</b></p> <ul style="list-style-type: none"> <li>▪ There was a carpet adhesive odor complaint on the 21<sup>st</sup> Floor last Friday. BPM let fresh air circulate on floor through the weekend and the condition is now acceptable. BPM will continue to monitor air exchanges on the floor until further notice.</li> <li>▪ VPaul mentioned that a couple problems were encountered on the 21<sup>st</sup> Floor regarding office cubicle tel-com connections. JLS has been checking tel-com connections on every floor (and at every cubicle) prior to turning over a floor, but will note this when checking the 3<sup>rd</sup> Floor before turnover.</li> </ul> | <p>PMB</p> <p>PMB</p> <p>BPM</p> <p>LCD</p> |  |
| <p><b>V. Other</b></p> <ul style="list-style-type: none"> <li>▪ None to report.</li> </ul>  |   |  |
| <p><b>VI. Next Meeting</b></p> <ul style="list-style-type: none"> <li>▪ April 7, 2010, 10:30 am, BOE, Room 2221</li> </ul>  |   |  |

### BOE-DGS Schedule 3-23-10

| ID | Task Name   | Start              | Finish             | Resource Names | 4, '10    | Mar 21, '10   | Mar 28, '10   | Apr 4, '10    | Apr 11, '10   | Apr 18, '10   |
|----|---|--------------------|--------------------|----------------|-----------|---------------|---------------|---------------|---------------|---------------|
|    |   |                    |                    |                | 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>Penthouse Remediation</b>  | Tue 3/30/10        | Tue 3/30/10        |                |           |               | ◆ 3/30        |               |               |               |
| 2  | Parapet Wall Repair - JLS - Tentative   | Wed 3/31/10        | Thu 4/1/10         |                |           |               |               |               |               |               |
| 3  | Remediation - Penthouse   | Mon 4/5/10         | Fri 4/9/10         |                |           |               |               |               |               |               |
| 4  | <b>Room #146 - Exercise restrooms</b>   | <b>Wed 3/17/10</b> | <b>Wed 4/14/10</b> |                |           |               |               |               |               |               |
| 5  | <b>Deli - Waiting for JLS to repair water leak - Locke inspecting 3-30-10</b> | Tue 3/30/10        | Tue 3/30/10        |                |           | ◆ 3/30        |               |               |               |               |
| 6  | <b>3rd Floor - per CPM - Need changes per this meeting</b>                    | Tue 3/30/10        | Tue 3/30/10        |                |           | ◆ 3/30        |               |               |               |               |
| 7  | Containment and Remediation - additional time for NE and NW - TBD in meeting  | Thu 3/25/10        | Thu 4/8/10         |                |           |               |               |               |               |               |
| 8  | Carpet install - BPM - 3rd floor  | Mon 4/12/10        | Tue 4/20/10        | 4/19           |           |               |               |               |               |               |
| 9  | <b>First Floor and work plan - As per new CPM</b>                             | Tue 3/30/10        | Tue 3/30/10        |                |           | ◆ 3/30        |               |               |               |               |
| 10 | <b>Fire Riser Cabinets</b>  | <b>Tue 3/30/10</b> | <b>Tue 3/30/10</b> |                |           | ◆ 3/30        |               |               |               |               |
| 11 | Fire Risers Floors 14, 15 and 16  | Fri 4/2/10         | Sun 4/4/10         |                |           |               |               |               |               |               |
| 12 | Fire Risers Floors 8, 9 and 11  | Fri 4/9/10         | Sun 4/11/10        |                |           |               |               |               |               |               |
| 13 | Fire Risers Floors 5, 6 and 7   | Fri 4/16/10        | Sun 4/18/10        |                |           |               |               |               |               |               |

Project: DGS - 3 week schedule - 3-30  
Date: Mon 3/29/10

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:** April 8, 2010  
**Conference No.:** 46  
**Date & Time:** April 7, 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      |
|   | <b>Vince Paul</b>       | Board of Equalization (BOE)          | 916 445-1148 | Vince.Paul@boe.ca.gov       |
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|   | <b>David Locke</b>      | JLS Environmental Services (JLS)     | 916 870-4564 | dlocke@jlsinc.com           |
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| 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       |
|   |                         |                                      |              |                             |
|   |                         |                                      |              |                             |



|                    |  |               |
|--------------------|--|---------------|
| <p><b>III.</b></p> | <p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>▪ PMB to send Caroline Cabias the latest cash flow and 3 page estimate for B. Courtnier &amp; C. Cabias meeting with DOF.</li> </ul>   | <p>PMB/js</p> |
| <p><b>IV.</b></p>  | <p><b>New Business</b></p> <ul style="list-style-type: none"> <li>▪ The e-mail V. Paul sent remediation team regarding new card reader for the 3<sup>rd</sup> floor room 3B storage was discussed; however this is a BOE internal issue unrelated to this project other than DGS is currently working on the 3<sup>rd</sup> floor. BOE to handle outside the scope of this project.</li> </ul>                               | <p>BOE</p>    |
| <p><b>V.</b></p>   | <p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪ DGS reported an area on the east side of the 3<sup>rd</sup> floor required remediation due to overwatering of plants. The issue related to plants in the building was discussed earlier in the project and recommendations were made to BOE to establish a policy to avoid future mold contamination. Christine Demes made note of past discussions.</li> </ul> | <p>BOE</p>    |
| <p><b>VI.</b></p>  | <p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>▪ April 14, 2010, 10:30 am, BOE, Room 2221</li> </ul>  |               |

## BOE-DGS Schedule 4-7-10

| ID | Task Name  | Start              | Finish             | '10       | Mar 21, '10   | Mar 28, '10   | Apr 4, '10    | Apr 11, '10   | Apr 18, '10   | Apr 25, '10   |
|----|--|--------------------|--------------------|-----------|---------------|---------------|---------------|---------------|---------------|---------------|
|    |  |                    |                    | 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 F S | S M T W T F S |
| 1  | <b>Penthouse Remediation</b>                         | Tue 4/6/10         | Tue 4/6/10         |           |               |               |               |               |               |               |
| 2  | Parapet Wall Repair - JLS -                          | Wed 4/7/10         | Wed 4/7/10         |           |               |               |               |               |               |               |
| 3  | <b>Room #146 - Exercise restrooms</b>                | <b>Thu 3/18/10</b> | <b>Fri 4/30/10</b> |           |               |               |               |               |               |               |
| 4  | <b>Deli - Waiting for JLS to repair water leak -</b> | Tue 4/6/10         | Tue 4/6/10         |           |               |               | 4/6           |               |               |               |
| 5  | <b>3rd Floor - per CPM -</b>                         | Tue 4/6/10         | Tue 4/6/10         |           |               |               | 4/6           |               |               |               |
| 6  | Restrooms  | Wed 4/7/10         | Tue 4/13/10        |           |               |               |               |               |               |               |
| 7  | Janitors Closet                                      | Wed 4/7/10         | Wed 4/14/10        |           |               |               |               |               |               |               |
| 8  | Storage room 3B & 3C                                 | Wed 4/7/10         | Wed 4/7/10         |           |               |               |               |               |               |               |
| 9  | SE & SE - Popouts                                    | Wed 4/7/10         | Tue 4/13/10        |           |               |               |               |               |               |               |
| 10 | NE Carpet remediation                                | Wed 4/7/10         | Tue 4/13/10        |           |               |               |               |               |               |               |
| 11 | Westside carpet remediation                          | Wed 4/7/10         | Mon 4/12/10        |           |               |               |               |               |               |               |
| 12 | Carpet install - BPM - 3rd floor                     | Thu 4/8/10         | Thu 4/15/10        |           |               |               |               |               |               |               |
| 13 | Quality - Furniture reinstall                        | Wed 4/14/10        | Fri 4/16/10        |           |               |               |               |               |               |               |
| 14 | Netcomm - Phone and Data                             | Sat 4/17/10        | Sat 4/17/10        |           |               |               |               |               |               |               |
| 15 | 3rd Floor - Turn over - Time TBD                     | Sat 4/17/10        | Sat 4/17/10        |           |               |               |               |               |               |               |
| 16 | <b>First Floor and work plan - As per new CPM</b>    | Mon 4/19/10        | Mon 4/19/10        |           |               |               |               |               |               |               |
| 17 | <b>6th Floor - Per CPM</b>                           | Tue 4/6/10         | Tue 4/6/10         |           |               |               | 4/6           |               |               |               |
| 18 | <b>Fire Riser Cabinets</b>                           | <b>Fri 4/16/10</b> | <b>Fri 4/16/10</b> |           |               |               |               |               |               |               |
| 19 | Fire Risers Floors 14, 15 and 16                     | Tue 4/6/10         | Tue 4/6/10         |           |               |               | 4/6           |               |               |               |
| 20 | Fire Risers Floors 8, 9 and 11                       | Fri 4/9/10         | Sun 4/11/10        |           |               |               |               |               |               |               |
| 21 | Fire Risers Floors 5, 6 and 7                        | Fri 4/16/10        | Sun 4/18/10        |           |               |               |               |               |               |               |
|    |  | Fri 4/23/10        | Sun 4/25/10        |           |               |               |               |               |               |               |

Project: DGS - 3 week schedule - 4-6-  
Date: Tue 4/6/10

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:** April , 2010  
**Conference No.:** 47  
**Date & Time:** April 14, 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  |
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|   | <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)              | 925 330-1576 | sdavis@lacroixdavis.com     |
| X | <b>Ted Ice</b>          | LaCroix Davis LLC (LCD)              | 925 719-5842 | tice@lacroixdavis.com       |
|   | <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 |
|   | <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       |
|   |                         |                                      |              |                             |
|   |                         |                                      |              |                             |



|            |  |  |
|------------|--|--|
| <b>V.</b>  | <b>Other</b> <ul style="list-style-type: none"><li data-bbox="245 184 1292 220">▪ BOE reported that (with recent rains) no new building leaks have been found.</li></ul> |  |
| <b>VI.</b> | <b>Next Meeting</b> <ul style="list-style-type: none"><li data-bbox="245 289 854 325">▪ April 21, 2010, 10:30 am, BOE, Room 2221</li></ul>                               |  |

## BOE-DGS Schedule 4-14-10

| ID | Task Name   | Start       | Finish      | '10       | Mar 21, '10   | Mar 28, '10   | Apr 4, '10    | Apr 11, '10   | Apr 18, '10   | Apr 25, '10   | May |
|----|---|-------------|-------------|-----------|---------------|---------------|---------------|---------------|---------------|---------------|-----|
|    |   |             |             | 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 F S | S M T W T F S | S M |
| 1  | Penthouse Remediation - TBD                       | Wed 4/14/10 | Wed 4/14/10 |           |               |               |               | ◆ 4/14        |               |               |     |
| 2  | Room #146 - Exercise restrooms                    | Thu 3/18/10 | Fri 4/30/10 |           |               |               |               |               |               |               |     |
| 3  | Deli - Waiting for JLS to repair water leak - TBD | Wed 4/14/10 | Wed 4/14/10 |           |               |               |               | ◆ 4/14        |               |               |     |
| 4  | 3rd Floor - per CPM -                             | Wed 4/14/10 | Wed 4/14/10 |           |               |               |               | ◆ 4/14        |               |               |     |
| 5  | Janitors Closet                                   | Wed 4/7/10  | Wed 4/14/10 |           |               |               |               |               |               |               |     |
| 6  | Room 324 & 325 - Build back                       | Wed 4/14/10 | Fri 4/16/10 |           |               |               |               |               |               |               |     |
| 7  | Carpet install - BPM - 3rd floor                  | Thu 4/8/10  | Fri 4/16/10 |           |               |               |               |               |               |               |     |
| 8  | Quality - Furniture reinstall                     | Wed 4/14/10 | Sat 4/17/10 |           |               |               |               |               |               |               |     |
| 9  | Netcomm - Phone and Data                          | Sat 4/17/10 | Sat 4/17/10 |           |               |               |               |               |               |               |     |
| 10 | 3rd Floor - Turn over - Time TBD                  | Mon 4/19/10 | Mon 4/19/10 |           |               |               |               |               |               |               |     |
| 11 | First Floor and work plan - As per new CPM        | Wed 4/14/10 | Wed 4/14/10 |           |               |               |               | ◆ 4/14        |               |               |     |
| 12 | 6th Floor - Per CPM                               | Fri 4/16/10 | Fri 4/16/10 |           |               |               |               | ◆ 4/16        |               |               |     |
| 13 | Fire Riser Cabinets                               | Wed 4/14/10 | Wed 4/14/10 |           |               |               |               | ◆ 4/14        |               |               |     |
| 14 | Fire Risers Floors 8,9 and 11                     | Fri 4/16/10 | Sun 4/18/10 |           |               |               |               |               |               |               |     |
| 15 | Fire Risers Floors 5,6 and 7                      | Fri 4/23/10 | Sun 4/25/10 |           |               |               |               |               |               |               |     |
| 16 | Fire Risers Floors 2,3 and 4                      | Fri 4/30/10 | Sun 5/2/10  |           |               |               |               |               |               |               |     |

Project: DGS - 3 week schedule - 4-14  
Date: Tue 4/13/10

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:** April 22, 2010  
**Conference No.:** 48  
**Date & Time:** April 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  |
| 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    |
|   | <b>Steve Davis</b>      | LaCroix Davis LLC (LCD)              | 925 330-1576 | sdavis@lacroixdavis.com     |
| X | <b>Ted Ice</b>          | LaCroix Davis LLC (LCD)              | 925 719-5842 | tice@lacroixdavis.com       |
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| X | <b>Mike Moore</b>       | Department of General Services – PMB | 916 376-1685 | Mike.Moore@dgs.ca.gov       |
|   |                         |                                      |              |                             |
|   |                         |                                      |              |                             |

| <b>Item</b> | <b>Description</b>   | <b>Action</b>                    |
|-------------|--|----------------------------------|
| <b>I.</b>   | <b>Corrections or additions to previous meeting minutes</b> <ul style="list-style-type: none"> <li>▪ None to report</li> </ul>   |                                  |
| <b>II.</b>  | <b>Schedule / Progress</b> <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> <li>▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS)</li> <li>▪ Official Close-out Date = 1/14/2011</li> <li>▪ Physical Work completed by 12/02/2010</li> <li>▪ Current issue date 4-7-10</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>▪ Room #146 – Exercise Restrooms <ul style="list-style-type: none"> <li>○ Rooms will be completed by April 30th, the shower pans are to be installed tomorrow.</li> </ul> </li> <li>○ 6<sup>th</sup> Floor <ul style="list-style-type: none"> <li>○ Carpet removal is completed.</li> <li>○ Rooms 603, 613, 614, 615 &amp; 616 will need to be remediated.</li> <li>○ Room 618 &amp; 619 are pending sample results.</li> <li>○ Southeast punch window containment is built.</li> </ul> </li> <li>▪ Fire Riser Cabinets - JLS will suspend work this weekend on floors 6, 7, and 8 to complete the showers on 1<sup>st</sup> floor and will resume on the weekend of 4/30/10.</li> <li>▪ Work on the 3<sup>rd</sup> Floor completed, Rm 311 voice/data cover plate will be replaced once HTI has completed their air clearance report later today.</li> </ul> <p>c. Delays<br/>None to report, however BOE has been notified by DGS of the critical time frames for lease execution and the critical nature of accurate program information; potential delays could affect the move off of Floor 19.</p> <p>d. Inspection &amp; Safety Notes<br/>None to report.</p> | <p>JLS</p> <p>LCD</p> <p>JLS</p> |

|                    |   |   |
|--------------------|---|---|
| <p><b>III.</b></p> | <p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>▪ BOE and DGS should meet with Scott with DOF next week, but are still waiting for confirmation from Scott.</li> </ul> <p><b>New Business</b></p> <ul style="list-style-type: none"> <li>▪ 6<sup>th</sup> Floor - Rust was found under the hot water heater, on the floor of the janitor's closet. DGS reported the water heater is original to the building construction and will be replacing it with an 80 gallon tank and 6" deep water catch basin. BPM will look at the other water heaters in the building and advise as to their condition by next week.</li> </ul> <p><b>IV.</b></p> <ul style="list-style-type: none"> <li>▪ BOE requested O&amp;M Plan and an estimate of on-going future costs for the building pertaining to remediation activities or "annual maintenance/survey/inspections. M. Moore reported LCD will be training the building maintenance staff in August/September 2010. Costs for periodic surveys can be included in the O&amp;M; however, annual maintenance costs will be too variable to estimate. Work on draft O&amp;M will begin now.</li> </ul> | <p>BOE/DGS</p> <p>BPM/JLS</p> <p>PMB/BPM/<br/>LCD</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>▪ April 28, 2010, 10:30 am, BOE, Room 2221</li> </ul>   |   |

### BOE-DGS Schedule 4-20-10

| ID | Task Name   | Start       | Finish      | Apr 18, '10 | Apr 25, '10 | May 2, '10    | May 9, '10      |
|----|---|-------------|-------------|-------------|-------------|---------------|-----------------|
|    |   |             |             | T F S       | T W T F S   | S M T W T F S | S M T W T F S M |
| 1  | Penthouse Remediation - TBD                       | Tue 4/20/10 | Tue 4/20/10 |             |             |               |                 |
| 2  | Room #146 - Exercise restrooms                    | Tue 4/20/10 | Fri 5/7/10  |             |             |               |                 |
| 3  | Deli - Waiting for JLS to repair water leak - TBD | Tue 4/20/10 | Tue 4/20/10 |             |             |               |                 |
| 4  | First Floor and work plan - As per new CPM        | Tue 4/20/10 | Tue 4/20/10 |             |             |               |                 |
| 5  | 6th Floor - Per CPM                               | Fri 4/16/10 | Fri 4/16/10 | ◆ 4/16      |             |               |                 |
| 6  | Carpet Removal completed                          | Tue 4/20/10 | Tue 4/20/10 |             |             |               |                 |
| 7  | Mens and Women's restrooms                        | Tue 4/20/10 | Mon 5/3/10  |             |             |               |                 |
| 8  | Janitors Closet                                   | Tue 4/20/10 | Tue 5/4/10  |             |             |               |                 |
| 9  | Storage Rooms 6B & 6C                             | Mon 4/19/10 | Wed 4/28/10 |             |             |               |                 |
| 10 | Rooms 613,614,615 and 616, 603                    | Tue 4/20/10 | Mon 5/3/10  |             |             |               |                 |
| 11 | Rooms 618 and 619 - Pending samples               | Tue 4/20/10 | Tue 5/4/10  |             |             |               |                 |
| 12 | South East popouts                                | Wed 4/21/10 | Tue 5/4/10  |             |             |               |                 |
| 13 | Fire Riser Cabinets                               | Tue 4/20/10 | Tue 4/20/10 |             |             |               |                 |
| 14 | Fire Risers Floors 6,7 and 8                      | Fri 4/23/10 | Sun 4/25/10 |             |             |               |                 |
| 15 | Fire Risers Floors 3,4 and 5                      | Fri 4/30/10 | Sun 5/2/10  |             |             |               |                 |
| 16 | Fire Risers Floors 1 and 2                        | Fri 5/7/10  | Sun 5/9/10  |             |             |               |                 |

Project: DGS - 3 week schedule - 4-14  
Date: Tue 4/20/10

Task  
Split



Progress  
Milestone



Summary  
Project Summary



External Tasks  
External Milestone



Deadline



# MEETING MINUTES

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

## ATTENDEES

|   | Name                    | Company                              | Telephone    | E-mail                      |
|---|-------------------------|--------------------------------------|--------------|-----------------------------|
| X | <b>Caroline Cabias</b>  | Board of Equalization (BOE)          | 916 322-3320 | Caroline.Cabias@boe.ca.gov  |
| X | <b>Liz Houser</b>       | Board of Equalization (BOE)          | 916 445-4272 | Liz.Houser@boe.ca.gov       |
|   | <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         |
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|   | <b>Steve Davis</b>      | LaCroix Davis LLC (LCD)              | 925 330-1576 | sdavis@lacroixdavis.com     |
| 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   |
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| 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>Item</b> | <b>Description</b>   | <b>Action</b>                                       |
|-------------|--|---|
| <b>I.</b>   | <b>Corrections or additions to previous meeting minutes</b> <ul style="list-style-type: none"> <li>▪ None to report</li> </ul>   |   |
| <b>II.</b>  | <b>Schedule / Progress</b> <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> <li>▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS)</li> <li>▪ Official Close-out Date = 3/10/2011</li> <li>▪ Physical Work completed by 1/27/2011</li> <li>▪ Current issue date 4-26-10</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>▪ Room #146 – Exercise Restrooms <ul style="list-style-type: none"> <li>○ Rooms will be completed by April 30th, Friday, late afternoon and will be available for use on Monday morning.</li> </ul> </li> <li>○ 6<sup>th</sup> Floor <ul style="list-style-type: none"> <li>○ Remediation will be completed by 5/5/10. Final walk-thru is scheduled for Wednesday 5/5/10 at 8:30 am.</li> </ul> </li> <li>▪ Fire Riser Cabinets - JLS will continue this weekend with floors 6, 7, and 8.</li> <li>▪ Corridor #132 will be completed this weekend.</li> </ul> <p>c. Delays<br/>DGS incorporated call center staff (floor 19) move set for 12/15/10. Programmatically, BOE must move before 1/1/2011.</p> <p>d. Inspection &amp; Safety Notes</p> <p>It was discussed that Floor 6 had more hard walls (and more walls affected by water staining in SE quadrant) than typical floors. The cause of water staining could not be determined.</p> | <p>JLS</p> <p>BOE/DGS</p> <p>JLS</p> <p>HTI/LCD</p> |

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



# MEETING MINUTES

**Project:** Board of Equalization Mold Remediation - Work Order 125828  
**Issue Date:** May 10, 2010  
**Conference No.:** 50  
**Date & Time:** May 5, 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       |
|   | <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      |
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|   | <b>David Locke</b>      | JLS Environmental Services (JLS)     | 916 870-4564 | dlocke@jlsinc.com           |
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|   | <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   |
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| 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>Item</b> | <b>Description</b>   | <b>Action</b>                               |
|-------------|--|---|
| <b>I.</b>   | <b>Corrections or additions to previous meeting minutes</b> <ul style="list-style-type: none"> <li>▪ None to report</li> </ul>   |   |
| <b>II.</b>  | <b>Schedule / Progress</b> <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> <li>▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS)</li> <li>▪ Official Close-out Date = 3/10/2011</li> <li>▪ Physical Work completed by 1/27/2011</li> <li>▪ Current issue date 4-26-10</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>▪ Room #146 – Exercise Restrooms work is completed.</li> <li>▪ Penthouse work is expected to be completed by Tuesday, May 11<sup>th</sup>. LCD will be testing this afternoon.</li> <li>▪ 1st Floor <ul style="list-style-type: none"> <li>○ Corridor #132 cove base work will start this week end, JLS reported the work required will take place over two weekends to ensure the area is ready for the flooring replacement on the Memorial Day Holiday.</li> </ul> </li> <li>▪ Fire Riser Cabinets - JLS will continue this weekend with floors 3, 4 &amp; 5.</li> </ul> <p>c. Delays</p> <p>None to report</p> <p>d. Inspection &amp; Safety Notes</p> <p>The building fire alarm was set off on Monday around 11:30 am while Brice Mechanical was installing the water heater on the 6<sup>th</sup> floor; BPM reported a false reading at the panel. The fire alarm company, Simplex is on site trouble-shooting the problem now. The alarm was not a JLS/Brice problem as the floor alarms are turned off when work begins.</p> | <p>JLS</p> <p>JLS</p> <p>JLS</p> <p>BPM</p> |

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|---|---|
| <p><b>III.</b></p> <p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>▪ Funding status meeting was completed. BOE will confirm \$2.5M of 2009/10 funds to be set aside for the remediation project with DOF.</li> <li>▪ BPM and LCD are in the process identifying any outstanding procedures needed for the O &amp; M manual.</li> <li>▪ 10<sup>th</sup> floor turn over from BOE to DGS is scheduled for Monday 5/10 at 4:00 pm. LCD will start their inspections on the evening of the 10<sup>th</sup> above the ceiling restrooms.</li> </ul> <p><b>IV.</b></p> <ul style="list-style-type: none"> <li>▪ LCD historical interviews for floor 7 &amp; 8 will be scheduled shortly on each of the respective floors.</li> </ul> <p><b>New Business</b></p> <ul style="list-style-type: none"> <li>▪ The recently completed showers lack a soap tray (the past shower enclosures had a tray integrated into the fiberglass). The soap dish/tray will be a surface mount and JLS is working with Mary Hoy for the exact location to meet ADA requirements. This should be completed by the end of the week.</li> </ul> | <p>BOE</p> <p>BOE/DGS<br/>LCD</p> <p>LCD</p> <p>JLS/DGS</p> |
| <p><b>V. Other</b></p> <ul style="list-style-type: none"> <li>▪ None</li> </ul>   |   |
| <p><b>VI. Next Meeting</b></p> <ul style="list-style-type: none"> <li>▪ May 12, 2010, 10:30 am, BOE, Room 2221</li> </ul>   |   |

