

Appendix E
Meeting Minutes

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
	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
	Liz Houser	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
X	Christine Demes	Board of Equalization (BOE)	916 445-3498	Christine.Demes@boe.ca.gov
X	Heidi Mazzola	Board of Equalization (BOE)	916 996-4399	Heidi.Mazzola#boe.ca.gov
	Steven Mercer	Board of Equalization (BOE)	916 322-3059	Steven.Mercer@boe.ca.gov
	Liz Peralta	Board of Equalization (BOE)	916323-5128	Liz.peralta@boe.ca.gov
X	Vince Paul	Board of Equalization (BOE)	916 445-1148	Vince.Paul@boe.ca.gov
X	Wes Frey	Hygiene Tech (HTI)	916 752-4418	wfrey@hygienetech.com
	David Locke	JLS Environmental Services (JLS)	916 870-4564	dlocke@jlsinc.com
X	Greg Sheehan	JLS Environmental Services (JLS)	916 869-7889	gsheehan@jlsinc.com
	John Sheehan	JLS Environmental Services (JLS)	916 869-7889	jsheehan@jlsinc.com
	Chris Corpuz	LaCroix Davis LLC (LCD)	510 701-4729	ccorpuz@lacroixdavis.com
	Steve Davis	LaCroix Davis LLC (LCD)	925 330-1576	sdavis@lacroixdavis.com
X	Ted Ice	LaCroix Davis LLC (LCD)	925 719-5842	tice@lacroixdavis.com
X	Joan Armstrong	Department of General Services – BPM	916 446-9505	Joan.Armstrong@dgs.ca.gov
X	Jim Beesley	Department of General Services – BPM	916 446-9505	James.Beesley@dgs.ca.gov
	Ken Firchau	Department of General Services – BPM	916 446-9505	Ken.Firchau@dgs.ca.gov
	Lisa Lambeth	Department of General Services – BPM	916 869-1702	Lisa.Lambeth@dgs.ca.gov
	Robert Rodriguez	Department of General Services - BPM	916 446-9505	Robert.Rodriguez@dgs.ca.gov
	Bob Courtnier	Department of General Services – CSS	916 375-4842	Bob.Court nier@dgs.ca.gov
	Mary Hoy	Department of General Services – CSS	916 375-4832	Mary.Hoy@dgs.ca.gov
	Jill Sommerville	Department of General Services – PMB	916 376-1728	Jill.Sommerville@dgs.ca.gov
X	Mike Moore	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov

<p>III. Old Business</p> <ul style="list-style-type: none"> ▪ 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. ▪ 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, & DGS to discuss additional funding sources for this project. <p>IV. New Business</p> <ul style="list-style-type: none"> ▪ There was a carpet adhesive odor complaint on the 21st 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. ▪ VPaul mentioned that a couple problems were encountered on the 21st 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 3rd Floor before turnover. 	<p>PMB</p> <p>PMB</p> <p>BPM</p> <p>LCD</p>	
<p>V. Other</p> <ul style="list-style-type: none"> ▪ None to report. 		
<p>VI. Next Meeting</p> <ul style="list-style-type: none"> ▪ April 7, 2010, 10:30 am, BOE, Room 2221 		

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	Penthouse Remediation	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	Room #146 - Exercise restrooms	Wed 3/17/10	Wed 4/14/10							
5	Deli - Waiting for JLS to repair water leak - Locke inspecting 3-30-10	Tue 3/30/10	Tue 3/30/10			◆ 3/30				
6	3rd Floor - per CPM - Need changes per this meeting	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	First Floor and work plan - As per new CPM	Tue 3/30/10	Tue 3/30/10			◆ 3/30				
10	Fire Riser Cabinets	Tue 3/30/10	Tue 3/30/10			◆ 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	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
	Liz Houser	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
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X	Joan Armstrong	Department of General Services – BPM	916 446-9505	Joan.Armstrong@dgs.ca.gov
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X	Mary Hoy	Department of General Services – CSS	916 375-4832	Mary.Hoy@dgs.ca.gov
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<p>III.</p>	<p>Old Business</p> <ul style="list-style-type: none"> ▪ PMB to send Caroline Cabias the latest cash flow and 3 page estimate for B. Courtnier & C. Cabias meeting with DOF. 	<p>PMB/js</p>
<p>IV.</p>	<p>New Business</p> <ul style="list-style-type: none"> ▪ The e-mail V. Paul sent remediation team regarding new card reader for the 3rd 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 3rd floor. BOE to handle outside the scope of this project. 	<p>BOE</p>
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ DGS reported an area on the east side of the 3rd 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. 	<p>BOE</p>
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ April 14, 2010, 10:30 am, BOE, Room 2221 	

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	Penthouse Remediation	Tue 4/6/10	Tue 4/6/10							
2	Parapet Wall Repair - JLS -	Wed 4/7/10	Wed 4/7/10							
3	Room #146 - Exercise restrooms	Thu 3/18/10	Fri 4/30/10							
4	Deli - Waiting for JLS to repair water leak -	Tue 4/6/10	Tue 4/6/10				4/6			
5	3rd Floor - per CPM -	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	Mon 4/12/10							
11	Westside carpet remediation	Wed 4/7/10	Thu 4/15/10							
12	Carpet install - BPM - 3rd floor	Thu 4/8/10	Fri 4/16/10							
13	Quality - Furniture reinstall	Wed 4/14/10	Sat 4/17/10							
14	Netcomm - Phone and Data	Sat 4/17/10	Sat 4/17/10							
15	3rd Floor - Turn over - Time TBD	Mon 4/19/10	Mon 4/19/10							
16	First Floor and work plan - As per new CPM	Tue 4/6/10	Tue 4/6/10				4/6			
17	6th Floor - Per CPM	Fri 4/16/10	Fri 4/16/10							
18	Fire Riser Cabinets	Tue 4/6/10	Tue 4/6/10				4/6			
19	Fire Risers Floors 14, 15 and 16	Fri 4/9/10	Sun 4/11/10							
20	Fire Risers Floors 8, 9 and 11	Fri 4/16/10	Sun 4/18/10							
21	Fire Risers Floors 5, 6 and 7	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	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
	Liz Houser	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
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X	Mike Moore	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov

V.	Other <ul style="list-style-type: none">▪ BOE reported that (with recent rains) no new building leaks have been found.	
VI.	Next Meeting <ul style="list-style-type: none">▪ April 21, 2010, 10:30 am, BOE, Room 2221	

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 T W T F S
1	Penthouse Remediation - TBD	Wed 4/14/10	Wed 4/14/10								
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	3rd Floor - per CPM -	Wed 4/14/10	Wed 4/14/10								
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								
12	6th Floor - Per CPM	Fri 4/16/10	Fri 4/16/10								
13	Fire Riser Cabinets	Wed 4/14/10	Wed 4/14/10								
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	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
	Liz Houser	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
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X	Mike Moore	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov

Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 1/14/2011 ▪ Physical Work completed by 12/02/2010 ▪ Current issue date 4-7-10 <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ Room #146 – Exercise Restrooms <ul style="list-style-type: none"> ○ Rooms will be completed by April 30th, the shower pans are to be installed tomorrow. ○ 6th Floor <ul style="list-style-type: none"> ○ Carpet removal is completed. ○ Rooms 603, 613, 614, 615 & 616 will need to be remediated. ○ Room 618 & 619 are pending sample results. ○ Southeast punch window containment is built. ▪ Fire Riser Cabinets - JLS will suspend work this weekend on floors 6, 7, and 8 to complete the showers on 1st floor and will resume on the weekend of 4/30/10. ▪ Work on the 3rd Floor completed, Rm 311 voice/data cover plate will be replaced once HTI has completed their air clearance report later today. <p>c. Delays 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 & Safety Notes None to report.</p>	<p>JLS</p> <p>LCD</p> <p>JLS</p>

<p>III.</p>	<p>Old Business</p> <ul style="list-style-type: none"> ▪ BOE and DGS should meet with Scott with DOF next week, but are still waiting for confirmation from Scott. <p>New Business</p> <ul style="list-style-type: none"> ▪ 6th 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. <p>IV.</p> <ul style="list-style-type: none"> ▪ BOE requested O&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&M; however, annual maintenance costs will be too variable to estimate. Work on draft O&M will begin now. 	<p>BOE/DGS</p> <p>BPM/JLS</p> <p>PMB/BPM/ LCD</p>
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ 	
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ April 28, 2010, 10:30 am, BOE, Room 2221 	

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
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
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	Liz Peralta	Board of Equalization (BOE)	916323-5128	Liz.peralta@boe.ca.gov
X	Vince Paul	Board of Equalization (BOE)	916 445-1148	Vince.Paul@boe.ca.gov
X	Wes Frey	Hygiene Tech (HTI)	916 752-4418	wfrey@hygienetech.com
	David Locke	JLS Environmental Services (JLS)	916 870-4564	dlocke@jlsinc.com
X	Greg Sheehan	JLS Environmental Services (JLS)	916 869-7889	gsheehan@jlsinc.com
	John Sheehan	JLS Environmental Services (JLS)	916 869-7889	jsheehan@jlsinc.com
X	Chris Corpuz	LaCroix Davis LLC (LCD)	510 701-4729	ccorpuz@lacroixdavis.com
	Steve Davis	LaCroix Davis LLC (LCD)	925 330-1576	sdavis@lacroixdavis.com
X	Ted Ice	LaCroix Davis LLC (LCD)	925 719-5842	tice@lacroixdavis.com
X	Joan Armstrong	Department of General Services – BPM	916 446-9505	Joan.Armstrong@dgs.ca.gov
X	Jim Beesley	Department of General Services – BPM	916 446-9505	James.Beesley@dgs.ca.gov
X	Ken Firchau	Department of General Services – BPM	916 446-9505	Ken.Firchau@dgs.ca.gov
X	Lisa Lambeth	Department of General Services – BPM	916 869-1702	Lisa.Lambeth@dgs.ca.gov
	Robert Rodriguez	Department of General Services - BPM	916 446-9505	Robert.Rodriguez@dgs.ca.gov
X	Bob Courtnier	Department of General Services – CSS	916 375-4842	Bob.Court nier@dgs.ca.gov
X	Mary Hoy	Department of General Services – CSS	916 375-4832	Mary.Hoy@dgs.ca.gov
X	Jill Sommerville	Department of General Services – PMB	916 376-1728	Jill.Sommerville@dgs.ca.gov
X	Mike Moore	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
X	Jerry Lairramore	Board of Equalization (BOE)	916 327-7900	Jerry.lairramore@boe.ca.gov

Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 3/10/2011 ▪ Physical Work completed by 1/27/2011 ▪ Current issue date 4-26-10 <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ Room #146 – Exercise Restrooms <ul style="list-style-type: none"> ○ Rooms will be completed by April 30th, Friday, late afternoon and will be available for use on Monday morning. ○ 6th Floor <ul style="list-style-type: none"> ○ Remediation will be completed by 5/5/10. Final walk-thru is scheduled for Wednesday 5/5/10 at 8:30 am. ▪ Fire Riser Cabinets - JLS will continue this weekend with floors 6, 7, and 8. ▪ Corridor #132 will be completed this weekend. <p>c. Delays 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 & 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>III. Old Business</p> <ul style="list-style-type: none"> ▪ Caroline C. to confirm a Monday morning meeting with DOF and she will send e-mail to Bob C. ▪ The Agency meetings are scheduled for every two months, so the next meeting will be in June 2010. ▪ It was confirmed that Floor 10 interviews have been completed. LCD interviews for floor 7 & 8 will be scheduled together. BOE will send out notice to the employees on those floors to capture historical data. <p>IV. New Business</p> <ul style="list-style-type: none"> ▪ 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. ▪ BPM/LCD will meet and fill in the gaps for remaining O&M protocols need for this building. ▪ BOE/DGS will meet next week and review the 5th floor operations for their remediation work. 		<p>BOE/DGS</p> <p>BOE/LCD</p> <p>JLS</p> <p>BPM/LCD</p> <p>DGS/BOE</p>
<p>V. Other</p> <ul style="list-style-type: none"> ▪ None 		
<p>VI. Next Meeting</p> <ul style="list-style-type: none"> ▪ May 5, 2010, 10:30 am, BOE, Room 2221 		

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	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
	Liz Houser	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
	Christine Demes	Board of Equalization (BOE)	916 445-3498	Christine.Demes@boe.ca.gov
X	Heidi Mazzola	Board of Equalization (BOE)	916 996-4399	Heidi.Mazzola#boe.ca.gov
	Steven Mercer	Board of Equalization (BOE)	916 322-3059	Steven.Mercer@boe.ca.gov
	Liz Peralta	Board of Equalization (BOE)	916323-5128	Liz.peralta@boe.ca.gov
X	Vince Paul	Board of Equalization (BOE)	916 445-1148	Vince.Paul@boe.ca.gov
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<p>III.</p> <p>Old Business</p> <ul style="list-style-type: none"> ▪ Funding status meeting was completed. BOE will confirm \$2.5M of 2009/10 funds to be set aside for the remediation project with DOF. ▪ BPM and LCD are in the process identifying any outstanding procedures needed for the O & M manual. ▪ 10th 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 10th above the ceiling restrooms. <p>IV.</p> <ul style="list-style-type: none"> ▪ LCD historical interviews for floor 7 & 8 will be scheduled shortly on each of the respective floors. <p>New Business</p> <ul style="list-style-type: none"> ▪ 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. 	<p>BOE</p> <p>BOE/DGS LCD</p> <p>LCD</p> <p>JLS/DGS</p>	
<p>V.</p> <p>Other</p> <ul style="list-style-type: none"> ▪ None 		
<p>VI.</p> <p>Next Meeting</p> <ul style="list-style-type: none"> ▪ May 12, 2010, 10:30 am, BOE, Room 2221 		

