

Appendix E
Meeting Minutes

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: June 16, 2010
Conference No.: 56
Date & Time: June 16, 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
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	Steven Mercer	Board of Equalization (BOE)	916 322-3059	Steven.Mercer@boe.ca.gov
	Liz Peralta	Board of Equalization (BOE)	916323-5128	Liz.peralta@boe.ca.gov
X	Vince Paul	Board of Equalization (BOE)	916 445-1148	Vince.Paul@boe.ca.gov
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	David Locke	JLS Environmental Services (JLS)	916 870-4564	dlocke@jlsinc.com
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	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
	Ted Ice	LaCroix Davis LLC (LCD)	925 719-5842	tice@lacroixdavis.com
	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
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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
	Jerry Lairramore	Board of Equalization (BOE)	916 327-7900	Jerry.lairramore@boe.ca.gov
	M. Anglin	Board of Equalization (BOE)		

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 = 2/25//2011 ▪ Physical Work completed by 1/14/2011 ▪ Current issue date 6/14/10 <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 1st Floor <ul style="list-style-type: none"> ○ Item #3b Fire Control Room will be delayed until after 7/4/10 when JLS LCD and HTI can meet and review extent of work that will be required. ○ Item #1 Reception area above the ceiling was completed this past weekend. ○ Item #9 - Espresso Area & Item #20 – Print Room #137 will be starting this weekend. LCD & JLS will walk these areas on Thursday at 6:00 pm. BPM will notify the Café vendor to move the Lottery Machine away from the column so that JLS can erect a containment. The Print Room has water staining that requires the encapsulant only (marker applied to any water stained fireproofing). ▪ 7th Floor turn-over to DGS is scheduled for 6/22/10 at 3:00 pm. JLS/LCD/HTI will start their investigation the same evening. <p>c. Delays</p> <p>None to report.</p> <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None to Report 	<p>JLS/LCD</p> <p>JLS/LCD/ HTI</p> <p>BOE JLS/LCD/ HTI</p>

<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ J. Beesley and C. Corpus are still coordinating final contents of the O & M manual. ▪ The next 5th Floor coordination meeting will be scheduled for sometime in August. Existing FE system was confirmed last week to be Halon1301. 	<p>BPM/LCD</p> <p>BOE/DGS/ JLS/BOE</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ 8th Floor historical interview are scheduled for next Tuesday, June 22nd from 1-3. ▪ J. Sommerville will provide V. Paul dates when 1st floor items were completed. 	<p>LCD/HTI</p> <p>DGS/js BOE/vp</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ None 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ June 23, 2010, 10:30 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: June 28, 2010
Conference No.: 57
Date & Time: June 23, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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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 = 2/25//2011 ▪ Physical Work completed by 1/14/2011 ▪ Current issue date 6/14/10 <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 1st Floor - Item #9 - Espresso Area was complete this past weekend. Due to the close proximity to Item #9, Item #14 was started at the north end of the wall and will continue to remediate over the next few weekends. Item #20 – Print Room #137 has been delayed until HTI can complete their visual on this area which they plan to do this next weekend. It's to be noted, the print area has a halon suppression system and V. Paul will check to see if this can be deactivate when the encapsulate is applied. JLS plans to use rollers instead of spraying in this area as well. ▪ 7th Floor was turned over to DGS on 6/22/10 at 3:00 pm. The carpet removal is in progress and is expected to be completed by Friday. In the core areas above the ceiling, mold was discovered; this was not previously identified during LCD's building wide assessment that was completed in February 2009. LCD reported it appears to have a uniform distribution pattern and may be a result of condensation that was created from the 9th floor emergency event in March of 2009. ▪ 8th Floor is scheduled to be turned over to DGS on Thursday 7/1/10 at 3:00 pm. LCD will start their investigation and continue onto Friday 7/2/10. <p>c. Delays</p> <p>None to report.</p> <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None to Report 	<p>JLS/LCD/ HTI</p> <p>BOE/vp</p> <p>BOE/DGS/ JLS</p>

<p>III.</p> <p>Old Business</p> <ul style="list-style-type: none"> ▪ J. Beesley and C. Corpus are still coordinating final contents of the O & M manual and hope to have a draft available by July 7th. ▪ The next 5th Floor coordination meeting will be scheduled for sometime in August. ▪ No weekend work will be conducted by JLS on the July 4th holiday weekend. State offices are closed on Monday, July 5th. <p>IV.</p> <p>New Business</p> <ul style="list-style-type: none"> ▪ None 	<p>BPM/LCD</p> <p>BOE/DGS/ JLS/BOE</p>
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ Mike Moore will be off this Thursday & Friday.
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ June 30, 2010, 10:30 am, BOE, Room 2221

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: July 01, 2010
Conference No.: 58
Date & Time: June 30, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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<p>III.</p>	<p>Old Business</p> <ul style="list-style-type: none"> ▪ J. Beesley and C. Corpus are finalizing contents this week. ▪ No weekend work will be conducted by JLS on the July 4th holiday weekend. State offices are closed on Monday, July 5th, but JLS plans to work on the 5th. <p>New Business</p>	<p>BPM/LCD</p> <p>JLS</p>
<p>IV.</p>	<p>New Business</p> <ul style="list-style-type: none"> ▪ C. Cabias inquired to the cost of additional containment required on the 7th floor and DGS will report once the work is billed by the Contractor. DGS doesn't anticipate a change to the overall project budget. 	<p>DGS</p>
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ Closure reports for floors 3, 6, & 21 were transmitted to BOE & BPM 	
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ July 7, 2010, 10:30 am, BOE, Room 2221 	

BOE-DGS Schedule 6-30-10

ID	Task Name	Start	Finish	Jun 6, '10	Jun 13, '10	Jun 20, '10	Jun 27, '10	Jul 4, '10	Jul 11, '10	Jul 18, '10	Jul 25, '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	S M T W T F S	S M T W T F S
1	Deli - Waiting for JLS to repair parking garage roof - TBD	Wed 6/30/10	Wed 6/30/10								
2	First Floor and work plan - As per new CPM	Wed 6/16/10	Wed 6/16/10								
3	Item #20 Print Room 135 ?	Wed 6/30/10	Wed 6/30/10								
4	Item #14 High Rise Meets Parking Garage Part 1	Fri 7/9/10	Sun 7/11/10								
5	Item #14 High Rise Meets Parking Garage Part 2	Fri 7/16/10	Sun 7/18/10								
6	Item #14 High Rise Meets Parking Garage Part 3	Fri 7/23/10	Sun 7/25/10								
7	7th Floor - Per CPM	Wed 6/23/10	Fri 7/16/10								
8	Restrooms Build Back	Tue 6/29/10	Tue 7/13/10								
9	Janitors Room Build Back	Tue 6/29/10	Wed 7/14/10								
10	Storage Room A Test	Tue 6/29/10	Wed 6/30/10								
11	Storage Room A Build Back	Wed 6/30/10	Thu 7/8/10								
12	Storage Room B Test	Wed 6/30/10	Thu 7/1/10								
13	Storage Room B Build Back	Fri 7/2/10	Fri 7/9/10								
14	Storage Room C & North Hallway Build Back	Wed 6/30/10	Mon 7/12/10								
15	Room 707 Build Back	Wed 6/30/10	Tue 7/6/10								
16	East & West Electrical Rooms Test	Wed 6/30/10	Thu 7/1/10								
17	East & West Electrical Rooms Build Back	Fri 7/2/10	Tue 7/6/10								
18	North East Water Fountain Test	Tue 6/29/10	Wed 6/30/10								
19	North East Water Fountain Build Back	Thu 7/1/10	Tue 7/6/10								
20	Popouts Test	Tue 6/29/10	Wed 6/30/10								
21	Popouts Build Back	Thu 7/1/10	Thu 7/8/10								
22	Paint by BPM	Mon 6/28/10	Mon 7/12/10								
23	Carpet by BPM	Wed 6/30/10	Mon 7/12/10								
24	8th Floor - Per CPM Walk 3pm	Thu 7/1/10	Tue 7/27/10								

WSD 6/30

Project: DGS - 3 week schedule - 06-2;
Date: Wed 6/30/10

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: July 7, 2010
Conference No.: 59
Date & Time: July 7, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

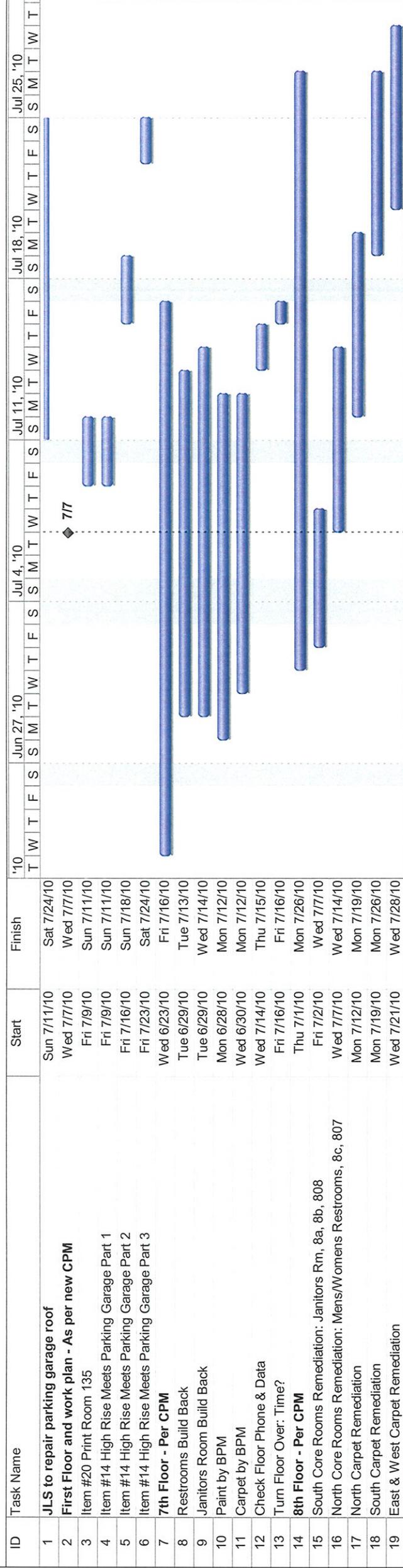
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<i>Item</i>	<i>Description</i>	<i>Action</i>
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none">▪ None to report	

<p>II. Schedule / Progress</p> <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 2/25//2011 ▪ Physical Work completed by 1/14/2011 ▪ Current issue date 6/14/10 <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"> ▪ Roof repairs at the garage ramp are scheduled for this Saturday. V. Paul verified that JLS will check in with security to complete the work and markers will be in place to protect the work area surrounding the roof. Brice Mechanical will put in a new drain and replace the existing drain during regular work week. The new roof will be installed over the next two to three weekends. ▪ 1st Floor - Item #14 will continue to be remediated over the next few weekends. BPM has coordinated with the kitchen tenant to move the vending machines away from the wall this Friday evening and returned on Sunday evening. Item #20 – Print Room #135 HTI confirmed no growth present. JLS/BPM/BOE/LCD/DGS will do a walk-thru this Thursday at 1:00 pm. V. Paul will check to see if a swing shift is working on Friday evening and if so, JLS will start working in this area on Saturday morning. G. Sheehan has been trained to deactivate the halon system in case of an emergency, however the plan is to wrap the detectors to insure the halon system is not activated during encapsulation process. BPM will have staff on hand during the work to assist in halon deactivation if needed. JLS predicts the operation will take 2-3 hours. JLS will get BOE & BPM another copy of the encapsulant MSDS sheets. ▪ 7th Floor is expecting to be completed on schedule 7/16/10 at 3:00 pm (TBC next week). BOE is scheduled to move back to their floor starting on 7/28/10. ▪ 8th Floor Room 8A, 8B and 808 are remediated and ready to test for clearances. The floor has been split off into quadrants and a core containment created to remediate the broadloom carpet on this floor. JLS is in the process of wrapping the furniture and the ceiling to remediate, section by section. Carpet removal will be started in the North containment on Monday 7/12, if not sooner. The sink in room 806 will be permanently removed and capped off. The late finish for this floor is 8/16/10. <p>c. Delays</p> <p>None to report.</p> <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ HTI raised concern that the break rooms that have been already remediated are being tested as DGS receives each floor. Growth has been found behind the rubber base on floors 7 and 8 and one other floor. This may be a housekeeping issue or maintenance issue but it's unclear as to the source at this time – LCD will investigate further. Corrective action will be required. 	<p>JLS</p> <p>LCD HTI JLS BOE DGS</p> <p>JLS</p> <p>BPM/BOE/ LCD</p>	
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<p>III. Old Business</p> <p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ J. Beesley and C. Corpus will have a draft copy of the O&M protocols to M. Moore by Friday. ▪ None to report 	<p>LCD/PMB</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ Furloughs Friday have ended. 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ July 14,2010, 10:30 am, BOE, Room 2221 	

BOE-DGS Schedule 7-07-10



Project: DGS - 3 week schedule - 07-07
Date: Wed 7/7/10

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: July 14, 2010
Conference No.: 60
Date & Time: July 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	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
	Jerry Lairramore	Board of Equalization (BOE)	916 327-7900	Jerry.lairramore@boe.ca.gov
	M. Anglin	Board of Equalization (BOE)		

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 = 2/25//2011 ▪ Physical Work completed by 1/14/2011 ▪ Current issue date 6/14/10 <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"> ▪ Roof demolition at the garage ramp was completed this past Saturday. Brice Mechanical will put in a new drain and replace the existing drain this Friday, July 16th. The new roof will be installed this weekend, after drains are in place. ▪ 1st Floor - Item #14 at the vending machines area will continue this coming weekend. Item #20 – Print Room #135 was completed last week. ▪ 7th Floor will be completed on schedule 7/16/10 and a 3:00 pm walk-thru is scheduled and the floor turned over to BOE. BOE will start their move on August 1st instead of 7/28/10; this will not affect the 20th floor turn over to DGS on 8/18. ▪ 8th Floor Room 8A, 8B, 807, 808, janitor room and women’s restroom have been tested and cleared and the rebuild starts today 7/14/10. Men’s restroom, 8C and phone closet will be tested today. The North containment remediation started 7/13 and is expected to be completed on 7/21. The southeast containment will be next and the southwest area will start on 7/30 and finish by 8/9/10. JLS will be working 10 hours shifts on the 8th floor to insure this floor is turned back to BOE before 8/16/10. <p>c. Delays</p> <p>None to report.</p> <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None to report 	<p>JLS</p> <p>JLS</p> <p>BOE DGS</p> <p>JLS</p>

<p>III. Old Business</p> <p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ The preliminary draft of the O&M protocols was delivered to M. Moore today. LCD will send an e-mail to V. Paul for information that will be needed to include in the final O&M manual. ▪ BOE requested a new 3 page estimate and DGS reported a new 3 page estimate will be prepared after the remediation work is completed on, and costs are available for, the 8th floor. 	<p>LCD/BOE</p> <p>DGS</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ The next Agency Secretary meeting is scheduled for August 16th at 2:30 pm. 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ July 21,2010, 10:30 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: July 21, 2010
Conference No.: 61
Date & Time: July 21, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

	Name	Company	Telephone	E-mail
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	Jill Sommerville	Department of General Services – PMB	916 376-1728	Jill.Sommerville@dgs.ca.gov
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III.	Old Business <ul style="list-style-type: none"> ▪ LCD had no new information to report today on the progress of the O&M manual. 	LCD
IV.	New Business <ul style="list-style-type: none"> ▪ None to report. 	
V.	Other <ul style="list-style-type: none"> ▪ MMoore thanked the entire team for their work over the past several months as this project has proceeded in a very smooth manner. VPaul thanked BPM for their swift work in installing requested lighting on the 7th Floor. 	

VI.	Next Meeting <ul style="list-style-type: none">▪ July 28,2010, 10:30 am, BOE, Room 2221	
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BOE-DGS Schedule 7-21-10

ID	Task Name	Start	Finish	7, '10	Jul 4, '10	Jul 11, '10	Jul 18, '10	Jul 25, '10	Aug 1, '10	Aug 8, '10	Aug 15, '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	S M T W T F S	S M T W T F S
1	JLS to repair parking garage roof	Sun 7/11/10	Fri 7/23/10								
2	Brice install roof drains	Fri 7/16/10	Fri 7/23/10								
3	Start re-roofing	Sat 7/24/10	Sun 7/25/10								
4	First Floor Weekend Work Plan	Sun 7/18/10	Sun 8/1/10								
5	Item #14 High Rise Meets Parking Garage Part 3	Fri 7/23/10	Sun 7/25/10								
6	Item #14 High Rise Meets Parking Garage Part 4	Fri 7/30/10	Sun 8/1/10								
7	Item #25 Kitchen Mop Sink	Fri 8/6/10	Sun 8/8/10								
8	8th Floor - Per CPM	Thu 7/11/10	Sun 7/25/10								
9	Reconstruction: 8a, 8b, 808, 807, janitors rm, women's restroom	Wed 7/14/10	Wed 7/28/10								
10	Reconstruction: Mens Restroom, 8c, Phone Rm Closet	Thu 7/15/10	Thu 7/29/10								
11	North Carpet Remediation (Test)	Wed 7/21/10	Wed 7/21/10								
12	South/East Carpet Remediation	Tue 7/20/10	Fri 7/30/10								
13	South/West Carpet Remediation	Sat 7/31/10	Mon 8/9/10								
14	Turn Floor Over: Time?	Mon 8/16/10	Mon 8/16/10								
15											
16											
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20											
21											
22											
23											

Project: DGS - 3 week schedule - 07-14
 Date: Wed 7/21/10

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline