

Author: Walker

Meeting Minutes

Project # **14414** Meeting Date: January, 12 2015

Project Name **Madison County Annex Building**

Project Location **101 West Wallace
Virginia City, MT 59755**

Project Manager **Ben Walker** Office: (406) 585-3420
Project Superintendent **Mike Falk** Cell: (406) 539-6767

Project Coordination Meeting Owner Meeting #12

Date	Start	End	Next meeting	Next time	Prepared by	Company
1/12/15	3:00 PM		1/26/15	3:00 PM	Walker	Langlas and Associates

Purpose	Location	General notes
Coordination of construction activities	MCAB Construction Trailer	

Attendees Non-attendees

Mike Falk – Langlas
Ben Walker - Langlas
Jim Hart – Madison County
~~Loren Cantrell – Langlas~~
Scott Stroh – Think One
~~Bill Hanson – Think One~~
Dave Schulz – Madison County
Chris Hunt – Madison County
Ron Nye – Madison County

1. Construction Schedule

- 1.1. Items completed this week – [Drywall ceilings](#), [Upper Level Door Frame install](#), [Framing Complete](#), [Ready for Permanent Power](#), [Insulation Start](#)
- 1.2. Work scheduled for the next two weeks.- [City Water Tie in](#), [Drywall hang/tape](#), [Door frame install](#), [Stain/clear Windows](#)
- 1.3. Additional action Items:

2. Upcoming coordination needs

- 2.1. Coordination/layout for owner performed site activities. – Mike to schedule and provide 2-days' notice for staking/parking lot work. – [Weather dependent](#)
- 2.2. Ensure adequate space will be available on phone service for elevator and fire alarm monitoring. – [Not an issue with fiber](#)
- 2.3. Valve in secure storage will likely need to be tampered and monitored. Sprinkler Contractor and Langlas are requesting design confirmation. Discuss other options for this space. – [Not installing requested valve](#)
- 2.4. Mike and Chris to work out details of conduit termination in existing courthouse – [Mike to schedule a meeting with Chris Hunt, Hoffman's, and Elkhorn Electric to determine and execute termination and routing.](#)

3. Submittals

- 3.1. Outstanding Submittals – Azrock VCT (Langlas), Knox box order.
- 3.2. Upcoming Submittals –

4. RFI's - None Current

5. Contract changes

- 5.1. Review Change Estimate log – [Reviewed current CE log](#)
- 5.2. Review Prime CO log – [Reviewed Prime CO Log and owner contingency](#)
- 5.3. PR 7B- Electrical contractor has not received the low voltage number yet but possibly will have it in before this meeting – [Langlas to submit pricing upon completion](#)

6. Open discussion

- 6.1. [Mike has coordinated the additional communications service trenching with Three Rivers](#)

7. Next Meeting

- Set next meeting date, time, location – [Next Meeting set for 1/26/15 at 3:00PM](#)

8. Adjourn