**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

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**Project Coordination Meeting**  
Owner Meeting #12

<table>
<thead>
<tr>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Next meeting</th>
<th>Next time</th>
<th>Prepared by</th>
<th>Company</th>
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</thead>
<tbody>
<tr>
<td>1/12/15</td>
<td>3:00 PM</td>
<td>1/26/15</td>
<td>3:00 PM</td>
<td></td>
<td>Walker</td>
<td>Langlas and Associates</td>
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</tbody>
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Purpose  
Coordination of construction activities  
General notes  
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