### Meeting Minutes

**Project #** 14414  
**Meeting Date:** January 26, 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**

<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>
</tr>
</thead>
<tbody>
<tr>
<td>1/26/15</td>
<td>3:00 PM</td>
<td>2/17/15</td>
<td>3:00PM</td>
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<td>Walker</td>
<td>Langlas and Associates</td>
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</tbody>
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**Purpose**

Coordination of construction activities  
MCAB Construction Trailer

**Location**

**General notes**

**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

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1. **Construction Schedule**
   1.1. Items completed this week – Drywall ceilings, Door frame installation, MEP in wall rough-ins
   1.2. Work scheduled for the next two weeks – Continue drywall hang and tape, MEP rough ins, permanent power, siding, soffit, fascia
   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. – County to contact Mike as road crew/equipment become available.
   2.2. Langlas is currently working on changing masonry contractors for the remaining brick veneer. This was a mutual agreement between Langlas and the Masonry contractor. – Waiting on response from alternate masonry contractors.
   2.3. Steel Supplier is currently detailing canopies for approval and VE if possible. – Supplier wanted to detail before VE.

3. **Submittals**
   3.1. Outstanding Submittals – Azrock VCT – discontinued color, working on comparable. – Langlas received ASI #12 confirming color and will resubmit on this
   3.2. Upcoming Submittals – Wood stair railing, interior paint (drawdowns transmitted this meeting)

4. **RFI’s - None Current**
5. **Contract changes**  
5.1. Review Change Estimate log – Discuss CE’s 28 A&B, and 35 – Submitted to county as Prime CO #8 after verbal approval per this meeting  
5.2. PR 7B – Need to authorize Electrical and Mechanical, Communications and Data can wait. – Verbal authorization was given to proceed with PR 7B in full.

6. **Open discussion**  
6.1. Building walkthrough  
6.2. Langlas to price PR #11  
6.3. Langlas to submit pricing for supplying keying system from door supplier.

7. **Next Meeting**  
Set next meeting date, time, location - 2/17/15 at 3:00PM

8. **Adjourn**