

MEETING MINUTES – April 20, 2017

ACDEH Case #RO3186
4901 Broadway, Oakland

Attendees: Danielle Reyes, Jackson Buck and Mark Staake (SRM)
Bob Clark-Riddell (Pangea)
Dilan Roe and Mark Detterman (ACDEH)

1. Administrative

- a. Pangea will upload project **Geotracker** information by Friday, April 28, 2017.
- b. Dilan will update the FTP and Geotracker for ACDEH.
- c. Project APN on Assessors Map 13-1136
 - i. 38 – Apartment Building
 - ii. 34, 35, 36, 38 – Townhouses
- d. Lender requested **No Further Action (NFA)** letter by June 23, 2017.
 - i. If NFA not ready, ACDEH can issue a Notice of Intent to Close.

2. Deliverables

- a. SRM to provide information on recycled concrete source location and volume.
- b. April 25: Pangea will provide ACDEH a word document **fact sheet** on the townhouse lead remediation by Tuesday, April 25, 2017. Fact sheet will reference work protocol including best management practices, dust monitoring per air permit requirements, and tarped trucks. This fact sheets will be formalized by ACDEH and sent back to SRM the next day. This will allow SRM to meet the requirement that the fact sheets is door-to-door delivered and US mail within 300 ft project notice area by Friday, April, 28, 2017. SRM will certify mailing.
- c. April 28: SRM to provide Pangea with permitted architectural, landscape and structural **construction plans** by Friday, April 28th. These documents will be uploaded by Pangea to the Geotracker.
- d. May 1: Pangea will provide **Remedial Action Work Plan (Workplan)** documenting the soil sampling plan, soil removal plan, target removal levels, dust mitigation/monitoring plan, and import plan for structural fill. This plan will be submitted to ACDEH by Monday, May 1, 2017.
- e. May 8: ACDEH will review and provide response to the plan described in Item 2c by Monday, May 8, 2017. Dilan confirmed she will assist Mark Detterman with the review.
- f. June 16: Pangea will submit **Remediation Action Completion Report** with engineer statement by Friday, June 16, 2017, following the implementation of the Workplan. Pangea will update ACDEH during Workplan implementation.
- g. June 23: ACDEH will review the completion report and issue a **Notice of Intent to Close** letter for public notification by Friday, June 23, 2017. ACDEH will prepare the associated closure summary forms.
- h. July/August: **NFA letter** issuance by ACDEH following 30-day public notification.