



JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT FACILITY MODIFICATION
ADVISORY COMMITTEE

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TRIAL COURT FACILITY MODIFICATION ADVISORY COMMITTEE

MINUTES OF OPEN MEETING WITH CLOSED SESSION

January 15, 2016

10:00 a.m. – 4:00 p.m.

In-Person Meeting, Sacramento

Advisory Body Members Present: Hon. Donald Cole Byrd, Chair, Hon. William F. Highberger, Vice-Chair, Hon. James L. Stoelker, Hon. Vanessa W. Vallarta, Hon. Jennifer K. Rockwell, Ms. Jeanine D. Tucker, Ms. Linda Romero Soles, Mr. Michael M. Roddy, and Ms. Christina M. Volkers

Advisory Body Members Absent: Hon. Brad Hill, Hon. Patricia Lucas

Others Present: Mr. Mark Dusman, Mr. Gerald Pfab, Mr. Patrick McGrath, Ms. M.R. Gafill Malloy, Mr. Nick Turner, Mr. Ken Kachold, Ms. Angela Guzman, Ms. Laura Sainz, Mr. Kenneth Levy, Mr. James Mullen, Ms. Maria Topete, Ms. Peggy Symons, Ms. Jamie Nguyen, Ms. Hilda Iorga, Mr. Peter Revelli, and Mr. Afshar Jalalian

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 10:00 a.m. and took roll call.

Approval of Minutes

The advisory body reviewed and approved the minutes of the December 7, 2015 Trial Court Facility Modification Advisory Committee meeting.

PUBLIC WRITTEN COMMENT

No public comments were received.

ACTION ITEMS (ITEMS 1–9)

Action Item 1 – (Action Required) – List A – Emergency Facility Modification Funding (Priority 1)

Summary: Ratify emergency facility modifications from List A.

Action: *Reviewed and ratified 27 projects for a total of \$431,550 to be paid from funds previously encumbered for emergency funding.*

Action Item 2 – (Action Required) – List B – Facility Modifications Less than \$50K (Priority 2)

Summary: Ratify facility modifications less than \$50K from List B.

Action: Reviewed and ratified 56 projects for a total of \$459,491 to be paid from funds previously encumbered for facility modifications less than \$50K.

Action Item 3 – (Action Required) – List C – Cost Increases Over \$50K

Summary: Ratify facility modifications requiring cost increases over \$50K from List C.

Action: Reviewed and ratified five projects for a total cost increase to the Facility Modification Program Budget of \$304,680.

Action Item 4 – (Action Required) – List D – Facility Modifications Over \$50K

Summary: Review recommended facility modifications over \$50K projects from List D.

Action: Reviewed and approved 14 of the 15 projects recommended for funding for a total cost to the Facility Modification Program Budget of \$2,514,039.

- *Item #7 (FM-0057123) was not funded at this meeting and is deferred to the February 19 meeting to allow for an update on disposition efforts of the Big Bear Courthouse.*
- *Item #8 (FM-0052826) was approved with a reduced scope and cost. The committee approved the replacement of failing equipment rather than the original proposed system upgrade. New estimated total cost is \$120,000.*
- *Items #5 (FM-0055034) and #10 (FM-0057213) were approved pending shared cost approval from the relevant county partners.*

Action Item 5 – (Action Required) – Energy Efficiency Projects

Summary: Review recommended energy efficiency facility modifications from List D.

Action: Reviewed and approved three energy efficiency projects from List D – items #16-18. These projects are for LED replacements and Variable Frequency Drive (VFD) installation. All three projects total an expected cost of \$140,618 and together average a return on investment of less than three years.

Action Item 6 – (Action Required) – List E – Court-Funded Facilities Requests (Facility Modifications)

Summary: Review Court-Funded Facilities Requests (Facility Modifications) from List E.

Action: Reviewed and approved two Court-Funded Facilities Requests. These included establishing a small project annual budget for San Diego Superior Court (\$15,000) and modifications to the jury assembly room at the Santa Maria Courts Building F in Santa Barbara County (\$128,653).

Action Item 7 – (Action Required) – 2016 Annual Agenda Draft

Summary: Review and discuss the 2016 TCFMAC Annual Agenda.

Action: The committee reviewed the draft agenda and approved it to move forward for submittal to E&P.

Action Item 8 – (Action Required) – Quarterly Activity Report, Quarter 2 of Fiscal Year 2015-2016

Summary: Review and discuss the *Trial Court Facility Modification Advisory Committee Activity Report for Quarter 2, Fiscal Year 2015-2016*.

Action: *The committee reviewed and approved the draft report to move forward to E&P.*

Action Item 9 – (Action Required) – CFR Year-End Process

Summary: Confirm Fiscal Year-End CFR Cutoff.

Action: *The committee confirmed the cutoff date of March 14, 2016 for CFRs to be encumbered this fiscal year. This deadline allows for sufficient time to the complete documentation and encumbrance of court funds before the end of the fiscal year.*

The committee also discussed with staff the performance of the CFR program for the past year. Overall, staff indicated good partnerships with stakeholders and anticipate receiving more requests this year than the last, a continued trend over the course of the program. Since the program began, 182 CFR projects have been completed, with the majority being related to interior finishes.

DISCUSSION ITEMS (ITEMS 1-5)

Discussion Item 1

Summary: Judicial Council staff provided an update on water conservation efforts. These include beginning the implementation of previous audit findings, research into water fixture replacement costs versus rebate opportunities, and continued best management practices meetings with the courts.

Discussion Item 2

Summary: Reviewed List F – *Funded Facility Modifications on Hold*. As of this meeting, there are 27 projects on hold with a total Facility Modification Program Budget Share of \$13,177,876. These projects are primarily on hold pending county share of funding commitment or a project manager assignment.

Discussion Item 3

Summary: Judicial Council staff provided an update on the Placer Arraignment Court project (FM-0044228), which had been funded by the committee in January 2015. The new arraignment court facility will allow the Court to leverage use of the jail facility and justice center in close proximity. Construction is expected to be completed in December 2016.

Discussion Item 4

Summary: The committee received a presentation from staff and its vendor, Rutherford & Chekene, on the Council's seismic study of court facilities. Using work completed during the initial transfer process, the team will develop an in-depth ranking and prioritization report for facilities containing high seismic risk, following similar functions and processes currently in use by the U.S. General Services

Administration and California's Office of Statewide Health Planning and Development. An update on the database proposal will be heard at the committee's May 2016 meeting.

Discussion Item 5

Summary: Judicial Council staff provided an update on efforts to update and finalize the *Implementation Guideline* document (formerly *Prioritization Methodology*). The document is under legal review, and will also be circulated for court comment once presented to the committee.

INFORMATION ONLY ITEMS (NO ACTION REQUIRED)

Information Item 1

Summary: Informational report on FY 2015-2016 Quarter 2 expenditures from the Court Facilities Trust Fund (CFTF).

Information Item 2

Summary: Informational report on FY 15-16 budget reconciliation and spending plan, as well as completed and canceled facility modifications during the reporting period.

Information Item 3

Summary: Informational memorandum from Judge So for all JCC committees on the timelines associated with the submittal of legislative proposals for possible Judicial Council sponsorship in 2017, along with the timeline for this year.

A D J O U R N M E N T

There being no further open meeting business, the meeting was adjourned at 2:32 p.m.

Approved by the advisory body on February 19, 2016.