



JUDICIAL COUNCIL
OF CALIFORNIA

TRIAL COURT FACILITY MODIFICATION
ADVISORY COMMITTEE

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**TRIAL COURT FACILITY MODIFICATION ADVISORY COMMITTEE
(REVISED AGENDA)¹**

OPEN MEETING WITH CLOSED SESSION AGENDA

Open to the Public Unless Indicated as Closed (Cal. Rules of Court, rule 10.75(c)(1))

OPEN PORTION OF THIS MEETING IS BEING RECORDED

Date: July 22, 2016
Time: 11:00 AM - 4:00 PM (Closed Session 10:00 – 11:00 AM)
Location: Sacramento/Teleconference for Public Access
Public Call-in Number: 1-877-820-7831 Listen Only Code: 4502468

Meeting materials for open portions of the meeting will be posted on the advisory body web page on the California Courts website at least three business days before the meeting. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

I. OPEN MEETING (CAL. RULES OF COURT, RULE 10.75(C)(1))

Call to Order and Roll Call 11:00 AM

Approval of Minutes

Approve minutes of the May 20, 2016 Trial Court Facility Modification Advisory Committee meeting.

II. ACTION ITEMS (ITEMS 1-10)

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

Summary: Ratify emergency facility modifications from List A.

Action Requested: Staff recommends 35 projects for a total of \$584,079 to be paid from funds previously encumbered for emergency funding.

Presenter: Mr. Brad Boulais, Supervising Project Manager, Facilities Management Unit (FMU), and Mr. Price Eres, Project Manager, FMU

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

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

¹ Revised and reposted July 18, 2016

Action Requested: Staff recommends 152 projects for a total of \$1,544,477 to be paid from funds previously encumbered for facility modifications less than \$50K.

Presenter: Mr. Brad Boulais, Supervising Project Manager, FMU, and Mr. Price Eres, Project Manager, FMU

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

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

Action Requested: Staff recommends three projects for a total cost increase to the Facility Modification program budget of \$485,282.

Presenter: Mr. Brad Boulais, Supervising Project Manager, FMU, and Mr. Price Eres, Project Manager, FMU

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

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

Action Requested: Staff recommends 15 projects for a total cost to the Facility Modification Program Budget of \$2,531,713. Items #3 and #12 – FM-0058865 and FM-0017562 – have a county share greater than \$50,000 and should be on hold until shared cost is approved.

Presenter: Mr. Brad Boulais, Supervising Project Manager, FMU, and Mr. Price Eres, Project Manager, FMU

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

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

Action Requested: Staff recommends one project – item #16 on List D – for a total cost to the Facility Modification Program Budget of \$43,282.

Presenter: Ms. Laura Sainz, Manager, Environmental Compliance & Sustainability (EC&S)

Action Item 6 – (Action Required) – Quarterly Activity Report, Quarter 4 of Fiscal Year 2015–2016

Summary: Review and discuss the draft *Trial Court Facility Modification Advisory Committee Activity Report for Quarter 4, Fiscal Year 2015–2016*.

Action Requested: Provide input and additions to draft document and approve release to E&P upon revision.

Presenter: Ms. Hilda Iorga, Analyst, FMU, and Mr. Brad Boulais, Supervising Project Manager, FMU

Action Item 7 – (Action Required) – Proposed Revision to *Court-Funded Facilities Request Policy*

Summary: Review and discuss the draft *Court-Funded Facilities Request Policy*.

Action Requested: Provide comments and edits to draft revision and approve release to E&P upon revision.

Presenter: Mr. Enrique Villasana, Director, Real Estate and Facilities Management (REFM), and Mr. Ken Levy, Attorney, Legal Services

Action Item 8 – (Action Required) – FY 16-17 Deferred Maintenance

Summary: Review and discuss deferred maintenance items, including the draft FY 16-17 Deferred Maintenance Report that is submitted to Department of Finance (DOF) annually, showing the complete list of deferred facilities maintenance, and the list of Deferred Maintenance projects ready for execution from the Governor’s \$45M allocation. These total 39 projects and \$12,077,308 of the branch’s share.

Actions Requested: Review and approve the draft report for submittal to the Judicial Council, with a recommendation to submit to DOF in September 2016.

Presenter: Mr. Craig Evans, Facilities Planner, FMU, Mr. Enrique Villasana, Director, REFM, and Mr. Brad Boulais, Supervising Project Manager, FMU

Action Item 9 – (Action Required) – FY 16-17 Budget Allocations

Summary: Review and discuss finalized FY 16-17 FM budget allocations. The proposed budget was previously presented at the May 20, 2016 meeting.

Action Requested: Approve the FY 16-17 FM budget allocations, including List G – Planned FMs.

Presenter: Mr. Brad Boulais, Supervising Project Manager, FMU, and Ms. Angela Guzman, Manager, Finance

Action Item 10 – (Action Required) – FM Approval Authority Threshold

Summary: Discussion of increase to approval authority threshold for facilities staff.

Action Requested: Approve FM approval authority threshold increase for staff from \$50K to \$100K on new P2 FMs and cost increases.

Presenter: Mr. Enrique Villasana, Director, REFM, and Mr. Brad Boulais, Supervising Project Manager, FMU

III. DISCUSSION ITEMS (ITEMS 1 - 2)

Discussion Item 1 – List F – Funded Facility Modifications on Hold

Summary: Review and discuss projects that have previously been funded by the committee, but that are on hold for various reasons. This meeting includes an additional report on aging, work in progress.

Presenter: Mr. Brad Boulais, Supervising Project Manager, FMU, and Mr. Enrique Villasana, Director, REFM

Discussion Item 2 – Seismic Study Update

Summary: Overview of Seismic Study findings previously introduced to the committee in April 2015.

Presenter: Ms. Maria Topete, Analyst, Risk Management, and Mr. Peter Revelli and Mr. Afshar Jalalian, Rutherford & Chekene

IV. INFORMATION ONLY ITEMS (NO ACTION REQUIRED)

Information Item 1 – Report on Budget Reconciliation

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 2 – List H – Closed Facility Modifications

Summary: Annual list of facility modifications closed during FY 15-16.

Information Item 3 – List I – Canceled Facility Modifications

Summary: Annual list of facility modifications canceled during FY 15-16.

V. ADJOURNMENT

Adjourn Open Session

**VI. CLOSED SESSION (CAL. RULES OF COURT, RULE 10.75(d))
(ACTION ITEMS 1-3)**

Call to Order

Approval of Minutes

Approve closed session minutes of the May 20, 2016 Trial Court Facility Modification Advisory Committee meeting.

**Closed Action Item 1 – Security-Related – Facility Modifications Less than \$50K
(Closed List B)**

Facility Modification Security Projects (Action Required)

Pursuant to California Rules of Court, Rule 10.75(d)(5) *Security plans or procedures or other matters that if discussed in public would compromise the safety of the public or of judicial branch officers or personnel or the security of judicial branch facilities or equipment, including electronic data.*

Summary: Review security-related facility modifications less than \$50K from Closed List B.

Action Requested: Staff recommends eight security-related projects for a total of \$104,138 to be paid from funds previously encumbered for facility modifications less than \$50K.

Presenter: Mr. Brad Boulais, Supervising Project Manager, FMU, and Mr. Joe Thims, Security Coordinator, Security Operations

**Closed Action Item 2 – Security-Related – Facility Modifications Over \$50K
(Closed List D)**

Facility Modification Security Projects (Action Required)

Pursuant to California Rules of Court, Rule 10.75(d)(5) *Security plans or procedures or other matters that if discussed in public would compromise the safety of the public or of judicial branch officers or personnel or the security of judicial branch facilities or equipment, including electronic data.*

Summary: Review security-related facility modifications greater than \$50K from Closed List D.

Action Requested: There are no security-related Priority 2 projects greater than \$50K during this reporting period. No action is requested.

Presenter: Mr. Brad Boulais, Supervising Project Manager, FMU, and Mr. Joe Thims, Security Coordinator, Security Operations

Closed Action Item 3 – Court-Funded Facilities Requests (Closed List E) – Leases

Court-Funded Facilities Requests – Leases (Action Required)

Pursuant to California Rules of Court, Rule 10.75(d)(3) *Negotiations concerning a contract, a labor issue, or legislation;*

Pursuant to California Rules of Court, Rule 10.75(d)(4) *The price and terms of payment for the purchase, sale, exchange, or lease of real property for a judicial branch facility before the property has been acquired or the relevant contracts have been executed.*

Summary: Review Court-Funded Facilities Requests related to new leases, lease renewals, and security projects.

Action Requested: Staff recommends executing the proposed leases on List E – Court-Funded Facilities Requests (Leases).

Presenter: Ms. Mary Bustamante, Senior Facilities Analyst, Real Estate

Adjourn Closed Session