



# 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

July 22, 2016

11:00 a.m. – 4:00 p.m.

In-Person Meeting, Sacramento

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**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, and Ms. Linda Romero Soles

**Advisory Body Members Absent:** Hon. Brad Hill, Hon. Patricia Lucas, Mr. Michael M. Roddy, and Ms. Christina M. Volkers

**Others Present:** Ms. Millicent Tidwell, Mr. Enrique Villasana, Mr. Brad Boulais, Mr. Price Eres, Ms. Angela Guzman, Mr. Ken Levy, Ms. Jamie Nguyen, Mr. Craig Evans, Ms. Hilda Iorga, Ms. Esha Singh, Ms. Laura Sainz, Ms. Maria Atayde-Scholz, Mr. Craig Moen, Mr. Paul Terry, Ms. Mary-Beth Gallas, Mr. Robert Cresswell, Ms. Danyelle Hinojos, Mr. Russell Simonov, Mr. Patrick Treanor, Mr. Andre Navarro, Ms. Eunice Calvert-Banks, Ms. Peggy Symons, Ms. Kristine Metzker, Mr. Paul Menard, and Mr. Edgar Rodriguez

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#### OPEN MEETING

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##### Call to Order and Roll Call

The chair called the meeting to order at 11:08 a.m. and took roll call.

##### Approval of Minutes

The advisory body reviewed and approved the minutes of the May 20, 2016 Trial Court Facility Modification Advisory Committee meeting. (*Motion: Tucker; Second: Highberger*)

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#### PUBLIC WRITTEN COMMENT

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No public comments were received.

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#### ACTION ITEMS (ITEMS 1-10)

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##### 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 35 projects for a total of \$584,079 to be paid from funds previously encumbered for emergency funding. (*Motion: Romero Soles; Second: Vallarta*)

**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 152 projects for a total of \$1,373,054 to be paid from funds previously encumbered for facility modifications less than \$50K. (Motion: Vallarta; Second: Tucker)*

**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 approved three projects for a total cost increase to the Facility Modification Program Budget of \$485,282. (Motion: Highberger; Second: Romero Soles)*

**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 15 projects recommended for funding for a total cost to the Facility Modification Program Budget of \$2,531,713. Items #3 (FM-0058865) and #12 (FM-0017562) were approved pending shared cost approval from the relevant county partners. (Motion: Romero Soles; Second: Tucker)*

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

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

**Action:** *Reviewed and approved one energy efficiency project from List D – item #16 – for a total cost to the Facility Modification Program Budget of \$43,282. There is an expected ROI of 4.5 years payback. (Motion: Vallarta; Second: Romero Soles)*

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

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

**Action:** *The committee reviewed and approved the draft report with committee edits to move forward to E&P. (Motion: Highberger; Second: Stoelker)*

**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:** *The committee reviewed the policy revisions, including the removal of fiscal review, and suggested edits on the submittal receipt and appeals language. Action was deferred to a later meeting date (July 29, 2016). (Motion: Vallarta; Second: Rockwell)*

**Action Item 8 – (Action Required) – FY 17-18 Deferred Maintenance**

**Summary:** Review and discuss deferred maintenance items, including the draft FY 17-18 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.

**Action:** *The committee reviewed the report and expressed concern over the missing delta of projects between the \$45M project list and the full backlog. Action on the report was deferred to a later meeting date (July 29, 2016). (Motion: Highberger; Second: Vallarta)*

**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:** *The committee confirmed that there were no changes to the allocations discussed at the May 20<sup>th</sup> meeting and approved the budget allocations. (Motion: Highberger; Second: Tucker)*

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

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

**Action:** *The committee discussed the approval increase from \$50K to \$100K and asked staff to clarify the classifications that will have this authority. The Facilities Management Administrators will have project approval authority up to \$25,000; Facilities Operations Supervisors (sometimes referred to as “Regional Supervisors” will have project approval authority up to \$100,000. These projects will show up on List B in future meetings, and the committee will now only review projects for approval greater than \$100,000 total on List D. This authority does not apply to cost increases. The committee also requested that the Trial Court Methodology for Prioritizing and Ranking Facility Modifications document also be updated to reflect this change. (Motion: Romero Soles; Second: Highberger; the record notes that Judge Vallarta voted “No” on this motion)*

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**DISCUSSION ITEMS (ITEMS 1-2)**

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**Discussion Item 1**

**Summary:** Reviewed List F – *Funded Facility Modifications on Hold*. As of this meeting, there are 32 projects on hold with a total Facility Modification Program Budget Share of \$13,155,009. These projects are primarily on hold pending county share of funding commitment or project management resources.

**Discussion Item 2**

**Summary:** The Seismic Study update topic was tabled to a future meeting date, pending further discussion with the Capital Program director.

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**INFORMATION ONLY ITEMS (NO ACTION REQUIRED)**

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**Information Item 1**

**Summary:** Informational report on FY 16–17 budget reconciliation and spending plan, as well as completed and canceled facility modifications during the reporting period.

**Information Item 2**

**Summary:** The committee reviewed List H – *Closed Facility Modifications*. This list is provided on an annual basis, or as requested by the committee.

**Information Item 3**

**Summary:** The committee reviewed List I – *Canceled Facility Modifications*. This list is provided on an annual basis, or as requested by the committee.

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**A D J O U R N M E N T**

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There being no further open meeting business, the meeting was adjourned at 3:30 p.m.

Approved by the advisory body on August 29, 2016.