



JUDICIAL COUNCIL  
OF CALIFORNIA

TRIAL COURT FACILITY MODIFICATION  
ADVISORY COMMITTEE

[www.courts.ca.gov/tcfmac.htm](http://www.courts.ca.gov/tcfmac.htm)  
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TRIAL COURT FACILITY MODIFICATION ADVISORY COMMITTEE

MINUTES OF OPEN MEETING WITH CLOSED SESSION

January 27, 2017  
10:00 a.m. – 4:00 p.m.  
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. Linda Romero Soles, Mr. Michael M. Roddy, and Ms. Jeanine D. Tucker (teleconference)

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

**Others Present:** Ms. Millicent Tidwell, Mr. Mike Courtney, Mr. Enrique Villasana, Mr. Jagan Singh, Mr. Craig Evans, Mr. Price Eres, Ms. Hilda Iorga, Mr. Randy Swan, Ms. Maria Atayde-Scholz, Mr. Craig Moen, Mr. Paul Terry, Mr. Russell Simonov, Ms. Mary-Beth Gallas (teleconference), Mr. Patrick Treanor (teleconference), Mr. Andre Navarro (teleconference), Ms. Esha Singh (teleconference), Ms. Michele Allan, Mr. Ken Levy, Ms. Laura Sainz, Ms. Barbara Baerg, Mr. Ed Ellestad, Ms. Peggy Symons

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OPEN MEETING

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**Call to Order and Roll Call**

The chair called the meeting to order at 10:02 a.m. and took roll call.

**Approval of Minutes**

The advisory body reviewed and approved the minutes of the December 5, 2016 Trial Court Facility Modification Advisory Committee meeting. (*Motion: Stoelker; 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 1-7)

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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 56 projects for a total of \$1,273,699 to be paid from funds previously encumbered for emergency funding. (*Motion: Highberger; Second: Roddy*)

**Action Item 2 – (Action Required) – List B – Facility Modifications Less than \$100K (Priority 2)**

**Summary:** Ratify facility modifications less than \$100K from List B.

**Action:** *Reviewed and ratified 100 projects for a total of \$1,145,938 to be paid from funds previously encumbered for facility modifications less than \$100K. One item from the original list #44 (FM-0059779) was identified as paid from Operations & Maintenance funds and was not ratified. (Motion: Romero Soles; Second: Rockwell)*

**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 two projects for a total cost increase to the Facility Modification Program Budget of \$290,318. (Motion: Highberger; Second: Vallarta)*

**Action Item 4 – (Action Required) – List D – Facility Modifications Over \$100K**

**Summary:** Review recommended facility modifications over \$100K projects from List D.

**Action:** *Reviewed and approved all five projects recommended for funding for a total cost to the Facility Modification Program Budget of \$1,837,210. Item #1 (FM-0059867) was approved pending shared cost approval from the relevant county partner. (Motion: Highberger; Second: Stoelker)*

**Action Item 5 – (Action Required) – 2017 Annual Agenda Draft**

**Summary:** Review and discuss the 2017 TCFMAC Annual Agenda.

**Action:** *The committee reviewed the draft agenda and suggested adding two key objectives – implementation of the seismic data set and water conservation/energy efficiency efforts – as specific advisory body projects, and approved the draft, after revisions, to be moved forward to Executive & Planning (E&P). (Motion: Highberger; Second: Romero Soles)*

**Action Item 6 – (Action Required) – Quarterly Activity Report, Quarter 2 of Fiscal Year 2016–17**

**Summary:** Review and discuss the draft *Trial Court Facility Modification Advisory Committee Activity Report for Quarter 2, Fiscal Year 2016–17*.

**Action:** *The committee reviewed and approved the report for submittal to the Executive & Planning Committee. (Motion: Vallarta; Second: Highberger)*

**Action Item 7 – (Action Required) – CAFM System Replacement**

**Summary:** Review proposal for replacing the Computer-Aided Facilities Management (CAFM) system support.

**Action:** *The committee tabled this topic to its March 3, 2017 meeting in order for staff to provide more information on funding this proposal. (Motion: Highberger; Second: Rockwell)*

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## **DISCUSSION ITEMS (ITEMS 1-8)**

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### **Discussion Item 1**

**Summary:** Budget Services staff provided an overview of the Governor's 2017-18 Judicial Branch budget proposal. No Budget Change Proposals (BCPs) were funded and revenue is lower than expected. The committee asked about the Court Facilities Trust Fund, which covers Operations & Maintenance expenditures and will require creative solutions in order to be solvent next fiscal year. Staff will provide thorough examination and plan at the committee's March 3, 2017 meeting.

### **Discussion Item 2**

**Summary:** The Director of Real Estate and Facilities Management (REFM) provided a staffing update, including the hiring of a manager and supervisor in the facilities project management unit. Additionally, there are eight active personnel action request (PARs). An organization chart will be shared once finalized.

### **Discussion Item 3**

**Summary:** Reviewed List E – *Approved Court-Funded Facilities Requests (CFRs)* approved by the REFM director since the last meeting. There were five CFRs approved during this period:

- Fresno Superior Court – Three-year lease extension for M Street Courthouse - \$1,034,964
- Glenn Superior Court – Four-year lease extension for the Resource Center – \$55,208
- Humboldt Superior Court – Temporary Space Expansion at Humboldt County Courthouse – \$42,788
- San Diego Superior Court – Facility Modification for Tenant Improvements at South County Regional Center – \$200,000
- Sonoma Superior Court – One-year lease extension for Empire Annex - \$137,007

### **Discussion Item 4**

**Summary:** Reviewed List F – *Funded Facility Modifications on Hold*. As of this meeting, there are 15 projects on hold with a total Facility Modification Program Budget Share of \$8,895,796. These projects are primarily on hold pending county share of funding commitment or project management resources. The committee requested a report on getting the \$45M Deferred Maintenance List projects into work at the March 3, 2017 meeting.

### **Discussion Item 5**

**Summary:** Staff reported on the increase in Facilities Operations Supervisor approval authority for FMs from \$50K to \$100K that was approved by the committee in July 2016. Since then, 15 projects have fallen into this category. The committee reinforced its confidence in staff's ability to properly vet projects and recognized the increase's impact on time – being able to execute projects faster.

### **Discussion Item 6**

**Summary:** The Environmental Compliance & Sustainability (EC&S) Manager reported on energy efficiency efforts. There are currently two Requests for Proposals in the works. The first RFP, for lighting

projects (relamping and retrofitting) at approximately 30 facilities has already been issued. We expect bids by mid-February. The second, for Heating, Ventilation, and Air Conditioning (HVAC) projects at approximately 20 facilities will be issued in late February or early March.

#### **Discussion Item 7**

**Summary:** EC&S staff reported on water conservation efforts in the last year, including 42 free water audits, free aerators for 85 buildings, the development of an inventory of fixtures, and the development of 13 water conservation projects.

#### **Discussion Item 8**

**Summary:** The Security Operations Supervisor provided an overview of how security-related facility modifications are determined to be reviewed in Open and Closed session based on the application of CA Rule of Court 10.75. While there is no resolute interpretation, the methodology includes considering the potential for breach or other security vulnerabilities if made known to the public based on the project description and where the discussion leads.

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

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##### **Information Item 1**

**Summary:** Informational report on FY 2016–17 Quarter 2 expenditures from the Court Facilities Trust Fund.

##### **Information Item 2**

**Summary:** Informational report on FY 2016–17 budget reconciliation and spending plan, as well as completed and canceled facility modifications during the reporting period.

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#### **ADJOURNMENT**

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There being no further open meeting business, the meeting was adjourned at 1:38 p.m.

Approved by the advisory body on March 3<sup>rd</sup>, 2017