



JUDICIAL COUNCIL  
OF CALIFORNIA

TRIAL COURT FACILITY MODIFICATION  
ADVISORY COMMITTEE

[www.courts.ca.gov/tcfmac.htm](http://www.courts.ca.gov/tcfmac.htm)  
[tcfmac@jud.ca.gov](mailto:tcfmac@jud.ca.gov)

TRIAL COURT FACILITY MODIFICATION ADVISORY COMMITTEE

MINUTES OF OPEN MEETING WITH CLOSED SESSION

May 20, 2016

10:00 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:** Mr. Jerry Pfab, Mr. Patrick McGrath, Ms. M.R. Gafill Malloy, Mr. Nick Turner, Mr. Ken Kachold, Ms. Angela Guzman, Ms. Jamie Nguyen, Mr. Craig Evans, Ms. Hilda Iorga, Ms. Esha Singh, Mr. Ed Ellestad, Ms. Laura Sainz, and Ms. Kristine Metzker

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OPEN MEETING

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**Call to Order and Roll Call**

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

**Approval of Minutes**

The advisory body reviewed and approved the minutes of the April 4, 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 1-9)

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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 29 projects for a total of \$770,253 to be paid from funds previously encumbered for emergency funding. (Motion: Tucker; Second: Highberger)*

**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 113 projects for a total of \$984,337 to be paid from funds previously encumbered for facility modifications less than \$50K. (Motion: Romero Soles; Second: Stoelker)*

**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 \$1,018,173. (Motion: Rockwell; Second: Highberger)*

**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 12 projects recommended for funding for a total cost to the Facility Modification Program Budget of \$2,855,049. (Motion: Highberger; Second: Vallarta)*

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

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

*Action: Reviewed and approved 11 energy efficiency projects from List D – items #13-23 – for a total cost to the Facility Modification Program Budget of \$1,847,475. (Motion: Highberger; Second: Romero Soles)*

**Action Item 6 – (Action Required) – Sustainability: Water Conservation Program**

**Summary:** Overview of Environmental Compliance & Sustainability unit's Water Conservation Program, and proposed transfer of funds to Court Facilities Architectural Revolving Fund (CFARF) for this purpose.

*Action: The committee approved staff's proposal to transfer \$65,000 into the CFARF to target water conservation efforts. (Motion: Vallarta; Second: Tucker)*

**Action Item 7 – (Action Required) – \$60M Deferred Maintenance FM List**

**Summary:** Review final ranked list of Deferred Maintenance FM list submitted to Department of Finance.

*Action: The committee approved the final ranked list, which is contingent upon the Governor's Budget in July. (Motion: Highberger; Second: Romero Soles)*

**Action Item 8 – (Action Required) – Quarterly Activity Report, Quarter 3 of Fiscal Year 2015–2016**

**Summary:** Review and discuss the *Trial Court Facility Modification Advisory Committee Activity Report for Quarter 3, 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: Vallarta)*

### **Action Item 9 – (Action Required) – FY 2017–2018 Budget Change Proposals**

**Summary:** Review and discuss Budget Change Proposal (BCP) priorities for FY 2017–2018.

**Action:** *The committee reviewed and discussed the proposed Budget Change Proposals for FY 2017–2018. The committee approved staff recommendations and ranked the BCPs as follows:*

1. *Ongoing operations in newly constructed facilities*
2. *Trial Court Security System Maintenance, Replacement and Improvements*
3. *Facilities Operations & Maintenance (inflation only; not Building Owners and Managers Association standard)*
4. *Technology Improvement for Facilities*
5. *Trial Court Facilities – Risk Management Program*
6. *Facility Modifications*
7. *Santa Clara Funding*

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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 44 projects on hold with a total Facility Modification Program Budget Share of \$16,544,861. These projects are primarily on hold pending county share of funding commitment or project management resources. For the year-end period, some projects are also on hold due to contracting deadlines. All FMs on hold at this time will be placed into the CFARF, with release once those funds are approved by Department of Finance in the new fiscal year and can be fully encumbered.

#### **Discussion Item 2**

**Summary:** Staff presented initial budget projections for FY 16–17. The operations & maintenance budget for the new fiscal year is expected to be \$119 million, and the facility modification budget is expected to remain unchanged at \$65 million. For the new fiscal year, staff proposed a reduction in the Priority One allocation based on three-year trend data, and an increased allocation for statewide planning efforts and energy conservation projects. The committee will approve finalized budgets at the July meeting, with subsequent submittal to the Judicial Council.

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

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#### **Information Item 1**

**Summary:** Informational report on FY 2015–2016 Quarter 3 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.

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**ADJOURNMENT**

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There being no further open meeting business, the meeting was adjourned at 2:40 p.m.

Approved by the advisory body on July 22, 2016.