



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

October 14, 2016

8:30 a.m. – 1:30 p.m.

San Bernardino Justice Center

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**Advisory Body Members Present:** Hon. Donald Cole Byrd, Chair, Hon. William F. Highberger, Vice-Chair, Hon. James L. Stoelker, Ms. Linda Romero Soles, and Mr. Michael M. Roddy

**Advisory Body Members Absent:** Hon. Brad Hill, Hon. Patricia Lucas, Hon. Vanessa W. Vallarta, Hon. Jennifer K. Rockwell, Ms. Jeanine D. Tucker, and Ms. Christina M. Volkers

**Others Present:** Mr. Enrique Villasana, Mr. Price Eres, Ms. Hilda Iorga, Ms. Mary-Beth Gallas, Mr. Patrick Treanor, Mr. Russell Simonov, Mr. Patrick Treanor, Ms. Nikki Armstead, Mr. Edgar Rodriguez, Mr. Craig Evans (teleconference), Mr. Randy Swan (teleconference), and Mr. Craig Moen (teleconference)

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OPEN MEETING

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**Call to Order and Roll Call**

The chair called the meeting to order at 8:30 a.m. and took roll call.

**Approval of Minutes**

The advisory body reviewed and approved the minutes of the August 29, 2016 Trial Court Facility Modification Advisory Committee meeting. (*Motion: Romero Soles; Second: Stoelker*)

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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 45 projects for a total of \$1,175,255 to be paid from funds previously encumbered for emergency funding. (Motion: Roddy; Second: Romero Soles)*

**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 132 projects for a total of \$1,384,323 to be paid from funds previously encumbered for facility modifications less than \$100K. (Motion: Stoelker; Second: Roddy)*

**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 seven projects for a total cost increase to the Facility Modification Program Budget of \$1,384,323. (Motion: Roddy; Second: Highberger)*

**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 six projects recommended for funding for a total cost to the Facility Modification Program Budget of \$2,812,674. (Motion: Highberger; Second: Romero Soles)*

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

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

*Action: Reviewed and approved five energy efficiency projects from List D – items #7-11 – for a total cost to the Facility Modification Program Budget of \$211,805. These projects have a simple payback of less than four years and will potentially reduce utility costs by \$92K per year. The Environmental Compliance & Sustainability intends to fund much of the remaining energy funding on southern California courthouses based on energy audits performed by Southern California Edison. (Motion: Roddy; Second: Stoelker)*

**Action Item 6 – (Action Required) – Fiscal Year 2015–16 Annual Report**

**Summary:** Review Fiscal Year 2015–16 TCFMAC Annual Report to the Judicial Council.

*Action: The committee reviewed the annual report and suggested moving the FM spotlight pictures up in the report before delegating approval authority to the Chair and Vice-Chair to make changes based on court input. (Motion: Roddy; Second: Highberger)*

**Action Item 7 – (Action Required) – Quarterly Activity Report, Quarter 1 of Fiscal Year 2016–17**

**Summary:** Review and discuss the draft *Trial Court Facility Modification Advisory Committee Activity Report for Quarter 1, Fiscal Year 2016–17*.

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

**Action Item 8 – (Action Required) – 2017 TCFMAC Meeting Calendar**

**Summary:** Confirm proposed 2017 TCFMAC meeting dates.

*Action: The committee approved the 2017 meeting dates. Staff will send out preliminary calendar invites. (Motion: Highberger; Second: Romero Soles)*

### **Action Item 9 – (Action Required) – Revised Court-Funded Facilities Request Form**

**Summary:** Review updates to CFR form that better aligns with the CFR Policy.

**Action:** *The committee reviewed the revisions made to the form and delegated authority to the Chair and Vice-Chair to make final changes based on the court comment period. (Motion: Roddy; Second: Stoelker)*

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

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### **Discussion Item 1**

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

- Los Angeles Superior Court – Small Project Annual Budget – \$650,000
- Merced Superior Court – Two-year lease extension for 810 W. Main Street facility – \$65,904
- Sacramento Superior Court – FM for a courtroom conversion – \$166,600

### **Discussion Item 2**

**Summary:** Staff provided an update on the \$45M deferred maintenance project list and indicated they are exploring options for releasing the projects, especially FMs that already have shared cost commitments. This will include a *Request For Proposal (RFP)* for assessments as well as a RFP for execution. The committee suggested sending the list to Presiding Judges and Court Executive Officers so that they are aware of which courthouses have projects on the list.

### **Discussion Item 3**

**Summary:** The committee discussed with staff the possibility of beginning to spend FM funds to execute Priority 3 projects. This will allow the branch facilities program to better align with industry norms and restore dignity to California courts. The committee would like to see a comparison of industry standards and branch spending on facilities as well as a consistent, equitable assessment of Priority 3 project execution.

### **Discussion Item 4**

**Summary:** Reviewed List F – *Funded Facility Modifications on Hold*. As of this meeting, there are 17 projects on hold with a total Facility Modification Program Budget Share of \$10,540,278. These projects are primarily on hold pending county share of funding commitment or project management resources. The roofing projects on the list will utilize FM funding, not the governor’s \$45M allocation for deferred maintenance.

### **Discussion Item 5**

**Summary:** The REFM director provided an update on the department’s staffing. Interviews are currently being conducted for the Facilities Project Management Manager position, as well as for a vacant Project Manager position. REFM will also be able to work with two Project Managers from the Capital Program

to work on facility modifications. Additionally, the director is looking to backfill the recently vacated Supervising Project Manager position.

**Discussion Item 6**

**Summary:** Staff provided an update on the facilities parking contract, currently held by ABM Parking Services with responsibility over parking operations in Los Angeles, Sacramento, and Santa Barbara. The contract expires in September 2017.

**Discussion Item 7**

**Summary:** The three service provider contracts utilized by facilities will expire in September 2017 and will be put out to bid at that time. The Job Order Contracting contracts will also be renegotiated to maintain that option of project execution.

**Discussion Item 8**

**Summary:** The VFA database program used by facilities will be expiring at the end of the year. REFM management is looking at value and usage and exploring the possibility of a pay-for-usage model.

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

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**Information Item 1**

**Summary:** Informational overview of Facility Modification priority categorizations.

**Information Item 2**

**Summary:** Informational report on FY 16–17 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 10:00 a.m.

Approved by the advisory body on December 5, 2016.