



# 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 SESSION OF MEETING

January 29, 2018  
10:00 AM - 1:00 PM

Judicial Council of California – Sacramento Office

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**Advisory Body Members Present:** Hon. Donald Cole Byrd, Chair  
Hon. William F. Highberger, Vice-Chair  
Hon. Jennifer K. Rockwell  
Hon. James L. Stoelker  
Hon. Vanessa W. Vallarta  
Ms. Nancy Eberhardt  
Mr. Jarrod Orr  
Ms. Linda Romero Soles  
Ms. Jeanine D. Tucker (by phone)

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

**Others Present:** The following Judicial Council staff/others were present:  
Ms. Maria Atayde-Scholz, Supervisor, Facility Services  
Ms. Jennifer Chappelle, Manager, Facilities Services  
Mr. Mike Courtney, Director, Facilities Services  
Ms. Angela Guzman, Budget Manager, Budget Services  
Ms. Danyelle Hinojos, Administrative Specialist, Facility Services  
Mr. Mark Johnson, Sustainability Unit Supervisor, Facility Services  
Mr. Ken Levy, Attorney, Legal Services  
Ms. Pella McCormick, Deputy Director, Facilities Services  
Ms. Kristine Metzker, Manager, Facilities Services  
Mr. Craig Moen, Supervisor, Facility Services  
Ms. Mimi Morris, Principal Manager, Facilities Services  
Mr. Andre Navarro, Supervisor, Facility Services  
Ms. Donna Newman, Senior Budget Analyst, Budget Services  
Mr. Jim Peterson, Principal Manager, Facilities Services  
Mr. Jagan Singh, Principal Manager, Facilities Services  
Mr. Michael Sun, Senior Budget Analyst, Budget Services  
Mr. Randy Swan, Supervisor, Facility Services  
Mr. Paul Terry, Supervisor, Facility Services  
Mr. Patrick Treanor, Supervisor, Facility Services  
Ms. Sadie Varela Administrative Specialist, Facility Services  
Mr. John Wordlaw, Chief Administrative Officer, Administrative Division

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**OPEN SESSION OF MEETING**

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**Call to Order, Opening Remarks, and Roll Call**

The chair called the open session of the meeting to order at 10:00 AM, roll was taken, and opening remarks were made.

**Approval of Minutes**

The advisory committee voted to approve the open session minutes of its meeting held on December 4, 2017. (*Motion: Stoelker; Second: Highberger*)

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**PUBLIC WRITTEN COMMENTS**

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No public comments were received.

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**OPEN SESSION - ACTION ITEMS (ITEMS 1-7)**

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

**Summary:** Ratify emergency facility modifications from List A.

**Action:** *Reviewed and approved 37 projects for a total of \$809,624 to be paid from Facility Modification program funds previously encumbered. (Motion: Vallarta; Second: Rockwell)*

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

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

**Action:** *Reviewed and approved 121 projects for a total of \$1,538,461 to be paid from Facility Modification program funds previously encumbered. (Motion: Rockwell; Second: Romero Soles)*

**Action Item 3 –List C – Cost Increases Over \$50K**

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

**Action:** *Reviewed and approved six facility modification projects for a total cost increase to the Facility Modification Program Budget of \$5,793,605. (Motion: Highberger; Second: Stoelker)*

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

**Summary:** Review recommended facility modifications over \$100K from List D and P3 projects.

**Action:** *Reviewed and approved six facility modification projects for a total cost to the Facility Modification Program Budget of \$2,330,762. (Motion: Stoelker; Second: Rockwell)*

**Action Item 5 –2018 Annual Agenda of the Trial Court Facility Modification Advisory Committee**

**Summary:** Draft of the advisory committee’s 2018 Annual Agenda.

**Action:** *Draft approved with minor edits for review/approval by the Judicial Council’s Executive and Planning Committee. (Motion: Vallarta; Second: Stoelker)*

**Action Item 6 – Trial Court Facility Modifications Report for Quarters 1 and 2 of FY 2017–18**

**Summary:** Draft of the report to the Judicial Council as an Information-Only item.

**Action:** *Draft approved for submission to the Judicial Council as an Information-Only item. (Motion: Highberger; Second: Romero Soles)*

**Action Item 7 – Contingency for the Deferred Maintenance Fund**

**Summary:** Consider establishing a contingency of \$750,000 for the Deferred Maintenance Fund to pay for project change orders. Revert unused funds in May 2018.

**Action:** *Approved contingency of \$750,000—from the State Court Facilities Construction Fund/ICNA—for the Deferred Maintenance Fund, to pay for Deferred Maintenance project change orders.*

*(Motion: Rockwell; Second: Vallarta)*

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**OPEN SESSION - DISCUSSION ITEMS (ITEMS 1–4)  
(NO ACTION REQUIRED)**

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**Discussion Item 1 – List E – Approved Court-Funded Facilities Requests (CFRs)**

**Summary:** Reviewed and discussed four CFR projects approved by the Facilities Services Director since the last meeting.

**Discussion Item 2 – List F – Funded Facility Modifications on Hold**

**Summary:** Reviewed and discussed projects that have previously been funded by the committee but are on hold for various reasons.

**Discussion Item 3 – Baby Diaper Changing Stations Required by Assembly Bill 1127 (Calderon)**

**Summary:** Discussed the requirement for baby diaper changing stations required by AB 1127 in public restrooms for (a) all new construction and (b) all renovations of bathrooms, in which the estimated cost of the new construction or renovation is \$10,000 or more.

**Discussion Item 4 – Court Facilities Trust Fund Status Update**

**Summary:** Received the latest update on the status of the Court Facilities Trust Fund.

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**OPEN SESSION - INFORMATION ONLY ITEMS (ITEMS 1-2)  
(NO ACTION REQUIRED)**

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**Information Item 1 – Deferred Maintenance \$45M List Progress Report**

**Summary:** Informational report on progress of \$45M Deferred Maintenance List.

**Information Item 2 – Report on Budget Reconciliation**

**Summary:** Informational report on FY 2017–18 monthly budget reconciliation and spending plan, as well as completed and canceled facility modifications during the reporting period.

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**ADJOURNMENT TO CLOSED SESSION AND ADJOURNMENT**

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There being no further open session business, the open session of the meeting was adjourned at 12:15 PM, and the advisory committee moved to the closed session of the meeting. The closed session of the meeting—which was closed to the public for discussion of security-related items (per Cal. Rules of Court, Rule 10.75(d)) and an education session that was not subject to Cal. Rules of Court, Rule 10.75—was adjourned at 4:00 PM.

Approved by the advisory body on March 9, 2018.