



# 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

July 20, 2018

10:00 AM - 4:00 PM

Judicial Council of California – Sacramento/Teleconference

**Advisory Body Members Present:** Hon. Donald Cole Byrd, Chair  
Hon. William F. Highberger, Vice-Chair  
Hon. James Stoelker  
Hon. Vanessa W. Vallarta  
Mr. Jarrod Orr  
Ms. Linda Romero Soles  
Ms. Jeanine D. Tucker

**Advisory Body Members Absent:** Hon. Brad R. Hill  
Hon. Patricia M. Lucas  
Hon. Jennifer K. Rockwell  
Ms. Nancy Eberhardt

**Others Present:** The following Judicial Council staff/others were present:  
Mr. Mike Courtney, Director, Facilities Services  
Ms. Pella McCormick, Deputy Director, Facilities Services  
Mr. Jagan Singh, Principal Manager, Facilities Services  
Mr. Jim Peterson, Principal Manager, Facilities Services  
Ms. Mimi Morris, Principal Manager, Facilities Services  
Ms. Karen Baker, Manager, Facilities Services  
Ms. Eunice Calvert-Banks, Manager, Facilities Services  
Mr. Paul Fitzgerald, Facilities Management Administrator, Facilities Services  
Mr. Craig Moen, Supervisor, Facilities Services  
Mr. Randy Swan, Supervisor, Facilities Services  
Mr. Paul Terry, Supervisor, Facilities Services  
Mr. Patrick Treanor, Supervisor, Facilities Services  
Mr. Ed Ellestad, Supervisor, Facilities Services  
Mr. Ken Levy, Attorney, Legal Services (By phone)  
Mr. Clifford Ham, Senior Project Manager, Facilities Services (by phone)  
Ms. Sadie Varela, Administrative Specialist, Facilities Services  
Ms. Kate Albertus, Facilities Analyst, Facilities Services  
Ms. Akilah Robinson, Associate Analyst, Facilities Services (by phone)

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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 May 25, 2018. (*Motion: Stoelker; Second: Tucker*)

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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 1-10)**

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**Action Item 1 – List G – Approval of FY 2018-19 FM Budget; Planned List**

**Summary:** Approval of the recommended FM budget for FY 2018-19 and the planned projects list.

**Action:** *Reviewed and approved proposed FM Budget for FY 2018-19 and the planned projects list. (Motion: Highberger; Second: Vallarta)*

**Action Item 2 – List A – Emergency Facility Modification Funding (Priority 1)**

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

**Action:** *Reviewed and approved 43 projects for a total of \$564,100 to be paid from Facility Modification program funds previously encumbered. (Motion: Highberger; Second: Stoelker)*

**Action Item 3 – List B – Facility Modifications Less than \$100K (Priority 2)**

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

**Action:** *Reviewed and approved 115 projects for a total of \$1,384,492 to be paid from Facility Modification program funds previously encumbered. (Motion: Romero-Soles; Second: Tucker)*

**Action Item 4 – List C – Cost Increases Over \$50K**

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

**Action:** *Reviewed and approved 15 projects for a total cost increase to the Facility Modifications Program budget of \$4,693,264. (Motion: Highberger; Second: Vallarta)*

**Action Item 5 – List D – Facility Modifications Over \$100K**

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

**Action:** *Reviewed and approved 7 facility modification projects for a total cost to the Facility Modification Program Budget of \$1,875,850. (Motion: Vallarta; Second: Tucker)*

**Action Item 6 – Madera Project Decision/Parking Information**

**Summary:** Update on parking throughout the state and the decision on the Madera parking garage hose bibs.

**Action:** *Reviewed and discussed the statewide parking maintenance and approved the cost (\$10,402) to install new hose bibs in the Madera parking garage (FM-0059667).*

*(Motion: Highberger; Second: Tucker)*

**Action Item 7 – Revised DMF II List Based on \$50M FY 2018-19 Budget**

**Summary:** Update and discussion on the DMF-II list for projects based on \$50M FY 2018-19 Budget.

**Action:** *Reviewed and approved the B30 Roofing, D1010 Elevators & Lifts, and D3060 Controls & Instruments projects in the FY 2018-19 DMF-II list for \$45M. Also allocated \$5M of the funds for facilities assessments per Trailer Bill SB 847 language – Section 6.10.D. TCFMAC authorized the staff to make revisions for projects to bring up exact \$45M as requested by DOF. (Motion: Stoelker; Second: Highberger)*

**Action Item 8 – Five Year Deferred Maintenance Plan**

**Summary:** Approval of the Five-Year Master Plan – Deferred Maintenance Report for Fiscal Year 2019-20.

**Action:** *Reviewed and approved the Five-Year Master Plan – Deferred Maintenance Report for FY 2019-20 for submittal to DOF. (Motion: Romero-Soles; Second: Tucker)*

**Action Item 9 – Trial Court Facility Modifications Report for Quarter 4 of FY 2017-18**

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

**Action:** *Reviewed and approved the draft report for submission to the Judicial Council as an Information-Only item. (Motion: Romero Soles; Second: Vallarta)*

**Action Item 10 – Solano HOJ Flood Protection Project Update**

**Summary:** Review communication from County and advise staff either to keep FM-0040733 active or cancel the FM and disencumber funds.

**Action:** *Reviewed and discussed the Solano HOJ flood protection project; directed staff to bring this action item in August meeting with the Agenda to include specific statement that the intent is to cancel FM-0040733 and disencumber the funds. Staff to advise County of the specific statement of intent and provide a chance to be present to the TCFMAC.*

*(Motion: Highberger; Second: Byrd)*

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**OPEN SESSION - DISCUSSION ITEMS (ITEMS 1-9)  
(NO ACTION REQUIRED)**

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**Discussion Item 1 – Facility Modification Policy Revision**

**Summary:** Reviewed and discussed proposed policy revision and provided feedback regarding proposed revisions. Staff will make revisions and bring to Committee in later meeting.

**Discussion Item 2 – Review Options Criteria for Seismic Renovation Feasibility Studies**

**Summary:** Received update on progress and schedule for the Seismic Renovation Feasibility Studies.

**Discussion Item 3 – Water Infiltration at Madera Courthouse**

**Summary:** Reviewed and discussed issue of water infiltration into Madera Courthouse basement from possible offsite underground spring; staff to perform analysis to identify the exact source of the water and best approach for resolution, and will report back to the committee.

**Discussion Item 4 – List E – Approved Court-Funded Facilities Requests (CFRs)**

**Summary:** Reviewed and discussed CFR projects approved by the Facilities Services director since the last meeting. Two CFRs were approved during this period.

**Discussion Item 5 – List F – Funded Facility Modifications on Hold**

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

**Discussion Item 6 – List H – Completed Projects in FY 2017-18**

**Summary:** Reviewed list of projects completed in FY 2017-18.

**Discussion Item 7 – List I – Cancelled Projects in FY 2017-18**

**Summary:** Reviewed list of projects cancelled in FY 2017-18.

**Discussion Item 8 – San Diego County Courthouse Projects**

**Summary:** Reviewed and discussed San Diego County Courthouse projects and timeline.

**Discussion Item 9 – October Travel Meeting Plans**

**Summary:** Discussed two options for the October meeting location. Committee selected the second option presented by staff, which included a trip to Southern California or Monterey county.

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

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**Information Item 1 – Deferred Maintenance Fund I (DMF-I) Project Update**

**Summary:** Received status update on the DMF-I projects.

**Information Item 2 – Architectural Revolving Fund (ARF) Projects Update**

**Summary:** Received an update on the status of facility modification projects in the ARF.

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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 3:08 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))—was adjourned at 3:50 PM.

Approved by the advisory body on August 27, 2018.