



# 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 28, 2019  
10:00 AM - 4:00 PM

Judicial Council of California – Sacramento/Teleconference

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**Advisory Body Members Present:** Hon. Donald Cole Byrd, Chair  
Hon. William F. Highberger, Vice-Chair  
Hon. Jennifer K. Rockwell  
Hon. Vanessa W. Vallarta  
Mr. W Samuel Hamrick Jr  
Ms. Linda Romero Soles  
Mr. Darrel E. Parker  
Mr. Jarrod Orr

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

**Staff Present:** The following Judicial Council staff were present:

- Mr. John Wordlaw, Chief Administrative Officer, Judicial Council
- 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. Maria Atayde-Scholz, Manager, Facilities Services
- Mr. Andre Navarro, Manager, Facilities Services
- Ms. Karen Baker, Manager, Facilities Services
- Mr. Paul Terry, Supervisor, Facilities Services (Phone)
- Ms. Peggy Symons, Manager, Facilities Services
- Ms. Nanci Connelly, Supervisor, Facilities Services
- Mr. Paul Fitzgerald, Supervisor, Facilities Services
- Ms. Donna Jorgensen, Supervisor, Facilities Services
- Mr. Glenn Mantoani, Supervisor, Facilities Services
- Mr. Patrick Treanor, Supervisor, Facilities Services
- Mr. Ed Ellestad, Supervisor, Facilities Services
- Mr. Charles Martel, Supervising Attorney, Legal Services
- Mr. Robert Stetson, Facilities Management Administrator, Facilities Services (phone)
- Mr. Steve Shelley, Facilities Management Administrator, Facilities Services (phone)
- Mr. Zenen Quintero, Facilities Management Administrator, Facilities Services
- Ms. Alice Sung, Supervisor, Facilities Services
- Ms. Jennifer Merrill, Facilities Specialist, Facilities Services
- Ms. Akilah Robinson, Associate Analyst, Facilities (phone)
- Ms. Kate Albertus, Facilities Analyst, Facilities Services
- Mr. Chris Magnusson, Supervisor, Facilities Services (phone)
- Ms. Sadie Varela, Administrative Specialist, Facilities Services

**Others Present:** Mr. Jake Chatters, Court Executive Officer, Placer County (phone)

## OPEN SESSION OF MEETING

### 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 3, 2018. (*Motion: Vallarta; 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 1-11)

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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 51 projects for a total of \$1,655,511 to be paid from Facility Modification program funds previously encumbered. (Motion: Rockwell; Second: Vallarta)*

### 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 123 projects for a total of \$1,008,779 to be paid from Facility Modification program funds previously encumbered. Line number 81 (FM-0063375) was deferred by the committee until the next TCFMAC meeting scheduled March 8, 2019. (Motion: Vallarta; Second: Highberger)*

### 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 2 projects for a total cost increase to the Facility Modifications Program budget of \$490,455. (Motion: Highberger; Second: Romero-Soles)*

### 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 10 facility modification projects for a total cost to the Facility Modification Program Budget of \$6,257,584—of which \$5M will be funded from DMF-II funds and the balance from FM funds—as previously authorized by the committee in December 2018. (Motion: Highberger; Second: Rockwell)*

### Action Item 5 – Facility Modification Policy

**Summary:** Facility Modification Policy that will be presented to the Executive & Planning Committee and submitted to the Judicial Council.

**Action:** *Reviewed and approved the FM Policy for submission to Judicial Council.*  
(Motion: Highberger; Second: Parker)

#### **Action Item 6 – Water Conservation Projects Review**

**Summary:** Review of already approved water conservation projects with cost increases and get TCFMAC direction on the project.

**Action:** *The Committee approved staff's recommendation to cancel these 10 projects.* (Motion: Rockwell; Second: Highberger)

#### **Action Item 7 – Funding Responsibilities between Judicial Council and Superior Courts**

**Summary:** Review the document and authorize staff to submit document for public comment and Court feedback.

**Action:** *This action item was deferred to the next TCFMAC meeting scheduled March 8, 2019. Staff to incorporate guidelines to the new document.*

#### **Action Item 8 – 2019 TCFMAC Meeting Calendar**

**Summary:** Meetings for the next calendar year.

**Action:** *Reviewed and approved 2019 TCFMAC meeting calendar with revised dates for April, May, and June.* (Motion: Highberger; Second: Rockwell)

#### **Action Item 9 – Q1/Q2 Trial Court Facility Modification Reports for Fiscal Year 2018-19**

**Summary:** Draft of Quarter 1 & Quarter 2 reports to the Judicial Council as an Information-Only items.

**Action:** *Reviewed and approved both Quarter 1 and Quarter 2 reports – with exception to recommended formatting edits – for submission to the Judicial Council as Information-Only items.* (Motion: Highberger; Second: Rockwell)

#### **Action Item 10 – TCFMAC 2019 Annual Agenda**

**Summary:** Review draft of the 2019 Annual Agenda for TCFMAC to submit to E&P.

**Action:** *Reviewed and approved draft of the 2019 Annual Agenda for TCFMAC with the addition of Budget Change Proposals as a new item.*  
(Motion: Rockwell; Second: Orr)

#### **Action Item 11 – Budget Update and Review of FY 2020-21 Budget Change Proposals**

**Summary:** Budget update and review of the FY 2020-21 Budget Change Proposals.

**Action:** *Reviewed and approved the FY 2020-21 Budget Change Proposals.*  
(Motion: Highberger; Second: Romero-Soles)

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**OPEN SESSION - DISCUSSION ITEMS (ITEMS 1-3)**  
**(NO ACTION REQUIRED)**

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**Discussion Item 1 – Reallocation of Funds for Facility Condition Assessments**

**Summary:** Update the TCFMAC on the timeline for the DMF \$5 million funds.

**Discussion Item 2 – List E – List E – Approved Court-Funded Requests (CFRs)**

**Summary:** Review and discuss CFR projects approved by the Facilities Services Deputy Director since the last meeting. Twelve CFRs were approved during this period.

**Discussion Item 3 – List F – Funded Facility Modifications on Hold**

**Summary:** Standard list of previously funded FMs on hold.

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**OPEN SESSION – INFORMATION-ONLY ITEMS (ITEMS 1-5)**  
**(NO ACTION REQUIRED)**

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**Information Item 1 – DMF-I Project List Update**

**Summary:** Update on the DMF-I projects.

**Information Item 2 – DMF-II Project List Update**

**Summary:** Update on the DMF-II projects.

**Information Item 3 – Architectural Revolving Fund Projects Update**

**Summary:** ARF projects update.

**Information Item 4 – Placer County Department 20 Presentation**

**Summary:** Adding of new courtroom from TCFMAC funding.

**Information Item 5 – Facility Modification Budget Reconciliation Report**

**Summary:** FM Budget Reconciliation Projects Update.

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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 2:27 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 3:55 PM.

Approved by the advisory body on March 8, 2019.