



JUDICIAL COUNCIL OF CALIFORNIA

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TRIAL COURT FACILITY MODIFICATION
ADVISORY COMMITTEE

TRIAL COURT FACILITY MODIFICATION ADVISORY COMMITTEE

MINUTES OF OPEN SESSION OF MEETING

May 15, 2020
9:30 AM - 12:00 PM

Judicial Council of California – Teleconference

**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.
Mr. Shawn C. Landry
Mr. Jarrod Orr
Mr. Darrel E. Parker

**Advisory Body
Members Absent:**

Hon. Brad R. Hill
Hon. Patricia M. Lucas
Hon. Garry G. Haehnle

Staff Present:

The following Judicial Council staff 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. Maria Atayde-Scholz, Manager, Facilities Services
Ms. Peggy Symons, Manager, Facilities Services
Mr. Andre Navarro, Manager, Facilities Services
Mr. Jack Collins, Manager, Facilities Services
Ms. Karen Baker, 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. Steve Shelly, Supervisor, Facilities Services
Mr. Randy Swan, Supervisor, Facilities Services
Mr. Paul Terry, Supervisor, Facilities Services
Mr. Patrick Treanor, Supervisor, Facilities Services
Mr. Yassen Roussev, Supervisor, Facilities Services
Mr. Ed Ellestad, Supervisor, Facilities Service
Mr. Charley Martel, Supervising Attorney, Legal Services
Ms. Kristin Kerr, Attorney, Legal Services
Ms. Kate Albertus, Facilities Analyst, Facilities Services
Ms. Akilah Robinson, Associate Analyst, Facilities Services
Ms. Sadie Varela, Administrative Specialist, Facilities Services

Others Present:

OPEN SESSION OF MEETING

Call to Order, Opening Remarks, and Roll Call

The chair called the open session of the meeting to order at 9:30 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 April 13, 2020 and its Out-of-Cycle meeting held on April 17, 2020. *(Motion: Orr; Second: Hamrick)*

PUBLIC WRITTEN COMMENTS

No public comments were received.

OPEN SESSION - ACTION ITEMS (ITEMS 1-8)

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

The committee approved 109 projects for a total of \$4,337,373 to be paid from Facility Modification program funds previously encumbered for Priority 1 projects, contingent upon the approval of action item 3. *(Motion: Rockwell; Second: Parker)*

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

The committee approved 72 projects for a total of \$853,699 to be paid from Facility Modification program funds previously encumbered for Priority 2 projects Less than \$100K. *(Motion: Vallarta; Second: Parker)*

Action Item 3 – Reallocation of Funds

The committee approved the following reallocation of Facility Modification (FM) funds, and requested that staff include an item on the July meeting agenda for a proposal to use fiscal year 2020-21 planning funds for a study to address plumbing issues responsible for costly priority 1 emergency repairs:

- 1) \$577,500 from Statewide Planning budget category to Priority 1 FMs
- 2) \$599,100 from DMF Contingency budget category to Priority 1 FMs
- 3) \$500,000 from Unplanned FMs Over \$100K budget category to FMs Less than \$100K
- 4) \$2,750,000 from Unplanned FMs Over \$100K budget category to Priority 1 FMs

(Motion: Rockwell; Second: Highberger)

Action Item 4 – Pre-Approval of List G Planned Facility Modification Projects Over \$100K for FY 2020-21

The committee approved List G Planned Facility Modification projects over \$100K recommended for FY 2020-21, subject to enactment of the FY 20-21 State Budget.

(Motion: Rockwell; Second: Hamrick)

Action Item 5 – Tracking and Biannual Reporting of Facility Modifications Less than \$2K under the new Service Provider Contracts

The committee approved the tracking and biannual reporting of Facility Modifications less than \$2K under the new service provider contracts.

(Motion: Vallarta; Second: Landry)

Action Item 6 – October Travel Plans

The committee approved proposed travel plans for a 2-day meeting scheduled for October 29-30, 2020, including tours of Fresno, Madera and Merced county courthouses on Day 1 and the committee meeting on Day 2 at the Judicial Council offices in Sacramento.

(Motion: Highberger; Second: Rockwell)

Action Item 7 – Q3 Trial Court Facility Modification Report for Fiscal Year 2019-20

The committee approved the draft Fiscal Year 2019-20 TCFMAC quarterly report for Q3, to be submitted to the Judicial Council as an Information-Only item.

(Motion: Vallarta; Second: Parker)

Action Item 8 – Preparing Trial Courts for Social Distancing

The committee conditionally approved the expenditure of up to \$5,000,000 in Maintenance Budget funds to implement social distancing measures in trial court facilities based on an allocation formula to be proposed to the committee at a later meeting; and approved staff development of a Social Distancing Best Practices Guide for trial courts. The committee requested a follow-up meeting to review and approve:

1. An allocation formula for expenditure of the \$5 million;
2. The timing of the distributions; and
3. Confirmation that all 58 counties can participate in the effort to support social distancing best practices.

(Motion: Highberger; Second: Rockwell)

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

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

The committee reviewed CFR projects approved by the Facilities Services Deputy Director since the last meeting. 1 CFR was approved, and 8 CFRs were cancelled during this period.

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

The committee reviewed the standard list of previously funded FMs on hold.

Discussion Item 3 – Electric Vehicle Infrastructure Grant Program

Staff provided answers to questions the committee raised at the April 13, 2020 meeting regarding the Electric Vehicle Infrastructure Grant Program.

Discussion Item 4 – Director’s Update

The director of Facilities Services provided updates on the State Fire Marshal, the State Budget, Current Facilities Emergency Tele-Work, and Service Provider procurement status.

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

The following Information Only items were provided for the committee’s review:

Information Item 1 – DMF-I Project List Update

Information Item 2 – DMF-II Project List Update

Information Item 3 – DMF-III Project List Update

Information Item 4 – Architectural Revolving Fund Projects Update

Information Item 5 – Facility Modification Budget Reconciliation Report

ADJOURNMENT TO CLOSED SESSION AND ADJOURNMENT

There being no further open session business, the open session of the meeting was adjourned at 12:28 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 12:40 PM.

Approved by the advisory body on July 20, 2020.