

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
December 12, 2025**

PRESENT

John Boyd, Esq., President
Hon. Kira Klatchko, Vice President
Hon. Harold Hopp
Hon. Cheryl Murphy
Hon. Magdalena Cohen
Hon. Johnnetta Anderson
Yoginee Braslaw, Esq.
Victoria Williamson, Secretary

GUESTS

Bradley Neufeld

I. CALL TO ORDER

A quorum being present, the regularly scheduled meeting of the Riverside County Board of Law Library Trustees was called to order at 12:13 p.m. by President John Boyd.

II. PUBLIC COMMENT

No members of the public present.

III. REGULAR SESSION

A. Acceptance of the Agenda of December 12, 2025 Regular Meeting

It was moved by Yoginee Braslaw, seconded by Judge Cohen, affirmatively voted upon unanimously, and motion carried.

B. Approval of the Minutes of October 10, 2025 Regular Meeting

It was moved by Yoginee Braslaw, seconded by Judge Cohen, affirmatively voted upon unanimously, and motion carried.

C. Airducts Repair Project Update

Marty provided a brief overview of the project: it is not complete makeover. The project that was completed was HVAC replacement and it did not affect the roof. There was leakage and tenants are not happy with the control system. An investigation was done to find out and it is the existing ducts that are leaking and not getting airflow. This is correcting the leaking ducts and new HVAC split unit that is directly below the boardroom, no duct work, the door is shot, it is getting its own HVAC. Part of repairing the duct is going through the ceiling to do the repairs and patch them.

The proposal is a multi-prime contract, directly contracting with TCC with subcontractors under TCC. The cost of work is based on the bid-on drawings submitted to the City. The proposal includes \$1.9 million direct reimbursements and total cost is \$2.25 million. The tenants want the work done after hours, the subcontractor labor cost generally is time and a half, a 50% increase; labor and materials cost is 50-50 split.

The construction schedule include 5 weather days. TCC recommends that the owner carry 7.5% contingency cost to cover gaps in Subcontractor's scopes of work and this can't be used without the Board's permission. It also recommends that the owner get an insurance rider. A copy of the insurance rider was provided to TCC. Design fees for IMEG is needed, TCC will send the cost proposal estimated at \$65K.

This is not a 100% abatement of all hazardous materials, not much abatement on the 2nd and 3rd floors, only on the areas that will be affected, the rest will remain undisturbed. Asbestos abatement will be done by A-Tech. When an abatement is done a 10-day notice to AQMD is required.

There is one Foreman onsite to make sure it is locked. Work on the building exterior, 1st floor and mezzanine will be done 5am to 6pm Monday thru Friday, and Saturdays on as-needed only; on the 2nd & 3rd floors work will be done after hours, no Saturdays or Sundays. TCC will remind tenants to declutter their workspace as much as possible and to remove personal effects. TCC will clean up the space at the end of each shift. When a ceiling is taken out, it will remain open with "under construction" sign. Ryan will coordinate with Tony on the logistics and some tenants may be able to relocate to remote worksite.

No porta potty included, will use the building's restroom. Units will include space heaters, code requires air-conditioning. The work is being done before summer begins.

Electricity bill will be affected but nothing that needs substantial electricity, the building has adequate system. This is a warranty project which excludes it from prevailing wage requirements.

New split HVAC unit will require work above the ceiling. Large portions of the ceiling on the mezzanine will be taken down. They will check to make sure the leaks were repaired. Removed ceiling tiles will be replaced with new ones. They swap this system with a system that the County is familiar with.

Work schedule is to start on January 16 with end date of June 2 as substantial completion and June 30 as full completion. County will be fully trained to take over the system. Work will start on the 1st floor which is minimal which limited to one office. In the mezzanine, large portions of the ceiling will be taken out including in the staff lounge. Once the work is completed, the conference room will get airflow.

The 2nd floor is mostly impacted by large amount of airducts leaking. 12k airflow leakage in the hallways and none in the offices. There are several fire dampers that have to do with return airflow. Part of the process is to do a test balance before and after the work is done. Third floor, the return air pathways is mainly the issue. Staff lounge is one of the main problems, test positive for hazardous materials.

TCC is in contract and will generate this amendment and send to John for signature. Special board meeting will be scheduled for Tuesday, December 16 to get board approval.

D. Palm Springs Grand Opening Event

Deferred to next board meeting.

E. RivCo Facilities Maintenance Service Cost Increase

Deferred to next board meeting.

F. SB 707 Open Meetings: meeting & teleconference requirements

Deferred to next board meeting.

G. Director's Report

A written report including a list of library programs, staff activities, library usage, collection, database usage statistics, and social media engagement for October & November with attached copy of the October Patron Incidents Report (no incidents in November) was provided to the Board.

H. Law Library Building Historical Landmark Designation

Deferred to next board meeting.

I. Approval of Updated Personnel Manual

A motion to approve the updated Personnel Manual as submitted by Counsel was made by Yoginee Braslaw, seconded by Judge Klatchko, affirmatively voted upon unanimously, and motion carried.

J. Acceptance of the Financial Report as of November 2025.

It was moved by Judge Klatchko, seconded by Yoginee Braslaw, affirmatively voted upon unanimously, and motion carried.

IV. CLOSED SESSION

At 1:13 p.m. President Boyd announced that the meeting will go into closed session.


A. Conference with Labor Negotiator – pursuant to Cal. Govt. Code §54954.r (f) (Negotiator: Bradley Neufeld; Parties: Riverside County Law Library and SEIU Local 721).

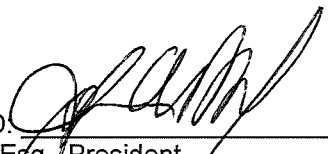
B. Public Employee Performance Evaluation – Director, pursuant to California Government Code §54957(b)(1).

C. Reconvene Open – Announcement of action taken in closed session, if necessary.
At 1:21 p.m. President Boyd reconvened the meeting to open session and reported that the Board assigned Judge Hopp, Judge Murphy and President Boyd to do the Director’s performance evaluation.

V. ADJOURNMENT / NEXT MEETING

There being no further business to come before the Board, the meeting was adjourned at 1:27 p.m. Next regular meeting is scheduled for February 13, 2025, at 12:15 pm.

MINUTES: 
Victoria Williamson, Recording Secretary
Riverside County Board of Law Library Trustees

APPROVED: 
John Boyd, Esq., President
Riverside County Board of Law Library Trustees