

# AGENDA

## *BOARD OF LAW LIBRARY TRUSTEES of the LOS ANGELES COUNTY LAW LIBRARY*

### SPECIAL BOARD MEETING

*Wednesday, May 25, 2022*

*12:15 PM*


*MILDRED L. LILLIE BUILDING*

*TRAINING CENTER*

*301 WEST FIRST STREET*

*LOS ANGELES, CA 90012-3140*

*I, Hon. Mark A. Juhas, President, do hereby call a special meeting of the Board of Trustees of the Los Angeles County Law Library to be held at the time and place listed above to discuss the matters identified on this agenda.*

  
*Hon. Mark A. Juhas, President*

### ACCOMMODATIONS

A person with a disability may contact the Board Secretary's office at (213) 785-2511 at least 24 hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

### AGENDA DESCRIPTIONS

The agenda descriptions are intended to give notice to members of the public of a brief general description of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Board may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action. The President reserves the right to discuss the items listed on the agenda in any order.

### REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

A member of the public has the right to address the Board on agenda items only. All requests to address the Board must be submitted in person to the Board President prior to the start of the meeting. Public comments will be taken at the beginning of the meeting as Agenda Item 1.0. Members of the public will be called upon at that time. A member of the public will be allowed to address the Board for a total of three (3) minutes for a single item or a maximum of five (5) minutes for all items unless the President grants more or less time based on the number of people requesting to speak and the business of the Board. When members of the public address the Board on agenda items, the President determines the order in which speakers will be called. Persons addressing the Board shall not make impertinent, slanderous or profane remarks to the Board, any member of the Board, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Board Meeting. The President may order the removal (by muting or disconnection of the telephone line) of any person who disrupts or disturbs the orderly conduct of the Board Meeting.

### AGENDA MATERIALS

Unless otherwise exempt from disclosure, all materials relating to items on the agenda distributed to all, or a majority of the members of the Board less than 72 hours prior to the meeting shall be made available for public inspection at the time the writing is distributed in the Executive Office of the Law Library.



**CALL TO ORDER**

**0.0     RESOLUTION FOR REMOTE MEETINGS**

**1.0     PUBLIC COMMENT**

**2.0     PRESIDENT'S REPORT**

**3.0     DISCUSSION ITEMS**

- 3.1     Confirmation of Continuing Need to Undertake Emergency Replacement  
and Repair of Sump Pumps in Lower Parking Garage

**4.0     AGENDA BUILDING**

Items not on the posted agenda may be presented by a Trustee and, if  
requested, may be referred to staff or placed on the agenda for consideration at  
a future meeting of the Board.

**5.0     EXECUTIVE DIRECTOR REPORT**

**6.0     ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for  
Wednesday, June 22, 2022.

POSTED TUESDAY, MAY 24, 2022 @ 12:00 P.M.

POSTED BY ANN MARIE GAMEZ



# AGENDA ITEM 3

## DISCUSSION ITEM

- 3.1 Confirmation of Continuing Need to Undertake Emergency Replacement and Repair of Sump Pumps in Lower Level Parking Garage



## MEMORANDUM

**DATE:** May 25, 2022

**TO:** Board of Law Library Trustees

**FROM:** Sandra Levin, Executive Director  
Jaye Steinbrick, Senior Director

**RE:** Confirmation of Continuing Need to Undertake Emergency Replacement and Repair of Sump Pumps in Lower Level Parking Garage

### INTRODUCTION

The Board is asked to confirm (by a four-fifths vote) that there is an ongoing need to complete the emergency replacement and repair of the sump pumps as determined at the February 23, 2022 meeting.

### BACKGROUND

As you are aware, shortly before the February meeting, the Law Library discovered that two sump pumps in the lower level of the parking structure had failed, creating a substantial risk of significant flooding damage and an urgent need for repair. Accordingly, the Executive Director made the determination, and on February 23 the Board confirmed by a unanimous vote, that an emergency existed that required the replacement and repair of the pumps without formal competitive bidding.

We had hoped the project would be complete by now, but there are two complications. First, in their initial work, the plumbing contractor discovered that the wiring for additional pumps in the parking structure – there are a total of six – had been done incorrectly and that two other pumps were also inoperable. The result is that all six pumps needed to be replaced and rewired with new controllers. The good news is that the defects were discovered prior to any damage or alarms and we will have a fully functional pump system once the work is done; the bad news is that the cost of the project has increased to \$40,542 and the time to complete the project is longer.

Second, supply chain issues have delayed the completion of the work. The initial two pumps and controllers were received and installed last week, with only a few weeks' delay. However, the remaining pumps (although ordered immediately upon discovery of the problem) were significantly delayed. The original shipment date was March 15, but has now been extended until the end of May. This is a much longer delivery time than usual as a result of pandemic-related delays.

The delay does pose a risk, but in the current environment there are no viable means to expedite delivery. In the meantime, we will take what steps we can to monitor and to



mitigate the risk until new pumps can be installed. We continue to recommend that the Library take the fastest route to completion of a fully effective pump system to protect the Law Library and its contents.

We anticipate the work will be completed prior to the June Board Meeting. Accordingly, this will be brought back to you for consideration again at the May meeting.

**RECOMMENDATION**

Staff recommends that the Board reconfirm by a four-fifths vote its prior determination that: 1) an emergency exists that requires the immediate expenditure of public money to safeguard life, health, or property; and 2) there is a need to continue the replacement and repair of the sump pumps.

