
Idaho State Capitol Commission

Official Minutes

August 6, 2018

A meeting of the Idaho State Capitol Commission was held on this date in Room WW17, Capitol Building, Boise, Idaho. Chairman Erstad called the meeting to order at 1:00 p.m.

Attendees

Members Present:

Andy Erstad, Chairman

Robert Geddes, Director, Department of Administration, and Secretary/Ex-Officio Member

Eric Milstead, Director, Legislative Services Office (LSO) and Ex-Officio Member

Janet Gallimore, Executive Director, State Historical Society (ISHS) and Ex-Officio Member
(joined the meeting at about 1:30 p.m.)

Marilyn Whitney, Deputy Chief of Staff, Office of the Governor

Senator Chuck Winder (via teleconference)

Representative Neil Anderson (via teleconference)

Mary Symms-Pollot (via teleconference until 1:25 pm)

Absent and Excused:

Nancy Sue Wallace

Others/Staff Present:

Keith Reynolds, Deputy Director and CFO, Department of Administration

Jan Frew, Administrator, Division of Public Works (DPW)

Barry Miller, Deputy Administrator, DPW

Kelly Berard, Construction Manager, DPW

Tony Eldeen, Analyst, Division of Financial Management

Michelle O'Brien, Special Projects Coordinator, LSO

Terri Kondeff, Chief Operations Officer, LSO

Michelle Wallace, Capitol Curator, ISHS

Sarah Phillips, Curatorial Registrar, ISHS

Chris Anton, Manager of Investments, Endowment Fund Investment Board (EFIB)

Michelle Watts, Fiscal Officer, EFIB

Mark Brisson, Deputy Treasurer, State Treasurer's Office
Trooper Joe Lewis, Idaho State Police
Brian Wallace, Boise State University
Diane Blume, Program Specialist, Department of Administration

Introduction of New Member

Chairman Erstad welcomed Marilyn Whitney to the Commission. Commissioner Whitney, appointed by the Governor, replaces Lieutenant Governor Brad Little.

Approval of Minutes

MOTION: Commissioner Symms-Pollot moved and it was seconded by Commissioner Geddes that the minutes of the February 9, 2018 Idaho State Capitol Commission meeting be approved as written. The motion passed.

Financial Report

Endowment Fund Analysis

Mr. Reynolds provided an Endowment Fund Analysis as of 6/30/18, and he pointed out that FY18 began with a balance of \$34,397,092. Added to that amount was \$209,592 in lands revenue which is timber harvest from the 7,000 acres of endowment land. License plate revenue was \$80,520 and investment earnings for the year was \$3,391,027 (9.8% return) bringing total available funds to \$38,078,231.

Expenditures were to the Department of Lands of \$157,936 for managing the timber grounds and \$154,098 for EFIB fees. Additionally, \$396,000 was transferred from the fund for operations (\$200,000) and roof replacement of domes over the House and Senate chambers (\$196,000). Total uses were \$708,034 for an ending balance of \$37,370,197, which is also the beginning balance for FY19. At this time, he said, the fund is growing.

The *Reserve Fund* balance is accounted for separately but is invested in the same manner. The balance shows what is available for transfer for appropriated use, and in FY18 it was \$6,227,066.

Appropriated Funds – Cash Flow Statements

For the *Operating Fund*, he continued, FY18 began with \$223,823 in cash. Receipts and interest were \$10,388 and transfer from the reserve made cash available at \$434,210. From that amount was \$253,584 in appropriated expenditures and a \$122,200 transfer to the State

Historical Society to fund the curator program. The *Operating Fund* ending balance was \$58,426.

The *Maintenance Reserve Fund* is used for large renovation projects, he continued. The year began with \$11,777 and earned \$1,332 of interest. Transferred in from the EFIB was \$396,000 making total cash available of \$409,109. He reminded the members that the capitol domes reroof project was completed for \$181,698 out of this fund, and \$200,000 was transferred to the *Operating Fund* leaving a balance of \$27,411. At this time there are no projects anticipated out of this fund for FY19 and FY20.

Appropriated Expenditures

For FY18, \$8,000 was expended for administrative support and \$3,831 to print the capitol brochures. Travel costs for members was \$1,074 and project costs of \$129,095 made total expenditures \$142,000. There was a reappropriation of an additional \$142,000 of which \$111,584 was also expended on projects.

Only one expenditure, \$181,698 for the capitol domes reroof, was made from the *Capitol Maintenance Reserve Fund* budget of \$2,200,000. Therefore, total appropriation expenditures in FY18 was \$435,282.

A maintenance budget is proposed for FY20, he continued, including \$142,000 for the *Operating Fund*. The *Capitol Maintenance Reserve Fund* budget is \$2.2 million and serves as an emergency contingency.

MOTION: Commissioner Milstead moved and it was seconded by Commissioner Symms-Pollot that the commission approve the FY20 budget of \$2,342,000 as presented. The motion passed unanimously.

Project Expenditure Report

The *Project Expenditure Report* outlines the \$240,679 in total projects for FY18 from the *Operating Fund* and \$181,698 from the *Maintenance Fund*. He pointed out that three projects--Lighting Control System, Expansion Joints in Garden Level, and Fire Alarm Upgrades--were paid out of the FY18 appropriation, although the work has not been completed.

Capitol Commission
Project Expenditure Report
 June 30, 2018

	FY 2017 Expenditures	FY 2018 Expenditures (YTD)
<i>Project Expenditures - Operating Fund</i>		
Projects Approved by the Commission:		
Jefferson Steps Analysis	20,312	24,259
Window Glazing Analysis	-	8,043
Repair of WW 17 Conference Table	-	9,098
Lighting Control System	-	75,000
Expansion Joints - Garden Level	-	10,000
Fire Alarm Upgrades	-	60,000
DPW Discretionary Projects - \$100K limit:		
Review of Lighting System	5,500	-
Directory Repair	585	-
Bird Netting	24,163	-
Jefferson Steps Caulking	-	22,812
Garden Level Camera	-	3,044
Glass Light Globes	-	519
LED Flood Lights	-	1,090
Garden Level Door Repairs	-	7,990
Window Laminate Repairs	-	3,678
Transformer Replacement	-	12,392
Sky light / leak Caulking	-	2,306
ADA Compliance	-	447
Total DPW Discretionary	30,248	54,279
Total Approved Operating Fund Projects	50,560	240,679
 <i>Project Expenditures - Maintenance Fund</i>		
Capitol ADA Compliance	258,034	-
House Modifications East Wing	47,300	-
Chamber Dome Repair	-	181,698
	305,334	181,698

Idaho Endowment Fund Update

Chris Anton, Manager of the EFIB, noted that investments experienced a solid year at 9.9%, total equity at \$13.9%, and US equities were up 17.3% due to the strong economy. The Endowment Fund's real estate portfolio was up 5.6% and total fixed income was even at 0%.

From the day-to-day study of all public funds, the Endowment Fund was ranked 12th out of about 800 covered funds for FY18. Through close of the market yesterday, he said, the Fund was up 2.2% for the new fiscal year.

Design and Construction Committee

Project Updates

Glazing Issue

Mr. Miller reported the delaminated wire glass issue has been turned over to the Attorney General's Office and a formal complaint has been filed in the court system. Consequently, the parties have agreed to mediate, and the contractor and supplier have begun discussions.

Ms. Frew added there have been 66 panes of glass identified as delaminated, but the hope is that all wire glazing installed during the capitol restoration is replaced.

Expansion Cracks

Expansion cracks have occurred in the drywall below skylights in both wings, Mr. Miller explained. JP Construction has been engaged to repair the cracks; however, because of the construction boom, staff has determined to delay repairs until workmen with proper expertise are available to do the work.

Exterior Wall Wash Lighting

In the process of replacing failed lights, he continued, it was discovered that the new LED technology is not compatible with the existing lighting control system. Needed replacement lights are no longer manufactured. The control system has also exhibited problems such as randomly shutting off lights in areas of the capitol. Power Plus has been hired to go through the entire building to identify all components that need to be upgraded to the latest technology. An appropriation of \$75,000 was made for the work but costs should be less, he said. Plans are to maximize total available dollars by upgrading some of the lighting elements connected to the system.

Fire Alarm System

Musgrove Engineers is designing a replacement of the fire alarm system. Plans are to put this work out to bid yet this year; however, with the construction industry as busy as it is, there may not be available fire alarm contractors. Consequently, work may be postponed until after the upcoming legislative session, he said.

Dedication Plaques

No progress has been made on replacement of these plaques, he reported.

Anchoring of Door Jambs

Door jams have been anchored for all hearing rooms. In addition, doors leading into the pedestrian tunnel were replaced with ones with vision panels after a collision occurred between two individuals. As needs are identified, he explained, doors in other areas of the building will be re-anchored as well.

Roof Fall Protection

This work is being designed by Hutchison Smith Architects to prevent workers from falling off the roof. The scope is currently being considered as well as the estimated cost.

Senate Chamber Monitors

The Senate requested wall-mounted monitors be installed on each side of the Senate, he explained. This was completed last month and funded by the Senate.

Jefferson Street Stairs

Last year, treads on the Jefferson Street stairs were repaired and all joints resealed to prevent water intrusion. The plaster ceiling of the portico under the stairs had experienced a lot of water damage prior to the repairs. Since, a flood test verified the stairs no longer leak; consequently, repairs will commence on the plaster roof. A quote has been received for \$17,000. Staff is seeking approval of no more than \$20,000, he explained, in case something is identified under the plaster that needs to be repaired.

Chairman Erstad commented on the current construction climate and the fact that because of the amount of work, bids are high, and expertise is sometimes not available. He said the Design and Construction Committee supports DPW's approach to wait on some projects until the proper expertise can be retained.

MOTION: Commissioner Gallimore moved and it was seconded by Commissioner Anderson that the commission approve a budget of not more than \$20,000 for the Jefferson Street Stairs repair. The motion passed unanimously.

Exterior Over-Run Areas for Elevators

At the east and west ends of the building there are concrete boxes that look like planters, but they are elevator over-runs, he pointed out. Both have experienced water intrusion through the sandstone which has caused lime to leach-out, creating white chalky areas. Plans are to clean up the sandstone and reroof the over-run boxes with waterproof materials. Costs are expected to be under \$10,000 which will fall within the Administrator's approval level. He remarked that there is also evidence of leaking in the porticos of the east and west stairs, and staff is trying to identify where the leakage is occurring.

New Items

Installation of Security Bollards in Front of Capitol

The installation of bollards was suggested by the Legislative Council to protect groups of people in front of the capitol from vehicles that might veer off the road. In lieu of bollards, Mr. Miller explained, the Design and Construction Committee discussed possible use of decorative planters that were once used for the same purpose after 911.

Commissioner Milstead reported that the Bureau of Homeland Security recently conducted a security tour through the capitol and will produce a report within 6 to 8 weeks. It may make sense for commissioners to review that report before a decision is made on bollards or planters, he said. Senator Winder remarked that the commission must consider what

would be easier to move when setting up the Christmas tree or inaugural stages, for example.

Ms. Frew remarked it would make a difference if Homeland Security is concerned about a vehicle driving up close to the building with a bomb, or if the Legislative Council is concerned about a vehicle driving into a crowd below the front steps. Whenever there is a large gathering, Jefferson Street is closed to traffic in front of the capitol. Chairman Erstad suggested the project be held until an objective for this security measure is clearly defined. Senator Winder agreed that the issue may need to be considered on a broader basis noting that bigger gatherings stretch into Stuenenberg Park.

Installation of Gallery Railings for Safety

The Legislative Council also brought up gallery railings, Mr. Miller explained, and the Division of Building Safety also regularly notes this safety concern in its annual safety reviews. The building code stipulates that because the railing is adjacent to a walkway, it must be 42 inches high. The existing railing is 41 inches. At the first step of the seats, there should be another railing that could be 24 inches high; however, there is not enough space available for a second railing. Also identified in the safety review is that stairs leading through the seating area do not have proper handrails. Because the galleries were not altered during restoration, and because they are historic, it was not required that these safety concerns be addressed.

An option was explored during the restoration project, Ms. Frew explained. It was proposed that a glass panel on top of the railing be installed which would require a post be anchored onto the railing. It was discovered, however, that the railing is hollow. Posts were considered on the front side of the railing but there was nothing substantial to attach them to. Anchoring is also not feasible on the inside of the railing because the walkway is very narrow. Another option discussed was to install a glass or Plexiglas panel at the end of the stairway, the most vulnerable spot. This would cause an infringement to the walkway at the base of the stairs, however.

Commissioner Whitney inquired about replacing the railing and Ms. Frew responded that this would probably be the best way to address the problem, but it would be very expensive. Commissioner Winder reiterated that something should be put in place at the base of the stairs while a long-term solution is considered. Commissioner Gallimore expressed her desire that the commission error on the historical value of the building. She cautioned that the structural and historical integrity of the building be maintained, since this was the commission's charge during the restoration project. Ms. Frew offered to go back and look at other options that have been considered and report back to the commission.

Proposed House of Representatives Statehouse Offices

Commissioner Milstead explained Speaker Bedke is interested in expanding space for House members from garden level cubicles to first floor offices. The specific areas of interest, he said, are spaces occupied by the State Treasurer and the Legislative Auditor's

Office. He anticipates the move shortly after the upcoming legislative session. Discussions are ongoing, he added.

15-Year Look Ahead Schedule

Mr. Miller distributed a document illustrating anticipated projects up through FY33. Slated for FY20, he said, is a reroof at the Urn Level for \$120,000, drape cleaning throughout the capitol for \$15,000, and mechanical upgrades for \$50,000.

Public Outreach / Art, History & Culture Committee

Idaho Day Summary

Committee Chair, Commissioner Gallimore, reported that the March 5th celebration of Idaho Day filled the Lincoln Auditorium. The focus was “Idaho Remembers” in honor of the 100th anniversary of the Armistice and Idaho veterans. There was much social media and outreach about Idaho Day across the state, she said.

Several school districts participated in the event. Doug Petcash from KTVB hosted the program and Lieutenant Governor Little read the 2018 Idaho Day Proclamation. The Idaho National Guard Honor Guard, 25th Army Band and a bugler from the Navy Operational Support Center each participated in the program. Highland Elementary choir sang, and presentations were given by Secretary of State Denney and Josh White, a History Day student.

Capitol Curation Program FY2019

She distributed a report of upcoming program highlights for the new fiscal year and pointed out that Capitol Curator, Michelle Wallace, oversees several responsibilities. She provides ongoing services to tenants of the building, manages approximately 1,000 items in the capitol collection, and participates in the capitol exhibit program including permanent displays and those that change in the Garden Level and Statutory Hall.

On display now in the Garden Level are historic photographs from the state archives and coming up during the legislative session will be an exhibit of Idaho trademarks. The Idaho Veterans exhibit is now displayed in Statutory Hall, and during the legislative session a new one will be installed featuring Governors and First Ladies. Finally, she said, in celebration of the 10-year anniversary of the reopening of the capitol, a major presentation is proposed illustrating the work of Charles Hummel.

Other Business

Next Meeting of the Commission

The Commission will conduct its next official meeting in February, 2019.

Adjournment

MOTION: Commissioner Anderson moved, and it was seconded by Commissioner Whitney that the August 6, 2018 meeting of the Idaho Capitol Commission be adjourned at 2:20 pm. The motion passed unanimously.



Diane K. Blume, Program Specialist
Department of Administration