
Idaho State Capitol Commission

Official Minutes, January 20, 2010

A meeting of the Idaho State Capitol Commission was held on this date at the Flex Room WW 17, Idaho State Capitol Building, Boise, Idaho. Chairman Andrew Erstad called the meeting to order at 9:35 a.m.

Attendees

Members Present:

Andrew Erstad

Stephen Hartgen

Sandy Patano

Dolores Crow

Mike Gwartney, Director, Department of Administration, Secretary/Ex-Officio Member

Janet Gallimore, Executive Director, Idaho State Historical Society, and Ex-Officio Member

Jeff Youtz, Director, Legislative Services Office, and Ex-Officio Member

Others Present:

Jan Frew, Executive Project Manager, Division of Public Works

Gary Daniel, Communications Liaison, Idaho State Capitol Commission

Becky Henke, Idaho State Capitol Commission/Department of Administration

Tim Mason, Division of Public Works

Kelly Berard, Relocation Project Manager, Division of Public Works

Connie Smith, Fiscal Officer, Department of Administration

Brigette Teets, Webmaster, Dept. of Administration

Robyn Lockett, Relocation Specialist, Legislative Services Office

Michelle Lynch, Idaho State Historical Society

John Emery, JHJV

Rich Banner, Lemley+3D/I

John Maulin, CSHQA

Brad Larson-Long, IdahoReporter.com

Carole Schroeder, Idaho State Capitol Commission

General Commission Business

Approval of Agenda

MOTION: Commissioner Gwartney moved to approve the agenda as published for the January 20, 2010 Capitol Commission meeting. The second was by Commissioner Youtz; the motion passed unanimously.

Approval of Minutes

MOTION: Commissioner Patano moved to approve the minutes from the December 16, 2009 Capitol Commission meeting as written. The second was by Commissioner Gwartney; the motion passed unanimously.

Budget and Funding Issues

Fiscal Year 2011 Budget Request, *Commissioner Gwartney*

Commissioner Gwartney thanked Mr. Daniel and others for a job well done in the opening of the Capitol. He presented his FY 2011 Budget Request and referred to Connie Smith to discuss it further.

Ms. Smith referred to the FY 2011 Budget Request handout and explained that funding for the Capitol Restoration project has come from Cigarette Tax funds in the Permanent Building Fund to help with the reconstruction and for the Capitol Commission to have two employees to assist in that effort. The two employees were paid from the Permanent Building Funds. In the past the Capitol Commission was totally funded by the Income Fund.

Commissioner Gwartney in the Department of Administration FY 2011 Budget Request recommends ending the two positions for FY 2011 and to reduce the funding from the Permanent Building Fund by \$175,400 which will leave the Income Fund to run the efforts of the Capitol Commission in the amount of \$327,200 for program maintenance.

Discussion included:

- Ms. Smith explained that in the past the Department of Administration has assisted the Commission's efforts in setting up meetings, taking minutes, and other support and is prepared to do this again in FY 2011
- Commissioner Gwartney asked the record to reflect that this proposal was presented to the Commission and asked for unanimous approval of this budget request for his JFAC presentation
- No Commissioners objected to the proposal; unanimous consent with the exception of Commissioner Frasure who was unable to attend this meeting.

Revenue & Expenditures Report, *Connie Smith*

Ms. Smith referred to the FY 2010 Budget Worksheet and the FY 2010 Sources and Uses of Funds reports for the period ending January 8, 2010 during her presentation, both available to the Commission.

Ms. Smith reported expenditures against budget for the Capitol Income Fund (CIF) and the Permanent Building Fund (PBF), as follows:

	<u>December</u> <u>Expenditures</u>	<u>Total YTD</u> <u>Expenditures</u>	<u>FY 2010</u> <u>Balance</u>
Personnel Costs-PBF	\$ 11,199	\$ 72,960	\$ 86,158
Grand Opening	\$ 3,143	\$ 23,793	\$ 51,207
Subtotal Administrative Carryover	4,166	118,750	264,550

Total Expenditures-CIF & PBF	\$ 15,365	\$ 256,316	\$ 1,069,402
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Discussion included:

- Ms. Smith answered Commissioner Patano’s question concerning the location of contributions; these contribution are included in the Cash Flow Statement. Ms. Smith will send all Commissioners an updated sheet breaking out the income generated from contributions.
- Commissioner Gwartney commended Commissioner Patano for raising \$66,000 in contributions and for running an excellent Grand Reopening.

Addressing the FY 2010 Sources and Uses of Funds spreadsheet as of November 30, 2009, Ms. Smith reported total available funds are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$ 1,981,825	\$ 302,578	\$ 249,225*

**The balance of the Capitol Furnishing Fund shown on the Sources and Uses of Funds spreadsheet includes accumulated earnings and the transfer of \$5 Million to the general fund.*

The total cash balances after liabilities are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$ 927,425	\$ 31,260	\$ 0

The estimated market positions, as of November 30, 2009 are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>	<u>Endowment Fund</u>
\$ 966,477	\$0	\$ 0	\$ 16,487,020

Discussion included:

- Commissioner Hartgen asked if the anticipated liabilities of \$249,225 are itemized or are an estimate for accounting purposes. Ms. Smith said the Capitol Furnishings Fund is an estimate, just for accounting purposes and that the original \$5 million Capitol Furnishings budget was moved to the bond payment program and those expenditures have been paid by the proceeds.
- Commissioner Youtz asked how much is left of the original \$5 million Capitol Furnishings budget and Ms. Frew said about \$1.8 million is remaining, although not all bills are in yet.

Capitol Restoration Updates

Project Status, Jan Frew

Ms. Frew summarized:

- We are still working through punch list items, including hardware issues, key card access and security settings
- We are also working on HVAC issues and adjusting when some rooms are too hot or too cold
- She thanked the maintenance craftsmen for going the extra mile; elevator technicians have been called out a few times
- She is dealing with some handicap access concerns in the Garden Level and is working with the ADA Taskforce; technically the Capitol complies with the law, but Ms. Frew

and the Division of Public Works continue to work on improvements in additional accessibility

- The contractor is hand-digging in the Northwest corner of the building to deal with some water penetration issues and to identify where the water is coming from
- Ms. Frew seconded the thank you for the Grand Reopening Committee and for the Thursday evening reception for craftsmen and families; she enjoyed watching the pride of the craftsmen as they showed their families where they had been working
- She also thanked the contractors and the architects for their quick response when issues arise

Discussion included:

- Commissioner Youtz shared feedback from Legislators and his experience as a user of the building and said a couple of issues have come up, including electronic card access which remains inconsistent with some Senator and Representative cards working and some not working. He said they have successfully tweaked the sound issues and look forward to signage completion. The ADA access remains awkward with three different doors which is difficult in a wheelchair. He said it has been great to be in the building and thanked Commissioner Patano, Commissioner Erstad and Communications Liaison Gary Daniel.
- Chairman Erstad referred to his two Osher presentations and the City Club presentation, and the comments he received concerning the accessibility which he has shared with Ms. Frew who is already working on it. He continued that the challenge is to have security and yet retain reasonable ADA accessibility.

Budget Review, *Jan Frew*

Ms. Frew referred to the DPW Project 30 Month Budget Expenditures through Dec. 31, 2009 which is included in the packet.

- The total Capitol Restoration budget is \$85,492,660 of which DPW has spent \$75,895,817. The Capitol Expansion of the Garden Wings is budgeted for \$37,007,340, of which DPW has spent \$35,505,637. The goal to remain within the budget appears doable; the final figures continue to come in at this point.

Building Plaque Discussion, *Jan Frew*

Ms. Frew referred to the Building Plaque documents in the packet and the space for the next plaque, which she suggests to be white marble and to duplicate the appearance of the original plaque as much as possible. She presented suggested wording on the plaque and asked if the Commissioners had any suggestions on alternate wording. She explained that since Commissioner Erstad was a Commissioner first and then a Chairman, perhaps he should be listed twice, first as a Commissioner and then as Chairman. The Division of Public Works, with Mr. Mason and Ms. Frew, is listed, as well as the Project Management (Lemley+3D/I, the Architects (CSHQA, Hummel), the Builders (Jacobsen-Hunt with John Emery, Project Manager and McAlvain Construction with Penny Dennis, Project Manager.

Discussion included:

- Commissioner Patano said her effective date should be 2000 when she replaced Commissioner Shaddock.

- Commissioner Erstad suggested that Commissioners review this document via email and discuss it further at the next meeting.
- Ms. Frew will get an estimate for the cost of the marble and the engraving by the next meeting
- Commissioner Hartgen asked about another color and Ms. Frew said there is not any original marble left over, but plain white is available and would show the engraving better.

State Street Update, Jan Frew

Ms. Frew referred to the State Street handout in the Commissioners' packet and reported that she and Commissioner Erstad attended (by invitation) a work session with the Ada County Highway District Commissioners. The ACHD Commissioners were not receptive to a permanent speed reduction on State Street but will consider it after the improvements to State Street are complete. Once the Legislative session started, and when people started jumping over the barriers between Sixth and Eighth Streets, Ms. Frew contacted ACHD and it was receptive to reducing the speed in the construction zone to 25 MPH since it was necessary to re-open the North entrance to the State Capitol.

Discussion included:

- Commissioner Youtz expressed his concern about the 25 MPH speed limit on State Street and said he would like a formal response from ACHD. He said there will be a bill to close State Street and repeated his belief this should be done.
- Commissioner Erstad said the ACHD procedural response is to invite citizens with concerns to a work session, so in that respect, ACHD has formally responded. He reiterated his belief that State Street is not within the purview of the Capitol Commission and would like to see Legislative action rather than Capitol Commission action in regards to State Street. He offered to share his email correspondence with Terry Little, who has been helpful in the ACHD process, and still doesn't believe the Capitol Commission should be involved and would like the Legislature to take over if it has concerns.
- Commissioner Youtz asked if the State Street design was complete yet, and Ms. Frew offered to share the preliminary drawings. He asked about flashers in the crosswalk, which Ms. Frew said have maintenance issues, according to Terry Little, ACHD. Ms. Frew said the drawings show a change in paver materials which is consistent with downtown crossings and which alerts traffic to pedestrian presence. She said the drawings show raised planter beds for annual flowers, which will provide additional security for pedestrians waiting to cross the street and she is looking at decorative street lighting. In this preliminary plan, the rest of the planting area will be grass which is easy maintenance. She is continuing to work with ACHD for approval, and the plan includes restoring four parking spaces in front of St. Michaels.
- Commissioner Youtz asked if there are any other safety changes in addition to the temporarily reduced speed; Ms. Frew is considering another lighting warning system to be activated by people waiting to cross the street. Commissioner Youtz asked if the speed will increase to 30 MPH when construction is finished, and Ms. Frew said yes, unless ACHD has a public hearing.

- Commissioner Hartgen expressed concern that the proposed Capitol Mall is not included in the drawings and said he would like that included instead of the current State Street reconfiguration.
- Ms. Frew said to move forward with the State Street construction it will require the \$400,000 appropriation that Commissioners have discussed. She said the Commission authorized \$20,000 at the last meeting to get started, but that now the \$400,000 needs to be authorized; she estimates that at least \$350,000 will be needed.

MOTION: Commissioner Gwartney moved to authorize expenditure of up to \$400,000 for completion of the State Street improvements on the north side of the State Capitol. The second was by Commissioner Patano. The motion passed 4-3, roll call vote, Commissioner Crow no, Commissioner Hartgen no, Commissioner Gwartney yes, Commissioner Erstad yes, Commissioner Patano yes, Commissioner Youtz no, Commissioner Gallimore yes, Commissioner Frasure absent.

Discussion included:

- Commissioner Youtz said he is not supporting this motion until he sees the final design and said he has concern about State Street and believes the 2000 Capitol Master Plan is the best route with a pedestrian mall in the Capitol grounds and the closure of State Street between Sixth and Eighth Streets.
- Chairman Erstad reiterated that the Capitol Commission purview is the State Capitol, not the streets surrounding it and Commissioner Patano concurred.
- Commissioner Youtz asked about the source of funds that would be used in the State Street reconstruction. Ms. Smith said the appropriation of \$400,000 last year was from the income fund (license plate money) for projects, as well as regular appropriation which Commissioner Youtz questioned using for road construction. Ms. Smith said the capitol income fund and permanent building fund is also available as a potentially unallocated source which Commissioner Youtz also questioned.
- Commission Chair Erstad explained that the Capitol Commission requested of ACHD to extend the curb, gutter and sidewalk planting into ACHD right-of-way which makes it Capitol Commission purview to pay for. ACHD has granted the Capitol Commission elimination of parking on the north and south sides in accommodation to create a greater buffer on the north side.
- Commissioner Gwartney agreed with the concerns of safety, and he said Ms. Frew and others are working hard; the choice is to leave it like it is today, but that is not in the spirit of rebuilding the Capitol.

Other Design & Construction Elements

Relocation Project Update, *Kelly Berard*

- Ms. Berard reported that project staff is working on doors and hardware; the keying remains temperamental. All furniture inventory tags are completed and posted at the Department of Administration as stewards of the furniture. The signage package has been awarded and installation will finish by the end of January. Ms. Berard estimates that of the Capitol furnishing \$5 million budget, she has spent about \$3.5 million, which should save about \$1.5 million.

- The architects planned for the two new high-speed elevators in the NE and NW corners of the Capitol to be for Legislative use, and they are card controlled. If they are used as ADA elevators as well, users will enter and exit in hallways and vestibules. There are public elevators for ADA access that are not card-controlled including elevators to go to the lowest garden level.
- Commissioner Patano asked about the location of the photos of the Governors, and Commissioner Gallimore said the Historical Society and Governor's office, along with Ms. Frew, are working on a system to hang the pictures.

Public Outreach, Art & Culture

Rededication Celebration Update, *Sandy Patano*

- Commissioner Patano thanked key people who helped in the Rededication Celebration, including her Co-Chair Marty Peterson, Marie Atwell and Heather Price from Shows Etc., Jane DeChambeau, Mrs. Otter, Theresa McCloud, Sydney Sallabanks, Georgia Marshall, Julie Park, Carl Bianchi, Commissioner Erstad and Charles Hummel. She thanked staff Gary Daniel, Becky Henke, Robyn Lockett, Carole Schroeder, Diane Blume, Jan Frew, Brigitte Teets, Paul Navarro and Commissioner Janet Gallimore's staff. She also thanked the 200 volunteers during the Grand Reopening celebrations and the 300 choir members. She thanked two of the sponsors in attendance, John Maulin of CSHQA and John Emery of Jacobsen Hunt.
- Commissioner Patano reported that she raised \$66,000 in sponsor contributions and she has received the majority of the bills with the exception of printing tickets, invitations and programs. She credited Gary Daniel for communicating the events to the public, recruiting photographers and taking hundreds of pictures himself, as well as thanking Idaho Public Television.
- Representatives of the Capitol Commission will deliver 205 plaques to the representatives of the Association of Idaho Cities and also 44 plaques to the representatives of the Association of Idaho Counties; the associations will deliver plaques to cities and counties. Commissioner Patano gave each Commissioner a small memento in thanks for the community service, and the Commissioners presented Commission Chair Erstad with a gift.

Statewide Outreach Communications, *Gary Daniel*

- Mr. Daniel handed out a press release, newspaper articles and invited Commissioners to go online and view several features about the Capitol. He said that television coverage has been excellent and he thanked his team, Facility Services and Brigitte Teets as webmaster.

Arts, History and Culture Committee Report, *Janet Gallimore*

- Commissioner Gallimore said it has been exciting to see the outcome of so much work. She discussed the exhibit fact sheets in the Commissioners' packets and said that Catapult3 should complete the Garden Level exhibits by the end of March. She said the AHC Committee will meet to review protocols and plan the committee's work for the

next year.

Meeting Schedule

Capitol Commission Meeting Schedule, *Chairman*

Commission Chair Erstad suggested that a monthly meeting is no longer necessary for the Capitol Commission to move forward. He asked for suggestions in scheduling the next meeting; Commissioner Gallimore suggested meeting on March 17 and Commissioner Youtz suggested a June 16 meeting to follow that one. After further discussion, Commissioners tentatively scheduled the next two regular meetings for 9:30 a.m. on the third Wednesdays of March and June:

- March 17 (tentative) Flex Room WW 17, State Capitol, 9:30 a.m.
- June 16 (tentative) Flex Room WW 17, State Capitol, 9:30 a.m.

Discussion included:

- Commissioner Hartgen suggested an agenda item at the next meeting concerning the future of the Capitol Commission and whether its task is done and it should disband.
- Commissioner Erstad said the stewardship is in the hands of the Department of Administration and perhaps an architect, on an as-needed basis, might be a good addition. He cautioned staying within the legislation establishing the Capitol Commission and the ongoing statutory responsibilities.
- Commissioner Youtz said he will check the Idaho Code and be prepared for discussion at the next meeting.

Adjournment

MOTION: Commissioner Crow moved to adjourn the meeting. The second was by Commissioner Hartgen; the motion passed unanimously with one Commissioner absent (Commissioner Frasure). The meeting adjourned at 11:20 p.m.

Carole Schroeder, Communications Coordinator