
Idaho State Capitol Commission

Official Minutes, March 17, 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. Acting Chairman Mike Gwartney called the meeting to order at 9:32 a.m.

Attendees

Members Present:

Stephen Hartgen

Dolores Crow

Evan Frasure (via phone)

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

Tim Mason, Administrator, Division of Public Works

Kelly Berard, Relocation Project Manager, Division of Public Works

Connie Smith, Fiscal Officer, Department of Administration

Larry Johnson, Investment Manager, Endowment Fund Investment Board

Robyn Lockett, Relocation Specialist, Legislative Services Office

Michelle Lynch, Idaho State Historical Society

Rich Banner, Lemley+3D/I

John Maulin, CSHQA

Joe Rutledge, Division of Public Works

Vivian Otero-Epley, Idaho State Building Authority

Carole Schroeder, Idaho State Capitol Commission

General Commission Business

Approval of Agenda

MOTION: Commissioner Youtz moved to approve the agenda as published for the March 17, 2010 Capitol Commission meeting. The second was by Commissioner Gallimore; the motion passed unanimously.

Approval of Minutes

MOTION: Commissioner Youtz moved to approve the minutes from the January 20, 2010

Capitol Commission meeting as written. The second was by Commissioner Gallimore; the motion passed unanimously.

Budget and Funding Issues

Endowment transfer for FY 2011; *Connie Smith*

Ms. Smith reported that the Endowment Fund Board meets in May and this is when the Board typically makes a transfer to the Capitol Commission. The Commission is allowed to transfer \$600,000 for FY 2011 Capitol Commission expenses and the Endowment Fund Board recommends transferring this amount. She asked for guidance as to how much the Commission wants to draw, where it should go, and if she should set up a reserve maintenance account. At the end of FY 2010 she estimated that the Capitol Commission will have \$1 million 543 thousand in the Income Fund that is available after expenses.

Discussion included:

- Commissioner Youtz commented that the Capitol Commission appropriation will be \$327,000 for FY 2011 and that the Commission could theoretically not transfer from the Endowment Fund.
- Commissioner Gwartney asked if the Commission is building a reserve by leaving the funds in the Endowment Fund which is invested.
- Larry Johnson, Investment Manager of the Endowment Fund, said that the Capitol Commission should consider building a reserve of its own for future major maintenance issues. He explained that if the Commission doesn't take its distribution from the Endowment Fund this year, it cannot automatically double up next year if a major maintenance issue comes up, even though it is earning more through Endowment Fund investments than it would be by building a reserve of its own.
- Commissioner Hartgen asked whether Mr. Johnson recommends building a reserve or if his comment is a neutral statement. Mr. Johnson said his statement is neutral; if the Commission is not concerned about maintenance issues coming up with the new renovation, then perhaps the current reserves are enough.
- Commissioner Hartgen asked Commissioner Youtz if something unforeseen would arise, would the option be open to asking the Legislature for an appropriation to cover it.
- Commissioner Youtz said the Commission has its FY 2011 \$327,000 appropriation and \$1 million 543 thousand in cash that it can access and that he is inclined to allow this to carry the Commission for FY 2011 and have its Endowment Fund build up.
- Commissioner Gwartney agreed that the current funds appear sufficient at this time and commented that the Commission has the option of interim approval if it had an emergency above its current balances.

MOTION: Commissioner Youtz moved to decline to take the \$600,000 Endowment Fund transfer for FY 2011 and allow its Permanent Endowment Fund to build up more this year to enable larger transfers in the future. The second was by Commissioner Crow. The motion passed unanimously.

FY 2011 Budget; *Connie Smith*

Ms. Smith referred to the February FY 2010 Budget Worksheet and the February FY 2010 Sources and Uses of Funds reports for the period ending June 30, 2010 during her presentation,

both available to the Commission. She reported that the Department of Administration appeared before the JFAC hearing and for FY 2011 declined all Permanent Building Funds that came from the cigarette tax that the Commission accessed in FY 2010. In FY 2011 the Department of Administration will provide ongoing support for Commission meetings.

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

	<u>Expenditures</u>	<u>Total YTD Expenditures</u>	<u>FY 2010 Balance</u>
Feb. Personnel Costs-PBF	\$ 9,825	\$ 95,714	\$ 63,404
Jan. EFIB Fees	\$ 32,398	\$ 32,398	\$ 27,602
Feb. Dept. of Lands Fees	31,776	95,327	39,673
Jan. outreach invitation addressing	2,626	2,913	4,704
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Subtotal Administrative Carryover	327,200	227,506	155,794
Garden Level Exhibits	42,872	42,872	107,129
Grand Opening Donated Funds		63,000	
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Total Expenditures Jan/Feb-CIF & PBF	\$ 237,383	\$ 493,699	\$ 832,020

Discussion included:

- Commissioner Gwartney asked that a follow-up email to Commissioners include the updated financials.

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

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$ 2,036,116	\$ 302,578	\$ 249,609*

**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>
\$ 981,716	\$ 31,260	\$ 0

The estimated market positions, as of February 28, 2010 are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>	<u>Endowment Fund</u>
\$ 1,016,035	\$0	\$ 0	\$ 16,600,884

MOTION: Commissioner Youtz moved to approve the financials. The second was by Commissioner Gallimore. The motion passed unanimously.

Capitol Restoration Updates, *Jan Frew*

Project Status & Budget

Ms. Frew summarized:

- We are still working through some hardware issues, and parts replacements.
- The Capitol Services Committee will meet on March 18 and it will discuss several items, including rounding the pillars in the Senate Chambers at a cost of about \$25,000, adding some lighting, adding a closet back door (for which LSO will pay), adding several ADA door openers, moving some dais desks for more chair room, adding a panic button, adding castors to the desks in this room, and considering glass tops to new desks which at \$45,000 seems too expensive, in her opinion.
- Ms. Frew inquired if the Design & Construction Committee should review these items.
- Commissioner Youtz said he did not believe the Design & Construction Committee should be involved since they are minor items overall and the Legislature can pay for some, and project funds can pay for some. He recommended waiting until after the Capitol Services Committee meets and then Ms. Frew will bring a recommendation back to the Division of Public Works and the Department of Administration.
- Ms. Frew said she wanted to make the Capitol Commission aware of the upcoming meeting and Commissioner Youtz agreed to report back to the Commission at its next meeting.
- Commissioner Hartgen asked if Ms. Frew has a running list of items still needing to be done, and she does
- Ms. Frew referred to the DPW Project 30 month budget through February 28, 2010. The Restoration total expenditures are \$78,292,829.69 and the Garden Wings total \$36,049,691.13
- Commissioner Hartgen asked if we are below budget and Ms. Frew said we are close to being right on budget.

United Water Signage

- Ms. Frew discussed the proposed United Water signs explaining the Capitol xeriscape garden. United Water is in partnership with the Idaho Capitol Commission and it is paying the difference between normal landscaping and the water efficient garden
- Commissioner Hartgen asked if there will be individual signs identifying the plants and Ms. Frew said no, but that United Water will provide a brochure that will explain the xeriscape plants.

MOTION: Commissioner Crow moved to approve the United Water proposal. The second was by Commissioner Hartgen. The motion passed unanimously.

Consortium for Idahoans with Disabilities letter

- Ms. Frew explained that she requested the participation of a walk through with the Consortium for Idahoans with Disabilities prior to public opening of the Capitol, and their January 26 letter to the Commission is a follow up of that walk through. Under the doorways and entrances paragraph, some requests are required by law, and some are not.

Of the required requests, craftsmen have added the additional exterior sign on Jefferson; the contractor reported adjusting the doors to a maximum of five pounds of force and DPW is double checking this. Concerning the path of travel request, craftsmen have put in more signs and conversion to automatic doors is in process. Under restrooms craftsmen are adding some signage, and smaller trash cans have been added. Under communication barriers, Commissioner Gallimore and Ms. Frew have discussed these items and are working on the required items. Under gallery seating it is not required to take out and modify existing seating since the galleries are accessible as is. Under areas of rescue assistance, Ms. Frew will verify the evacuation chair. Ms. Frew said she will prepare a response to this letter and she said that some of the suggestions are doable, even if not required, and she will work with this consortium.

- Commissioner Hartgen thanked Ms. Frew and said he appreciates her follow up walk through with the consortium.

Other Design & Construction Elements

Capitol Furnishings Instructions, *Kelly Berard*

- Ms. Berard reported that she and Ms. Lockett are almost finished with their inventory and proposes that the Capitol Commission approve and distribute the Instruction regarding new Capitol Furnishings, Fixtures and Equipment. The new furniture was purchased by the Capitol Restoration project and each agency is steward of the furniture, fixtures and/or equipment. She asked that each agency insure the furniture, report the furnishings as part of its inventory, and not remove, destroy or sell any of the furnishings without the written consent of the Capitol Commission. The Information Technology Equipment, with its short technology lifespan, is considered a gift and each agency will maintain and replace as needed.

Discussion included:

- Commissioner Gallimore requested that Ms. Berard add the State Historical Society as one of the approval agencies to item 4 under Restored Historic Furniture.

MOTION: Commissioner Gallimore moved to amend the Instruction regarding new Capitol Furnishings, Fixtures and Equipment with the inclusion of the State Historical Society under the Restored Historic Furniture written consent section and to approve the document. The second was by Commissioner Crow. The motion passed unanimously.

- Ms. Berard continued that she and Ms. Lockett are attempting to clear out the Kendall Street warehouse and that they still have pallets and barrels of small exterior pieces, some tree markers, and other items that they would like some guidance as to what to do with all of it. Commissioner Gallimore said she will check with her restoration staff and will prepare a recommendation for Ms. Berard.

Public Outreach, Art & Culture

Public Relations/Outreach Report, *Mr. Daniel*

- Mr. Daniel reviewed the Capitol Commission winding-down process which has included many news agency requests for information. He is pleased with the four major television

specials about the restoration, including the longer PBS Capitol of Light production, and will forward dvds of these specials to Commissioners.

- He also referred the Commissioners to the Capitol Commission website with its photos and videos and slide shows, which should remain valuable to the Commissioners in the future as well.

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

- Commissioner Gallimore referred to the documents in Commissioners' packets; her staff is continuing on the permanent exhibits with some delays in the judicial and executive sections. She predicts a May 31 completion date for those exhibits.
- She reviewed the changing special exhibition schedule with two exhibits during the Legislative Session and two longer exhibits after the Legislature ends.
- Her staff continues to work with Rep. Max Black and his upcoming Historic Trees program updates this summer. Staff has completed the Winged Victory and George Washington Statues repairs.
- Commissioner Gallimore referred the Commissioners to the exhibit case options in their packets and reviewed her committee recommendation of the angled top option. The committee would make these cases available for exhibitors and she has the funds in her budget for the cases.

MOTION: Commissioner Youtz moved to approve the angled top glass option for two exhibit cases. The second was by Commissioner Crow. The motion passed unanimously.

- Commissioner Gallimore reviewed page two of her report and the items that her staff has completed and those that the State Historical Society plans to finish by July 1.
- She summarized prior Capitol Commission discussion of the Statehouse murals and the problem with the additional sunlight fading them, as well as the contemporary nature of the murals as opposed to the historic nature of the renovated Capitol building. She has been working with the artist and with Marty Peterson with the result of the University of Idaho as an ideal site to display and protect the murals. Commissioner Gallimore and Dana Broussard took a trip to the University of Idaho and after seeing the site, she was open to installation of her murals in Moscow. The University of Idaho will forward bids for the installation, and the transportation of the large murals will be an additional expense.

REQUEST FOR UNANIMOUS CONSENT: Commissioner Gwartney asked for unanimous consent; no objection, Commissioner Gallimore has the authority to move forward.

- Commissioner Gallimore asked for guidance concerning a constituent's request for more murals and displays in the Capitol. The requests do not fit in the original concept of Idaho through the eyes of its government.
- Commissioner Youtz suggested the upcoming display for the celebration Idaho's Birthday as a potential venue for some of his requests, rather than adding an entirely new mural display. Commissioner Crow agreed that to backtrack on the current Capitol

Commission policy would be chaotic.

- Commissioner Gallimore said that the request for pictures of Senator Borah and President Eisenhower are already covered in other areas; she will attempt to work in a picture of Philo Farnsworth in an upcoming exhibit; Commission consensus on this direction.

New Business

State Street Revisited

- Commissioner Youtz reported that it is too late in the Legislative Session to expect any legislation concerning the Capitol Mall and the closing of State Street. He said that the Attorney General's Office has recommended a more phased approach perhaps including a Capitol Mall District as other states have done.
- Commissioner Youtz continued that he does not agree with license plate funds being used for the State Street realignment expenses and Ms. Smith has suggested using some carry-over Permanent Building Funds and the interest earnings on the General Funds that have accumulated to accomplish the State Street project at about \$350,000.
- Commission consensus to hold additional discussion of the State Street issue at a future time.

MOTION: Commissioner Youtz moved to approve carry-over Permanent Building Funds and interest earnings on the General Funds to fund the State Street project. The second was by Commissioner Gallimore. The motion passed unanimously.

Meeting Schedule

Capitol Commission Meeting Schedule, *Acting Chairman Gwartney*

Acting Chairman Gwartney asked if the next two tentatively scheduled Capitol Commission Meetings are satisfactory to Commissioners; after further discussion, Commissioners tentatively scheduled the next two regular meetings for 9:30 a.m. on the third Wednesdays of June and September:

- June 16 (tentative) Flex Room WW 17, State Capitol, 9:30 a.m.
- September 15 (tentative) Flex Room WW 17, State Capitol, 9:30 a.m.

Discussion included:

- Commissioner Gwartney suggested holding the discussion of the future of the Capitol Commission at another meeting; he offered the statutes establishing the Capitol Commission for staff to distribute to Commissioners and suggested leaving the meeting schedule at the required four times per year pending a full discussion of the issue.

Adjournment

MOTION: Commissioner Youtz moved to adjourn the meeting. The second was by Commissioner Crow; the motion passed unanimously. The meeting adjourned at 10:55 a.m.

Carole Schroeder, Communications Coordinator

