
Idaho State Capitol Commission

Official Minutes, June 16, 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 Andy Erstad called the meeting to order at 9:30 a.m.

Members Present:

Andy Erstad

Evan Frasure

Sandy Patano

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

Connie Smith, Fiscal Officer, Department of Administration

Robyn Lockett, Relocation Specialist, Legislative Services Office

Michelle Lynch, Idaho State Historical Society

Kelly Berard, Relocation Project Manager, Division of Public Works

Rich Banner, Lemley+3D/I

Pete Hedberg, Lemley+3D/I

Joe Rutledge, Division of Public Works

Vivian Otero-Epley, Idaho State Building Authority

Jennifer Pike, Department of Administration

Carole Schroeder

Gary Daniel

Becky Henke

General Commission Business

At the request of the Chairman, the Roll Call was read by Jennifer Pike.

The Chairman asked for a personal privilege to recognize four staff members whose assignment with the Capitol Commission ended June 12, 2010. The Chairman recognized: Gary Daniel, Becky Henke, Carole Schroeder, and Kelly Berard.

Approval of Agenda

MOTION: Commissioner Patano moved to approve the agenda as published for the June 16, 2010 Capitol Commission meeting. The motion was seconded by Commissioner Frasure; the motion passed unanimously.

Approval of Minutes

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

Budget and Funding Issues

Revenue & Expenditures; *Connie Smith*

Ms. Smith presented the FY2010 Budget Worksheet and May FY2010 Sources and Uses of Funds reports for Period Ending June 30, 2010. These documents were available to the Commission. Ms. Smith noted three line items that make up the \$350,000 transfer to the Permanent Building Fund for the State Street project.

Ms. Smith reported expenditures for May 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>
May. Personnel Costs-PBF	\$ 6,614	\$ 119,635	\$ 39,484
May Dept. of Lands Fees	\$ 31,776	\$ 127,103	\$ 7,897
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PBF Transfer			
-State Street Improvement Operating	44,938	44,938	0
-State Street Improvement Approp.	55,084	55,084	1,016
-Reapprop. For Furnishing Fund	249,979	249,979	6,134
Grand Opening Donated Funds	5,953	59,347	15,653
Total Expenditures May-CIF & PBF	<u>\$ 395,099</u>	<u>\$ 975,671</u>	<u>\$ 606,160</u>

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

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$ 2,063,133	\$ 302,578	\$ 249,979*

**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>
\$ 1,108,733	\$ 31,260	\$ 0

The estimated market positions, as of April 30, 2010 are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>	<u>Endowment Fund</u>
\$ 1,320,220	\$ 0	\$ 0	\$ 18,175,996

Capitol Restoration Updates, *Jan Frew*

Project Status & Budget

Ms. Frew summarized:

- Ms. Frew referred to the DPW Project 30 month budget through April 30, 2010. The Restoration total expenditures are \$79,835,921.12 and the Garden Wings total \$36,389,409.72. The outstanding bills for the Capitol Restoration are still being reviewed, and DPW is working to finalize the contract amount with Jacobsen-Hunt. Ms. Frew anticipates having the final numbers on these at the next Capitol Commission meeting.
- Based on the information available right now, it appears that the entire project (Capitol Restoration and Garden Wing Expansion) will come in a few million dollars under budget.
- All the “punch list” items of the construction project are complete. Work continues on warranty items; there is a one year period of correction for items installed for the project.
- Ms. Frew discussed the United Water signs for the Capitol xeriscape garden. The signs about the size of a sheet of paper. Additionally, each plant is identified by a numbered stick which corresponds to a plant list that will be available at the visitor center.
- The contractor is still working to modify the column bases in the Senate chambers just as they have in the House chambers. The bases have proven to be tripping hazard with their sharp bases.

Response to the Consortium for Idahoans with Disabilities

- A copy of the initial Consortium letter and Ms. Frew’s response letter were provided to the Committee. Ms. Frew responded item-by-item. She also invited the Consortium to come back and tour the Capitol now that some changes have been made. There is still a concern regarding the small elevator that provides access down to the Wings. Additionally, DPW could not accommodate the Consortium’s request to modify the Gallery seating to include wheelchair seating. The seating arrangement is dictated by the structural concrete elements in that portion of the Capitol. However, there is seating that complies with ADA standards. Ms. Frew will continue to work with the Consortium.
- Ms. Frew has received other suggestions such as adding coat racks and additional signage regarding the door knobs on the 3rd and 4th floor for individuals who may need assistance.

State Street Update

- Ms. Frew announced that the State Street Project bid is now open for the extension of the curb and planting areas outside the north door of the Capitol. This project was reviewed by the Design & Construction Committee as well as the Permanent Building Fund Advisory Council (PBFAC). The project estimate is \$226,436. Alternates have been identified for site lighting with replica historic light poles. Flashing signals will also be installed under the crosswalk as per ACHD standards.
- Chairman Erstad asked Ms. Frew to elaborate on the Design & Construction meeting where the State Street project was originally presented.
- Ms. Frew responded the amount that was approved by the Commission was up to \$400,000. Subsequent to that, Ms. Smith had identified \$350,000 in funding sources that could be used this fiscal year. Those identified funds are more than adequate to cover the base project and the alternative options.

Building Plaque Discussion

- After receiving responses from nearly everyone, Ms. Frew presented a quote for the building plaque. The quote proposes using gold lithochrome lettering opposed to the gold leaf lettering that was used on the old plaque since it is more durable. The new proposed text includes additional governor's names and verified dates.
- Commissioner Patano pointed out that the text stating the authorization for the project occurred in 2007 might conflict with governor's and commissioner's term listed in the 1990's. She suggested changing the text to read "The Idaho Capitol Commission was recreated..."
- Chairman Erstad agreed with Commissioner Patano and pointed out that the Commission itself was authorized by act of legislature in 1998.
- Ms. Frew noted that she was attempting to mimic the wording on the original plaque in the Capitol.
- Commissioner Youtz suggested "originally authorized by act of the legislature in..." and "reauthorized and modified in session..."
- Commissioner Patano noted that she would like her name changed to her full legal name opposed to her nickname. She suggested that others may want to do the same.
- Commissioner Frasure also noted that the date of dedication on the plaque reads "2009", even though the Capitol was actually rededicated in January 2010.
- Ms. Frew responded that the date of significant completion on the project was in 2009, but that date could be changed. Ms. Frew will put together the new text and email the revised copy for approval.

MOTION: Commissioner Gwartney moved to approve the expense of the building plaque as soon as the updated text and names are in the proper order. The second was by Commissioner Patano; the motion passed unanimously.

- Ms. Frew reminded the Committee that she and Joe Rutledge will be continuing on as employees of the Division of Public Works.
- Commission Gwartney also asked to recognize the guys from Lemley, and thank them for their work on the project.
- Chairman Erstad echoed both recognition and thanks on behalf of the entire Commission.

Public Outreach, Art & Culture

Public Relations/Outreach Report, *Sandy Patano*

- Commissioner Patano asked the Commission for guidance on all the things that are necessary for archiving including emails on her personal computer. She worked with Shows, etc. to gather all the extra items from the re-opening. In addition, she noted that Shows, etc is entering this event in to a national event competition.
- Commissioner Galimore responded that she would check with the state archivist on the electronic records requirements.
- Commissioner Patano then had a recommendation regarding the banners that were hung outside the Capitol during the rededication. She asked if the banners could be displayed on or in the Capitol during the summer to further encourage people to visit the building.
- Ms. Frew said she would look in to how the banners were hung during the event and who

currently has possession of them. Paul Navarro, with DPW, may have those banners.

The Chairman took a moment to defer from the agenda to recognize Commissioner Patano and Commissioner Crow since their appointment to the Commission ends July 1, 2010.

Arts, History and Culture Committee Report, Janet Gallimore

- Commissioner Gallimore highlighted a few items including the ribbon cutting to mark the opening of the Garden Level exhibition which is not complete and new wood sculptures in Statuary Hall. She also noted the exhibition of images throughout the state to recognize the State's anniversary. There was a special request to display pictures of Eisenhower and others. These photos will be moved to the orientation room after the close of the exhibition.
- Commissioner Gallimore also spoke about the murals that have been moved to the University of Idaho in north Idaho. This was a collaborative effort with the artist to view the location, infrastructure, and placement of the murals. The artist is very happy with the final product.
- A one page summary of the Historical Society work plan and the items that have been accomplished over the last year is not available on the Capitol Commission website.
- Commissioner Gallimore updated the Commission on the 3-dimension exhibit cases that have been built. A draft of the guidelines and application were presented to the Commission. This exhibition space will be scheduled out in addition to all the other exhibition space in the Capitol.
- Chairman Erstad asked how many display cases are currently in the Capitol and if there was a plan to line the hallways with permanent and temporary displays.
- Commissioner Gallimore responded that there would be no permanent display cases in the hallways. The special exhibitions are available, but will be placed in cases in the Garden Level on a 3-month rotation.

MOTION: Commissioner Gallimore moved to approve the Garden Level Display Case Use Guidelines. The second was by Commissioner Frasure. The motion passed unanimously.

Monthly Meeting Schedule

Capitol Commission Meeting Schedule, Chairman Erstad

Chairman Erstad asked if the next two tentatively scheduled Capitol Commission Meetings are satisfactory to Commissioners. Commissioner Youtz noted a scheduling conflict with the September 15th meeting. He requested that the Commission meet September 22nd instead. After further discussion, the next two meetings were set for:

- September 22 (tentative) Flex Room WW 17, State Capitol, 9:30 a.m.
- December 15 (tentative) Flex Room WW 17, State Capitol, 9:30 a.m.

Other/New Business

Future status of the Capitol Commission, Chairman Erstad

- Commissions received a copy of the acts that brought the Commission in to existence.
- Commission Youtz volunteered to draft a post-project description of the duties of the Commission and their role going forward. Draft legislation could be discussed in the next meeting of the Commission.
- Chairman Erstad remarked that the Commission should continue as a tool for the Commission and the Department of Administration to oversee and maintain the Capitol, and regulate exhibits.
- Commissioner Gwartney views the role of the Commission in a smaller, defined role to continue on as a sounding board and to assist the Governor and Legislature.
- Commissioner Youtz sees the Commission in a basic role for any structural or remodel changes, review of on-going displays and exhibits, and managing the endowment fund. Meetings could be held on a quarterly or semi-annual basis.

MOTION: Chairman Erstad moved to have Commissioner Youtz head up the re-drafting of the post-project proposal. The second was by Commissioner Gwartney. The motion passed unanimously.

Administrative Support for the Capitol Commission

- The Department of Administration will identify a support person.
- Commissioner Patano asked who would be the official person to respond to inquiries about the Capitol and the Commission.
- Commissioner Youtz referred to Robyn Lockett with LSO Capitol Services Program. Ms. Lockett has coordinated a tour program of 80 volunteer tour guides. Over 12,000 people have come through the Capitol in the formal tour process including 4th grade tours. That number does not count the people who did self guided tours. Capitol Services maintains a website and a phone number. Ms. Lockett could be the person to funnel requests and questions to the appropriate people.
- Chairman Erstad asked Commissioner Patano if that answered her question regarding administrative questions of the Capitol Commission.
- Commissioner Gwartney said the Department of Administration would work closely with LSO and Capitol Services to make sure that all inquiries receive a response.
- Chairman Erstad recognized Robyn Lockett for her contribution to making this project successful. The Commission continues to appreciate her efforts as the project continues.

The Commission then prepared for the ribbon cutting the Garden Level. Commissioner Gallimore suggested the Commission members convene in the Garden Level at 11:35 AM, for the ribbon cutting ceremony at noon.

Adjournment

MOTION: Commissioner Patano moved to adjourn the meeting. The second was by Commissioner Frasure; the motion passed unanimously. The meeting adjourned at 11:00 a.m.

Jennifer Pike, Department of Administration