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# Idaho State Capitol Commission

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## Official Minutes, June 16, 2011

A meeting of the Idaho State Capitol Commission was held on this date in Room 433, Idaho State Capitol Building, Boise, Idaho. Chairman Andy Erstad called the meeting to order at 9:06 a.m.

### **Members Present:**

Andy Erstad, Chairman

Steve Hanks, Member

Dolores Crow, Member

Stephen Hartgen, Representative

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

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

### **Others Present:**

Tim Mason, Administrator, Division of Public Works

Jan Frew, Executive Project Manager, Division of Public Works

Connie Smith, Fiscal Officer, Department of Administration

Ric Johnston, Facilities Services Manager, Division of Public Works

Michelle Lynch, Idaho State Historical Society

Robyn Lockett, Capitol Services Coordinator

Michael Faison, Idaho Commission on the Arts

Jennifer Pike, Department of Administration

Margaret Odedo, Department of Administration

Kristen Wright

## **Call to Order**

Rep. Hartgen introduced his daughter-in-law, Kristen Wright; she is taking a government related class and came to observe the Idaho Capitol Commission meeting.

Chairman Erstad introduced the Commission's newest member, Steve Hanks.

## **General Commission Business**

Approval of Minutes

**MOTION: Commissioner Youtz moved to approve the minutes from the December 15, 2010 Capitol Commission meeting as written. The second was by Commissioner Crow; the motion passed unanimously.**

# Budget and Funding Issues

## Revenue & Expenditures; *Connie Smith*

Ms. Smith presented the FY2011 Budget Worksheet and June FY2011 Sources and Uses of Funds reports for Period Ending June 30, 2011.

Ms. Smith presented the FY2011 Budget Worksheet for period ending May 30, 2011 as follows:

	<u>Expenditures</u>	<u>Total YTD Expenditures</u>	<u>FY 2011 Balance</u>
EFIB Fees (April)	\$ 40,646	\$ 40,646	\$26,254
Dept. of Lands Fees (May)	\$ 30,872	\$123,486	\$3,614
Subtotal Administrative Expenses	\$ 71,560	\$ 176,644	\$ 315,451
Carryover			
Total Operations	\$ 71,560	\$ 176,644	\$ 642,651

The Commission is expecting to receive the next bill from the Endowment Fund Investment Board soon for approximately the same amount as the April payment making the total for the year around \$81,000 which is slightly higher than we have anticipated in the budget. Commissioner Hartgen asked if there was an explanation for the increased fee from the EFIB. Ms. Smith responded that our investment has increased from \$19 million to \$22 million, but that she would verify the reason for the increase and report back to the Commission.

For the new members, Chairman Erstad and Commission Youtz clarified that the EFIB and Dept are Lands are the two biggest expenditures. There are lands endowed to the Idaho Capitol Commission. The lands generate revenue cyclically as timber can be harvested. There was a significant timber sale approximately 5-6 years that resulted in a spike in revenue.

Ms. Smith noted that the Commission had not spent the \$327,200 appropriation and that would carry over. Those monies can only be spent on non reoccurring expenses such as special projects. The Commission has been operating off of a cash balance. The ICC has an option to receive a percentage of the endowment funds each year, but has not needed to take the distribution.

Ms. Smith then presented the FY2011 Sources and Uses Fund Worksheet. The Commission received \$155,128 refund from the Division of Public Works for unused funds on the State Street project. Ms. Smith reported total available funds are:

<u>Income Fund</u>	<u>Endowment Fund</u>
\$ 1,642,880	\$ 0

The total cash balances after liabilities are:

<u>Income Fund</u>	<u>Endowment Fund</u>
\$ 823,585	\$ 0

The estimated market positions, as of April 30, 2011 are:

<u>Income Fund</u>	<u>Endowment Fund</u>
\$ 864,082	\$ 22,244,437

Commissioner Hartgen asked Jan Frew with the Division of Public Works if the Commission should expect any more work on the State Street project. Ms. Frew responded that the contractors and crew did a great job and that total costs came in significantly less than expected.

Ms. Smith and Commissioner Youtz asked the Commission if they wanted to look at the budget request to fund the Capitol Curator position for FY2013. When the economy improves it is the intention of the Commission to seek general funds for that position; until that time, the Commission would need to approve the budget with sufficient lead time to allow Commissioner Jan Gallimore to submit her FY2013 Idaho State Historical Society budget by the September 1, 2011 deadline. The Commission felt it was appropriate to have a curator position after the Capitol was remodeled.

Ms. Smith noted that Robyn Lockett's position as the Capitol Services Coordinator is currently paid out of the Permanent Building Fund. She asked if that would switch to the Capitol Commission budget. Commissioner Youtz responded that the appropriation for this position was under the legislature and the LSO budget.

**MOTION: Commissioner Youtz moved to approve the maintenance level budget with no new program, including the authorization for FY2013 for support of the Capitol Curation project from Capitol Commission funds. The second was by Commissioner Hartgen; the motion passed unanimously.**

## **Capitol Restoration Updates, *Jan Frew***

### **Project Status & Budget**

Ms. Frew summarized:

- Project underway for the independent cooling in the server rooms in the wings. This problem was identified after the first summer in the building and the server rooms did not stay cool enough. Some scaffolding will be required to fix the oculus shield, but it will be minimal.
- Continuing warranty work on the oculus shield on the dome and some plaster repair. Work should take place summer 2011.
- There is a glycol leak in the system. They have not identified the location but they are monitoring the levels. All parties are committed to getting this fixed the week after the 4<sup>th</sup> of July to further investigate. The leak is not good for the soil if that is where the leak is, but it is not a health risk at these levels. There is a two year warranty on the system held by the general contractors who are responsible for insuring that the work is completed. McAlvain Construction, Jacobsen Hunt, RM Mechanical and DeBest have all been included in the conversations on this issue.
- Looking ahead to FY2013, there will still be continuing items that need addressed particularly the monumental steps on Jefferson Street. The structural engineers will need to take a look at the support system and come back to the Commission with recommendations.

**MOTION: Commissioner Youtz moved to include the engineering analysis for the Jefferson Street steps in the FY2013 budget, not to exceed \$50,000. The second was by Commissioner Gallimore; the motion passed unanimously.**

## **Public Outreach, Art & Culture**

### **Arts, History and Culture Committee Report, *Jan Gallimore***

Commission Gallimore informed the Commission that the Idaho State Historical Society has a new website and the Capitol historic photograph collection will be available online as the Capitol Catalog in mid July.

Michael Faison from the Idaho Commission for the Arts reported that the permanent exhibit in the Capitol received the AASLH Merit Award for quality of exhibit and for the quality of the special issues of Idaho Landscapes.

Additionally, the Commission for the Arts and ISHS are introducing an annual exhibit of Idaho Fellowship recipients that will incorporate both the Garden Level and Statuary Hall. Fellowships are a juried process of recognizing artists in the state.

Commissioner Hartgen asked what the process was for approving exhibits. Commissioner Gallimore responded that requests must create an exhibit proposal. That proposal is reviewed based on the established guidelines, including appropriateness. If the proposal meets the guidelines, the proposal is presented to the Idaho Capitol Commission for approval. Commissioner Gallimore reinforced that this process is working.

Commissioner Gallimore noted a new rotation of Capitol Historic trees in Statuary Hall, and that there was no current plan to collect or add additional busts of key figures to the permanent displays.

Commissioner Gallimore reported that the pre and post legislative session check and location verification of the Capitol historic furniture has been completed for 2010/2011. Michelle Lynch has done a good job of tracking the historic pieces despite them getting moved around.

## **Other/New Business**

### **Project Funding Request, *Jeff Youtz***

Commissioner Youtz presented 5 project requests:

1. Restore the acoustics in the JFAC room, \$34,000
2. Add a speaker and an audio jack to the press desks in the House & Senate chambers, \$3,900
3. Move the A/V box in the Senate 4<sup>th</sup> floor gallery, \$1,000
4. Correct the committee room A/V plug-ins so they are the right “gender”, \$2,000
5. Add a freestanding wall in the Secretary of State’s office, \$8,100

Commissioner Youtz provided details on each of these items. LSO manages the press room space in the Capitol building that directly relates to item #2. Commissioner Hartgen recommended that item #2 should not be a public expense.

After much discussion, the Commissioners offered several suggestions and comments on the project requests.

**MOTION: Commissioner Hartgen moved that the Commission approve project requests 1, 3, 4, and 5 for a total of \$45,100. The second was by Commissioner Youtz; the motion passed unanimously.**

**Discuss Restoring the Military/Historical Flag Display, *Jeff Youtz***

Commissioner Youtz relayed to the Commission that Rep. Lindon Bateman suggested the Capitol Commission restore the historical flag display in the public lounge area (just below Statuary Hall) and make it a permanent memorial honoring veterans. The Capitol Services Committee did not recommend this as a permanent exhibit but suggested it might be added to the rotating exhibits.

Commissioner Youtz also updated the Commission about the Capitol Services Committee's discussions on a project to encourage new or updated art in the underground tunnels. On behalf of LSO, Commissioner Youtz offered to take the lead on this project.

**Discuss Legislative Dining Room and ICBVI Cafeteria, *Rep. Hartgen***

Commissioner Hartgen asked for discussion on the impact opening the legislative dining on the ICBVI dining area in the basement of the LBJ building. Commissioner Youtz responded that he has not received a request from ICBVI to revisit the issue.

**Discuss Legislative Dining Room and ICBVI Cafeteria, *Rep. Hartgen***

Commissioner Hartgen asked the Commission to discuss the lighting and shelving in the House Chambers. Elected officials have difficulty reading in the dimly lit space and there is little shelf space for reference material.

Chairman Erstad asked the Commission to work with Jan Frew on this item. Ms. Frew noted that additional lights were added during the project because the heavy curtains soak up the light. There had been discussion of desk lamps during the renovation project, and that item could be revisited. The desk lamps cost approximately \$100 each.

**Member Updates**

Chairman Erstad let the Commission know that he had received Evan Frasure's resignation from the Commission on May 4<sup>th</sup>. That vacancy is to be filled by an appointment from the Pro Tem.

Chairman Erstad also noted that he thought his appointment with the Commission ended in September 2011.

## Monthly Meeting Schedule

## Capitol Commission Meeting Schedule, *Chairman Erstad*

- The next meeting was tentatively scheduled for October 19, 2011

## **Adjournment**

**The meeting adjourned at 10:39 a.m.**

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Jennifer Pike, Department of Administration