
Idaho State Capitol Commission

Official Minutes, June 24, 2015

A meeting of the Idaho State Capitol Commission was held on this date in meeting room 155, 650 W. State Street, Boise, Idaho.

Members Present:

Andy Erstad, Chairman
Brad Little, Lieutenant Governor
Eric Milstead, Director, Legislative Services Office, Ex-Officio Member
Bob Geddes, Director, Department of Administration, Ex-Officio Member
Janet Gallimore, Executive Director, Idaho State Historical Society, Ex-Officio Member
Joe Stegner, Public Member
Linden Bateman, Representative

Via Conference Call:

Joy Richards, Public Member
Mary Symms-Pollot, Public Member

Others Present:

Michelle Lynch - Idaho State Historical Society
Robyn Lockett, Michelle O'Brien - Legislative Services Office (Via Conference Call)
Larry Johnson - Endowment Fund Investment Board
Keith Reynolds, Jan Frew, Kelly Berard, Jennifer Pike, Margaret Odedo - Department of Administration

Chairman Erstad called the meeting to order at 8:35 a.m.

APPROVAL OF MINUTES

Motion: Commissioner Little moved to approve the minutes from the February 4, 2014 meeting as written; seconded by Commissioner Milstead. With no further discussion the motion carried.

DESIGN & CONSTRUCTION SUB-COMMITTEE

- Commissioner Milstead reported that the sub-committee had met and found the need to develop a new Capitol Operating Manual. Commissioner Milstead recommended that this work be performed by a contractor with input from Jan Frew, Kelly Berard, Michelle Lynch, and Michelle O'Brien.

Discussion: Chairman Erstad asked that membership of the Design and Construction sub-committee be limited so to not inadvertently have a quorum of the Commissioners.

Commissioner Stegner asked which members make-up the Design and Construction sub-committee. Current Commissioners are: Bateman, Misteard, Gallimore, Erstad, and Geddes. Commissioner Milstead suggested Chairman Erstad take an Ex-Official position on the sub-committee.

Discussion: Commissioner Little asked for clarification of funding for a new Capitol Operating Manual. Mr. Reynolds replied that funding will come from the Commission's operating budget. Chairman Erstad added a contractor could be hired to pull together the different documents for approximately \$25,000. The official document would provide guidance to occupants on management of the building.

Ms. Lynch reviewed that both Legislative bodies have agreed to usage guidelines and polices. Commissioner Geddes asked that Ms. Lynch provide these documents to the Commission for review.

Motion: Commissioner Milstead moved that the Design and Construction sub-committee is authorized to solicit proposals to hire contract labor for a Capitol Operating Manual. Seconded by Commissioner Symms-Pollot. Motion carried.

PROJECT UPDATES:

- A recent ADA settlement has created a need to approve expenditures out of the Maintenance Reserve Fund. The cost is expected to be about \$450,000 over a three-year time period with payments beginning as early as July of this year. Mr. Reynolds explained prior authorization from the Commission must be provided in order to request a transfer from the Endowment Fund Investment Board (EFIB).

Discussion: Chairman Erstad asked for explanation on spending authority for the commitment to expend the money over multiple years. Mr. Johnson with EFIB explained how control methods work and confirmed EFIB will need official documentation from the Commission to transfer funds.

Motion: Commissioner Geddes moved that the Capitol Commission approve payment of invoices, not to exceed \$500,000, associated with the ADA settlement executed May 18, 2015 from the Capitol Maintenance Reserve Fund and authorize cash transfers necessary to accommodate those payments. Seconded by Commissioner Gallimore. Motion carried.

NEW BUSINESS:

- Chairman Erstad asked Ms. Frew to update the Commission on building status. Ms. Frew explained the contractor has begun repairs to the chair rail sections of marble in the East Wing. Chairman Erstad inquired of the timeline to meet the ADA agreement. Ms. Frew stated that a spreadsheet was developed listing compliance issues. Exhibits are attached to the agreement with end dates for each item. Smaller items are to be completed by the end of July 2015. Other groups of items will follow, in 6 month increments. The final modifications need to be completed by July 2017. Chairman Bateman inquired if additional non-compliance will be issued from the Department Of Justice once all of the work has been completed. Ms. Frew stated the modifications being made will be the only required changes as the building exists today. If structural changes and new improvements are completed on the building it is possible that a future complaint could be made regarding changed conditions.
- Although she was unable to be present, Ms. Teresa Luna was publically thanked by Chairman Erstad for her service on the Commission. The Commission has appreciated her service and wishes her well.
- Commissioner Milstead updated events on the 3rd floor lounge reviewing that an order was placed for furniture that is more substantial and inviting. The monitors will be relocated, but will not be mounted on the wall and there will be no conduit affixed to the floor. Chairman Erstad

voiced concern over non-commercial vs. commercial grade for furniture. Commissioner Milstead indicated that warranties from both vendors are similar.

- Legislative Service is considering Art for the lounge area. One thought is to mount replicas of old county maps. Commissioner Stegner asked if Art work is still part of the Capitol Commission's responsibility. Chairman Erstad replied that Art work proposals fall under the purview of the Commission. Commissioner Gallimore stressed the need for correct inventory once the furniture arrives, as well as the need for the Commission to review Art work proposals.

ADJOURNMENT

Motion: Commissioner Gallimore moved to adjourn. Commissioner Stegner seconded. Being no objection motion carried. The meeting adjourned at 9:53 a.m.



Margaret Odedo, Department of Administration