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# Idaho State Capitol Commission

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## Official Minutes

December 7, 2015

A meeting of the Idaho State Capitol Commission was held on this date in Room WW-17, Idaho State Capitol Building. Chairman Erstad called the meeting to order at 2:00 p.m.

## Attendees

### Members Present:

Andy Erstad, Chairman  
Robert Geddes, Director, Department of Administration, and Secretary/Ex-Officio Member  
Brad Little, Lieutenant Governor  
Representative Linden Bateman  
Joe Stegner  
Mary Symms-Pollot  
Joy Richards (via conference call)  
Janet Gallimore, Executive Director, State Historical Society and Ex-Officio Member  
Eric Milstead, Director, Legislative Services Office and Ex-Officio Member

### Others/Staff Present:

Keith Reynolds, Deputy-Director/CFO, Department of Administration  
Jan Frew, Administrator, Division of Public Works  
Gideon Tolman, Analyst, Division of Financial Management  
Robin Lockett, Analyst, Legislative Services Office  
Michelle O'Brien, Special Projects Coordinator, Legislative Services Office  
Larry Johnson, Manager, Endowment Fund Investment Board (EFIB)  
Diane Blume, Program Specialist, Department of Administration

## Approval of Minutes

**MOTION: Commissioner Little moved and Commissioner Gallimore seconded that the minutes of the August 31, 2015 Idaho State Capitol Commission meeting be approved as written. The motion passed unanimously.**

# Financial Report

## Endowment Funds

Mr. Reynolds reported on the three areas of revenue—lands, license plate, investment earnings. He also provided balances for the three fund uses—Department of Lands fees, Endowment Fund Investment Board fees, and transfers to the **Appropriation Fund**. The cash balance for FY16 as of the end of October was \$30,396,785. The **Reserve Fund** Balance (moneys that can be transferred into the Commission’s appropriated funds) is currently at about \$3.81 million.

## Appropriated Funds

The **Operating Fund** has two sources of income—interest/miscellaneous receipts, and transfers from the **Reserve Fund**. It has two uses—appropriated expenditures and transfers to the Idaho State Historical Society for the curator program. The balance as of the end of October was \$243,025 and to maintain the cash in the fund there will need to be regular transfers, he said.

Income to the **Maintenance Reserve Fund** comes from transfers out of the **Endowment Fund**. If needed, funds can be used for appropriated expenditures, and transfers are made from this fund to the **Operating Fund**. In FY16 \$400,000 was transferred to the **Maintenance Reserve Fund** in order to distribute \$200,000 to the **Operating Fund** and \$200,000 for ADA work at the Capitol Building. The Commission authorized a budget of \$500,000 for that project.

## Appropriated Expenditures

This is the Commission’s budget set by the Joint Finance and Appropriations Committee, he explained. Besides the **Operating Fund** which has a balance at the end of October of \$99,002, is the **Capitol Maintenance Fund** from which payments for the ADA project will be funded. Commissioner Little asked that a line item identifying transfers and expenditures for the ADA project be added to the expenditures report.

# Public Outreach / Art & Culture

Commissioner Gallimore requested approval from the Commission to hang banners on the perimeter of the Capitol grounds commemorating the 50<sup>th</sup> anniversary of the National Historic Preservation Act. The banners will feature a national register building from each of Idaho’s 44 counties and also our national landmark buildings—Cataldo Mission, Old Assay Office, and the Idaho Statehouse.

**MOTION: Commissioner Bateman moved and Commissioner Little seconded that the Commission adopt the recommendation of the Art and Culture Committee to display the banners as presented. The motion passed unanimously.**

## Capitol Usage

Commissioner Milstead reported on the meeting he had with Commissioners Geddes and Gallimore, President Pro Tem Hill, and Speaker Bedke to discuss the Capitol Usage Guidelines. He said leadership is interested in adopting usage guidelines and requested they be brief and easily understood. Commissioner Geddes added that they are as dedicated to the maintenance and usage of the building and maintaining its historic integrity as is the Commission.

## Design and Construction Committee

### Draft Space Use Guidelines

Commissioner Gallimore explained the Committee has been focused on aligning all of the various Capitol guidelines making sure that they are simple and understandable, and insuring any identified gaps are addressed. She presented a space use guideline that has been reduced down to one page. It is the guideline provided to legislators each year and should be provided to all tenants of the Statehouse. It outlines how to take care of the space, furniture and equipment.

**MOTION: Commissioner Symms-Pollot moved and Commissioner Milstead seconded that the Commission adopt the Capitol Use Guidelines as revised. The motion passed unanimously.**

### Draft Building Alteration and Repairs Guidelines

Commissioner Gallimore noted Ms. Frew has drafted this new document providing guidance to tenants on repairs and maintenance in their spaces. This document and the Capitol Use Guideline will eventually be part of a comprehensive but brief overall framework for care of the Capitol.

Ms. Frew explained the first part of the document covers **routine maintenance and repairs** directing tenants to Facilities Services for assistance. It lists the pallet of **paint colors** approved for use in the Capitol and if a change within those colors in the tenant areas is desired, the agency head can approve. If the desire is to deviate from the pallet, the agency head must approve, as well as the Capitol Commission.

Commissioner Stegner clarified that agency heads are only able to approve paint changes for tenant spaces and not for public and/or historic areas of the Capitol. Ms. Frew responded she will make this distinction clear throughout the document in the next draft.

The second page addresses carpet and outlines color schemes currently in place. **Replacement carpet** should match color and pattern of existing carpet and if so, the agency head can approve. Otherwise any deviation would again need Commission approval. Guidance is also provided for **light fixtures**.

For **reconfiguring or remodeling** work the guideline defines the difference between a **minor change and a major change**. A **minor change** is work that does not involve the demolition or installation of walls. An example is moving a door or window location in a non-historic wall, installation of cabinetry, reconfiguring non-attached cubicles, or changing furniture, draperies or décor. These types of things can be approved at the agency level and the actual work coordinated through Facilities Services. The Commission will be notified of the changes.

**Major work** would include demolition or installation of walls or windows in historic areas, or reconfiguring permanent cubicles. She said a floor plan delineating which walls are considered historic will be included with this guideline. Again major changes would need approval from the agency head and the Capitol Commission, with actual work coordinated with Facilities Services.

**Electrical, mechanical, plumbing and finishes** are also addressed. There is to be no exposed electrical conduit or plumbing except in utility areas and all changes are to meet codes. Plumbing fixtures are to be similar in style to those installed as part of the renovation project. Whenever there is a space reconfiguration, the heating, ventilation and air-conditioning systems as well as the fire sprinklers are to be revised as needed to accommodate the new space. Wood finishes are specified as standard stain per Facilities Services and painted wood trim shall be clear pine with Monterrey White paint.

Chairman Erstad recommended the Commission give the Design and Construction Committee latitude to make discussed changes to this guideline so that it can be implemented prior to the 2016 legislative session. Commissioner Geddes suggested the opening paragraph be clearer that all routine maintenance and repairs are to be reported to Facilities Services, including hanging large items on the walls. It is important that these guidelines be properly communicated, he added.

Commissioner Gallimore asked for clarity regarding authority of the Capitol Curator for approving what can and cannot be hung. Commissioner Stegner responded that the Capitol Curator may be involved with making sure the item is hung correctly, not whether or not the item should be hung.

Commissioner Little summarized that once the Design and Construction Committee finalizes this document that it be provided to legislative leadership and the constitutional officers to solicit their buy-in before it is officially put into place.

**MOTION: Commissioner Symms-Pollot moved and Commissioner Batement seconded that the Design and Construction Committee make the recommended changes to the Draft Building Alteration and Repairs Guideline, and that Commissioner Milstead provide the guidelines to legislative leadership and Commissioners Milstead and Little provide the guidelines to the constitutional officers for buy-in prior to making them official. The motion passed unanimously.**

Commissioner Symms-Pollot clarified that the Commission is giving the Capitol Curator permission to request that all wall hangings be coordinated through her.

### **Delegated Spending Authority**

Ms. Frew said the Design and Construction Committee discussed a need to provide authority to the Division of Public Works to spend money for various repairs. The Committee suggested a reasonable amount would be up to no more than \$100,000 annually. An example for use of the funds would be to fix the marble that has fallen off the wall and column capitals that must be reinstalled. These are not routine expenditures that Facilities Services would have funds to correct although the repairs would be done by Facilities Services staff.

Commissioner Milstead explained since the renovation was completed, things are beginning to show age and rather than let these situations worsen it makes sense to allocate a certain amount of funds each year to proactively address these issues. Ms. Frew added that should something come up that would exceed the annual allocation or the per-item amount, it would be brought to the Commission for approval.

**MOTION: Commissioner Stegner moved and Commissioner Batement seconded that the Commission approve authorization of an annual expenditure of up to \$100,000 for repairs and maintenance to the Capitol Building with a per-item cap of \$10,000 to be approved by the Division of Public Works and a per-item cap of \$20,000 to be approved by the Design and Construction Committee with the intent that the Commission receive an annual recap of expenditures. The motion passed unanimously.**

## **Project Updates**

### **ADA Improvements, Status Update**

Ms. Frew provided an update on the settlement agreement between the Capitol Commission and the US Attorney's Office on the ADA upgrades to the Statehouse, currently underway.

**Exhibit A** has a July 2015 completion deadline and includes 13 items in the area of signage, door access and protruding items. These are complete although some are temporary remedies, she explained.

**Exhibit B** has a December 2015 completion deadline and consists of 60 items addressing exterior signage, new accessible entrances, directional signs, and emergency communications. Ramps on the east and west side of the Statehouse are complete and signage will be done by the end of the month. She said upgrades to the Jefferson Street ramps were moved to Exhibit D with an extended completion date of December 2016.

**Exhibit C** has a completion date of July 2016 and includes Lincoln Auditorium wheelchair spaces, companion seating, and aisle seating modifications.

**Exhibit D** has a December 2016 completion deadline and is modifications to the House and Senate Gallery seating, replacement of Jefferson Street entry ramps, and additional drainage.

**Exhibit E** has a completion date of July 2017 and includes retrofitting hardware on public access doors. This hardware will be custom made.

**Exhibit F** consists of the completion of a form by a third party verifying that all items have been completed.

### **Report on Glazing Issues**

Ms. Frew reported that wire glazing in the capitol has been monitored over the past three years and it turns out that they have a manufacturer defect. She showed the Commission examples in the skylights and panes in the rotunda drum where the glass is delaminating and has overtime begun to crack. It is now at a point where she believes all wire glass that was replaced as part of the renovation project must be replaced. This glass was provided by a company who specialized in reproduction glazing.

She made formal notification to the installation company as well as the general contractor, Jacobson Hunt, over a year ago but there has been no action. She has now elicited the help of the Attorney General's Office to hold the contractor responsible for replacing the glass.

## **Next Meeting of the Commission**

Chairman Erstad asked that an update of the ADA project and the window glazing issue be part of the next meeting agenda for some time in January or February. In addition, the alteration and repair guideline is to be brought back to the Commission for review.

He requested a letter be drafted for his signature to Larry Johnson, Manager of the Endowment Fund Investment Board, asking for explanation why the Capitol Endowment Fund's investment rates have been low, and are projected to continue to decline.

## **Adjournment**

Chairman Erstad adjourned the December 7, 2015 meeting of the Idaho State Capitol Commission at 4:00 p.m.



Diane K. Blume, Program Specialist  
Department of Administration