
Idaho State Capitol Commission

Official Minutes

February 8, 2016

A meeting of the Idaho State Capitol Commission was held on this date in Room WW17, 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 (joined the meeting at 2:10 pm)
Joe Stegner
Mary Symms-Pollot
Joy Richards (via conference call)
Janet Gallimore, Executive Director, State Historical Society (ISHS) and Ex-Officio Member
Eric Milstead, Director, Legislative Services Office and Ex-Officio Member

Absent and Excused:

Representative Linden Bateman

Others/Staff Present:

Keith Reynolds, Deputy-Director/CFO, Department of Administration
Jan Frew, Administrator, Division of Public Works (DPW)
Robyn Lockett, Analyst, Legislative Services Office
Michelle O'Brien, Special Projects Coordinator, Legislative Services Office
Larry Johnson, Manager, Endowment Fund Investment Board (EFIB)
Michelle Wallace, Capitol Curator, Idaho State Historical Society
Diane Blume, Program Specialist, Department of Administration

Approval of Minutes

MOTION: Commissioner Symms-Pollot moved and Commissioner Milstead seconded that the minutes of the December 7, 2015 Idaho State Capitol Commission meeting be approved as written. The motion passed unanimously (Commissioner Little was absent from voting.).

Financial Report

Endowment Fund Analysis (as of 12/31/15)

Mr. Reynolds indicated that changes to the financial reports requested by the commission at its last meeting have been incorporated. He explained the endowment fund balance at the beginning of FY16, \$31,136,845, was increased by lands and license plate revenue and decreased by investment earnings bringing the total available balance to \$30,331,872.

Annual payments include Department of Lands fees which have yet to be paid, EFIB fees, and transfers to the Appropriation Fund leaving a balance of \$29,867,065. Mr. Johnson pointed-out that the amount of Land fees this year are estimated at \$174,000, dependent upon the degree of planting being done on capitol endowment lands and other costs.

Finally, the report shows the Reserve Fund balance of \$3,696,027. These are monies that would be available to transfer to the commission's appropriated funds, Mr. Reynolds said.

Appropriated Funds – Cash Flow Statement (as of 12/31/15)

This report shows changes in the Capitol Commission cash balance in comparison to FY14 and FY15, Mr. Reynolds continued. The beginning cash balance, \$196,107, was reduced by receipts and interests and increased by \$200,000 from the Reserve Fund, leaving the fund at \$395,190. This number is then reduced by appropriated expenditures and a \$108,623 transfer to ISHS for the Capitol Curator program. The ending cash balance, therefore, is \$242,925.

The Maintenance Reserve Fund, intended for large capitol repairs began with a balance of \$269 and increased to \$400,269 with a transfer from the EFIB. This amount was then reduced to \$88,892 by appropriated expenditures of \$111,377 and a \$200,000 transfer to the Operating Fund. The appropriated expenditures are all related to the ADA compliance work currently underway at the capitol.

Appropriated Expenditures (as of 12/31/15)

This statement is an expanded illustration of expenditures discussed in the prior statement, he explained. Operating Fund expenditures are \$43,642 and include administration support for the commission, printing, miscellaneous expenses, and \$30,595 expended for remodel of the third floor lounge. This amount, with the added \$111,377 for the ADA compliance work, brings total appropriated expenditures to \$155,019.

Approved Project Report (as of 12/31/15)

This is a new report, he said, and illustrates three separate projects funded from two different funds. Within the Operating Fund is the Jefferson Street stairs analysis for \$50,000 of which no dollars have been expended, and the third floor lounge remodel. A total of \$88,000 was approved for the lounge; work has been completed (since the 12/31/15 report was created) at a total cost of \$84,095.

The ADA compliance work is funded through the Maintenance Fund with an approved amount of \$500,000. To date, \$111,377 has been expended.

Commissioner Little inquired of the status of the Jefferson Street stairs project and Ms. Frew explained several years ago it was discovered that the brick supports underneath the granite stairs were crumbling. At that time (about 15 years ago) support walls were built under the stairs. Last year she requested and received funding to conduct a structural analysis of the support walls, but an engineer has not yet been hired.

Commissioner Little said he has observed gaps in the caulking on those stairs letting moisture underneath. He suggested as part of this project the stairs be re-caulked. Ms. Frew agreed and added that the caulking should actually be done about every 5 years. Chairman Erstad asked that Mr. Frew regularly report to the commission on maintenance cycles related to the capitol.

Public Outreach / Art & Culture

Commissioner Gallimore remarked that ISHS has been preparing for Idaho Day, which this year has the theme of "Heroes". A program will be hosted at noon in the rotunda on March 4th.

In addition, she said, Senator Buckner-Webb has asked ISHS to help with an exhibition commemorating black history month, which may replace what is currently displayed in statutory hall. She said she would keep the Commissioners up to date.

Design and Construction Committee

Request Approval of Spending Authorization Guideline

At its last meeting, Commissioner Gallimore said, the commission approved authorization of spending authority at different levels to DPW with certain criteria. A guideline outlining that authorization was drafted by the Design and Construction Committee and it is ready for review by the commission.

Commissioner Milstead reviewed that the commission authorized DPW to expend up to \$100,000 annually for capitol building repairs, maintenance and modifications with three different tiers of approval.

The first tier, he said, provides that any single item costing ten-thousand dollars or less may be executed by DPW independent of commission or committee authorization. As a courtesy, the chairman and the secretary of the commission are to be notified.

The second tier specifies that any single item costing between ten and twenty-thousand dollars must be approved by the Design and Construction Committee prior to commencement of work or issuance of a contract. Notice is to be given by DPW to the committee chair and a courtesy notification will be sent to the commission chairman and secretary. The committee chair will convene a meeting as soon as practicable after receiving notification.

The third tier specifies any single item in excess of twenty-thousand dollars must be approved by the commission. Notice will be given by DPW to the commission chairman and secretary. The chairman will convene a meeting as soon as practicable after receiving notification.

Finally, the guideline asks that DPW present an annual report to the commission at the first meeting after the close of the fiscal year. The report will include a description and cost of all repair and maintenance work performed in the capitol building during the preceding fiscal year.

Project Updates

ADA Improvements, Status Update

Ms. Frew explained new ramps to the east and west stairs first floor entries have been completed. Additionally, many signs have been installed throughout the building directing accessible travel from one floor to another, as well as exterior signage offering directions to accessible entries.

The next phase will soon be underway and includes rebuilding ramps from the garden level. The project will be bid within the next couple of weeks so that construction can begin as soon as the legislative session ends. Work will be done on both sides at the same time to expedite the work, with the goal that it is completed this summer. Drainage issues around the doors will also be addressed as part of the project.

Some of the building's door knobs will be replaced with levers and staff is trying to locate ones that look historic. It may be that they will have to be manufactured. Also scheduled for this summer are modifications to the galleries where a section of a wall will be removed in order to accommodate wheelchair seating.

Capitol Maintenance

Ms. Frew reported she has been working with the capitol mall facilities manager to develop a listing of anticipated capitol maintenance. There is a whole list of items to consider for lifecycle costing. A roadmap will be created to make sure these items are replaced when their lifecycle comes to an end. Once completed, this document will be shared with the commission, she said. Commissioner Erstad asked that the Design and Construction Committee focus on this project at its subsequent meetings.

New Business

Addition of Wall for Improved Routing and Security

Mr. Milstead brought up an issue related to the ADA work. On the House side, he said, access to one of the elevators is currently routed through some existing cubicles. It has been proposed that construction of a wall to re-route traffic, and reconfiguration of the cubicles could resolve the problem.

Ms. Frew added that after the capitol was reoccupied after the renovation it became apparent that routing on the east wing was problematic from a security standpoint. In order to use the elevator to get down to that wing an individual has to go through the area that opens up to those cubicles. She said it would be appropriate to use funds from the Capitol Commission to fix that security issue. The ADA element related to the elevator has just come to the forefront. At times when no one is using that portion of the building the door is locked. If someone were to go down the elevator in a wheelchair that person would be able to get out of the door, but could not re-enter. Final proposed changes to this area will return to the commission for approval.

Naming of the Eagle

There has been a suggestion that a competition be held with school children to name the eagle on the statehouse, Ms. Frew explained. Chairman Erstad suggested this project be assigned to the Arts History and Culture Committee for consideration.

Next Meeting of the Commission

Chairman Erstad suggested the Commission meet again in the May/June timeframe subsequent to meetings of the upcoming Design and Construction Committee.

Adjournment

MOTION: Commissioner Little moved and Commissioner Gallimore seconded that the February 8, 2016 Capitol Commission meeting be adjourned at 2:45 pm. The motion passed unanimously



Diane K. Blume, Program Specialist
Department of Administration