
Idaho State Capitol Commission

Official Minutes

April 20, 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 10:00 a.m.

Attendees

Members Present:

Andy Erstad, Chairman

Robert Geddes, Director, Department of Administration, and Secretary/Ex-Officio Member

Brad Little, Lieutenant Governor (via teleconference)

Representative Linden Bateman

Joe Stegner

Joy Richards (via teleconference)

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:

Mary Symms-Pollot

Others/Staff Present:

Jan Frew, Administrator, Division of Public Works

Tami Humiston, Financial Specialist Principal, Department of Administration

Gideon Tolman, Analyst, Division of Financial Management

Robyn Lockett, Analyst, Legislative Services Office

Michelle Wallace, Capitol Curator, Idaho State Historical Society

Michelle O'Brien, Special Projects Coordinator, Legislative Services Office

Kelly Berard, Construction Manager, Division of Public Works

Diane Blume, Program Specialist, Department of Administration

Approval of Minutes

MOTION: Commissioner Gallimore moved and Commissioner Milstead seconded that the minutes of the February 8, 2016 Idaho State Capitol Commission meeting be approved as written. The motion passed unanimously.

Financial Report

Endowment Fund Analysis (as of 2/29/16)

Ms. Humiston addressed the Commission in Mr. Reynolds's absence and explained the Reserve Fund Balance is healthy with a year-to-date balance of \$3,395,352. She said there is a meeting planned for the following week with the Department of Lands regarding cost allocations so those figures on this analysis will be updated.

The Reserve Fund balance is a separate fund managed by the Endowment Fund Investment Board, she explained. Commissioner Stegner asked about the process for adding money to this reserve. Ms. Lockett explained the Endowment Fund Investment Board makes a transfer each year and typically it is about 5% depending upon earnings, gains, losses, etc.

Appropriated Funds – Cash Flow Statement (as of 2/29/16)

This report shows actual expenditures through February, Ms. Humiston continued. The Commission's Operating Fund has a cash balance of \$203,415—these funds are available for projects. The Capitol Maintenance Reserve Fund has an ending cash balance of \$49,748.

Appropriated Expenditures (as of 2/29/16)

She referred to a sheet showing actual appropriation to the Operating Fund and Maintenance Fund, as well as costs for both. There is enough appropriation for the available cash, although at this time there is more cash than appropriation, she said. Appropriated expenditures of both funds total \$234,196.

Approved Project Report (as of 2/29/16)

The Approved Project Report includes the Jefferson Street Step Analysis and the Third Floor Lounge. Two additional projects administered by Public Works are below the \$10,000 threshold requiring Design and Construction Committee approval, she said; consequently, they were not included on the report. One is the electronic lock set at a stairway door and the other involves stand-alone push button locks on three other doors for the Governor's Office.

Ms. Frew suggested this report delineate those projects as well even though they are under the \$10,000 threshold. All projects accomplished within the \$100,000 annual maintenance funds the Commission authorized should be listed for the members' information. She said Public Works is also tracking these projects and will provide an end-of-year report for the Commission.

Legislative Intent Language

Ms. Humiston pointed-out the Commission's appropriation bill, SB1406, includes intent language requiring the Director of the Department of Administration to present to Legislative Council in the fall of 2016, a maintenance plan and implementation schedule for the Capitol Building.

Ms. Frew explained this report will be handled through the Design and Construction Committee. Administration's maintenance staff has already established a schedule of routine maintenance but it will be enhanced with other maintenance items to be anticipated for funding over the next 5 to 10 years. The finalized schedule will be provided to the Commission for approval.

Public Outreach / Art & Culture

Commissioner Gallimore referred to a handout listing ongoing exhibitions in the Statehouse which rotate in the garden level and in statutory hall. She commended Michelle Wallace and Tim Blood, Museum Technician, for assistance they provided Senator Buckner-Webb on a successful exhibition in statutory hall honoring Women in Idaho in celebration of Women's History Month (March).

In addition, in the garden level photos from the state's collection will be displayed throughout the summer; and subsequently, a new schedule will be brought back for Commission's approval at its next meeting.

Most inspiring, she said, was the second annual **Idaho Day celebration on March 4th**. Representative Bateman said the program this year in the House of Representatives was one of the most wonderful ceremonies he has experienced in his 16 years in the Legislature. Governor Otter, and former Governors Risch, Kempthorne, and Andrus were in attendance.

He said he is proposing that each year on March 4th everyone in the state wears blue. In addition, he said the last piece of legislation he sponsored (this year) was a proclamation urging citizens to display the Idaho flag along with the US flag on both the 3rd and 4th of July . Idaho was created on the 3rd of July.

Chairman Erstad remarked the Idaho Capitol Commission is a much better institution because of Representative Bateman's energy and focus on Idaho history. Commissioner Gallimore added that a celebration such as this does not happen without partnerships including the Commission on the Arts, Commission for Libraries, Department of Education, Idaho National Guard, Idaho Parks and Recreation, Idaho Tourism, Public Television, and the Boise School District.

Design and Construction Committee

Project Updates

Locksets on 2nd Floor

Ms. Frew reported on the installation of electronic locksets on the 2nd floor for the Governor's Office. An electronic card reader was installed at the stairway and because it is tied into the overall Capitol locking system, required some hard wiring. Cost was about \$6,500. In addition, push-button locks were added onto two doors leading into the suite directly across from the Governor's Office and on one door east of his office. Installation of the three push-button locks cost about \$7,000.

Glazing Issue

She updated members on the delamination of the chicken-wire glass and said replacement is being pursued. An inventory of the glazing shows that out of just under 200 total panes, 66 need to be replaced. From January 2015 to January 2016 there was an increase in glass that had delaminated and the conclusion is that over time all glass may fail.

John Emery, Project Manager from Jacobson Hunt Construction, is involved in helping to identify a remedy. One of the biggest issues is accessing the windows that need to be replaced at the urn level. They were installed from the inside and getting to them will be difficult. A representative from Safeway Scaffolding is reviewing ways to access those panes. Areas that have the most delamination are flat surfaces on the fourth floor rotunda which are not as difficult to reach.

Right now the effort is to identify who is going to pay for the replacement of all wire glass and from what source the glass will be purchased. The state has requested Jacobson Hunt Construction pay for the replacement and discussions are underway. Chairman Erstad inquired if there are any life-safety threats and Ms. Frew replied that the majority of the glass delamination is mostly a visual problem right now; however, there are a few panes in a horizontal position that have cracked. At this time there is no indication this glass will fall out, but it is still a risk. These panes will be addressed first.

ADA Work

Work is proceeding around the building, she continued, and the critical areas now are the proposed reconstruction of ramps off of Jefferson Street leading into the garden level. From a practical and expense perspective, concerns have been raised about tearing-out

existing ramps. This was broached again with the Department of Justice (DOJ) in hopes the scope would be revised. A response has not yet been received from DOJ.

DOJ has been amenable, however, about not redoing railings but adding-on to them. This will be significantly less expensive. She is hopeful specifics on remaining ADA requirements get resolved soon because the ramp project is tied into the Jefferson Street drainage project, and work needs to get underway during the current construction season.

Other ADA work includes hardware replacements, currently underway, and gallery modifications which will be addressed later in the meeting.

Drainage Work At Jefferson Street

Drainage work at Jefferson Street is contingent upon how much of the ramps will need to be replaced. If ramps do not need to be torn out, work will be approached differently. Basically, she said, the location where roof water and site water collects will be separated. Right now all water enters one dry well and then moves into a drainage structure. This causes a back-up of the water.

Senator Stegner inquired about project timing and Ms. Frew explained the intent was to bid the project in February; however, because it was decided to approach DOJ about revising the ramps project, bidding was delayed. The two projects will be done simultaneously.

Request for Approvals

Gallery Modifications

Ms. Frew distributed renderings and explained the goal of this ADA enhancement is to accommodate four wheelchairs with companion seating for each chamber gallery.

On the House side, work will involve adding two wheel chair spaces with companion seats at spaces that are already open on each side of the VIP gallery seating. This will require relocation of a monitor and removal of a section of wall on the south side.

Accommodations on the Senate side will require removing a section of wall in the VIP seating area so that the wheelchair area can be approached from the hallway with companion seating on each side. A railing will separate the rest of the VIP seating.

She anticipates accomplishing this work using service contracts or an informal bid within the next couple of weeks so work can be completed prior to the next session.

MOTION: Commissioner Gallimore moved and Commissioner Milstead seconded that the Commission approve modifications to both the House and Senate galleries as presented. The motion passed unanimously.

Installation of Bird Deterrent System and Expansion Joints in Wings

Both projects will be paid within the \$100,000 authorization the Commission approved for annual Capitol maintenance. The quote for the **installation of a bird deterrent system** is \$19,750. She said there will be additional costs involved in running electricity which will bump the total project cost over the \$20,000 approval limit for the Design and Construction Committee, thus she is asking for Commission approval.

The system is an electrified mat and when birds land on it they get a small shock. The company guarantees that for five years it will deter small birds from roosting on areas where it is installed such as small ledges over entryways and on light fixtures. Facilities Services has tried many deterrent methods in the past that have not been successful.

Another project, she continued, has to do with cracking that has occurred in walls in the two garden level wings. As a result, **expansion joints are being proposed** to provide relief and to control where the cracks are expanding. JP2 Construction, LLC has been hired to verify that this is the correct mode of correction, and if so where the best locations of the expansion joints should be placed. The total cost of the project is estimated to be between \$25,000 and \$30,000, she explained. Work will address cracking that has already occurred and to prevent future random cracking that happens as a result of heating and cooling. Chairman Erstad added that CSHQA has been asked to review the cracking and the method proposed to control it, as well as provide feedback why it is occurring. Plans are to start work this summer, Ms. Frew added.

MOTION: Representative Bateman moved and Commissioner Stegner seconded that the Commission approve expenditures up to \$25,000 for the bird deterrent system as presented, and up to \$30,000 for the expansion joints in the wings as presented. The motion passed unanimously.

Wall Construction, House Side and Re-Orientation of Cubicles

The Design and Construction Committee has recommended this project be brought to the Commission for approval and that expenses be shared between the House and the Capitol Commission, Commissioner Milstead explained. There are twelve cubicles on the House side, garden level that will be reconfigured at roughly \$100,000 in cost. Work will be done at the same time a security wall is constructed as part of the ADA remediation.

The existing conference room, he said, will be relocated into a space currently occupied by four small cubicles. A cabinet and sink will be relocated, and a wall removed in the vacated conference room so that resulting space can be utilized to reorient the 12 cubicles in one location. They will also be secured behind the new ADA wall, and the four small cubicles will gain additional space.

MOTION: Commissioner Milstead moved and Commissioner Stegner seconded that the Commission approve the design as proposed and up to \$75,000 in Commission expenditures. The motion passed unanimously.

Self-Guided Tour Booklets

Commissioner Milstead noted the supply of self-guided Capitol tour booklets are running low and he asked for Commission approval of \$4,030 to purchase about 6,000 more.

MOTION: Commissioner Stegner moved and Commissioner Milstead seconded that the Commission approve expenditure of \$4,030 for self-guided tour booklets. The motion passed unanimously.

New Business

Future meeting agenda items will include status of the ADA projects as well as the other miscellaneous projects, Chairman Erstad said.

Commissioner Stegner inquired about the **yellow ribbons** once displayed on front columns of the Capitol. Director Geddes responded that they became worn and were taken down. New ones were purchased and with approval from Governor Otter, the Department of Administration installed them at the Military Memorial located next door at the Idaho Law and Justice Learning Center.

Additionally, Commissioner Stegner said he has been made aware that Governor Batt's name is incorrectly spelled on the **Capitol Commission plaque** located on the second floor. Ms. Frew responded that she has contacted Memorial Monument and indications are that the plaque will be corrected in the near future. The company has offered to make the fix at little or no cost.

Commissioner Stegner said he recalled that during the renovation **lights were installed allowing the Capitol to be bathed in multiple colors** to honor special days or events. Commissioner Geddes explained the system is in place and has been recently utilized. It was lit in blue for Idaho Day and for a week in blue to recognize National Autism Week. It was also colored in red recently for another national awareness. When it is not colored, the Capitol is bathed in white light at night. Ms. Frew added the existing system is becoming out-of-date and one day a request may be made to replace it.

Next Meeting of the Commission

Chairman Erstad suggested the Commission meet again in the August.

Adjournment

MOTION: Commissioner Milstead moved and Commissioner Stegner seconded that the April 20, 2016 Capitol Commission meeting be adjourned at 11:20 am. The motion passed unanimously

Diane K. Blume

Diane K. Blume, Program Specialist
Department of Administration