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# Idaho State Capitol Commission

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## Official Minutes

February 7, 2024

A meeting of the Idaho State Capitol Commission was held on this date in the JRW Building West Conference Room, 700 W. State Street, Boise, Idaho, and via WebEx. Chairman Erstad called the meeting to order at 2:00 PM.

### Attendees

#### Members Present:

Andy Erstad, Chairman

Steve Bailey, Deputy Director, Dept. of Administration (DOA), Ex-Officio Member, Commission Secretary

Terri Kondeff, Director, Legislative Services Office (LSO) and Ex-Officio Member

Janet Gallimore, Executive Director, State Historical Society (ISHS), and Ex-Officio Member

Marilyn Whitney, Deputy State Superintendent of Public Instruction

Mary Symms

Nancy Sue Wallace (via Webex)

Representative Dustin Manwaring

Senator Chuck Winder (via Webex)

#### Others/Staff Present:

Bailey Peterson, CFO, Department of Administration

Pat Donaldson, Administrator, DPW

Paul Navarro, Facilities Manager, DPW

Nicole Inghilterra, Curator of Collections and Exhibitions, ISHS (via Webex)

Liz Hobson, Museum Administrator, ISHS (via Webex)

Emily Sears, Capitol Curator, ISHS

Frances Lippett, Policy Analyst, LSO

Chris Anton, EFIB

Kimberly Rau, Program Specialist, Department of Administration

### Approve August 24, 2023, Meeting Minutes (Action Item):

**MOTION:** Commissioner Gallimore moved, and it was seconded by Commissioner Kondeff that the minutes of the August 24, 2023, Idaho State Capitol Commission meeting be approved as written. The motion passed unanimously.

## Capitol Finances

### Fiscal Report:

#### Endowment Fund Analysis (December 31, 2023)

The Endowment Fund provides income to operate the Capitol Commission and to maintain the Capitol. The source of revenue for this Fund is primarily revenue generated by investments managed by the EFIB. Other revenue is generated by approximately 7,000 acres of forest land managed by the Department of Lands and the sale of specialized license plates.

The beginning Fund balance fiscal year to date for FY 2024 was \$50,203,493. Revenue from forest lands was \$7,018, license plate revenues were \$156,730, and investment earnings were \$1,546,541 bringing the total available funds to \$51,913,782. Total uses to date were \$604,919 which included management fees related to the fund and a \$250,000 transfer to the Capitol Maintenance Reserve Fund. The remaining balance was \$51,308,863. Reserve fund balance is \$12,867,563.

**Capitol Commission**  
**Endowment Fund Analysis**  
**December 31, 2023**

	<u>FY 2023 Actual</u>	<u>FY 2024 Projected</u>	<u>FY 2024 FYTD Actual</u>	<u>% of Projection</u>
<u>Beginning Fund Balance</u>	45,818,067	50,203,493	50,203,493	
Lands Revenue	875,670	612,969	7,018	-99%
License Plate Revenue	203,485	142,440	156,730	10%
Investment Earnings	4,694,959	1,702,941	1,546,541	-9%
<b>Total Revenues</b>	<u>5,774,114</u>	<u>2,458,349</u>	<u>1,710,289</u>	
<b>Total Fund Balance</b>	51,592,181	52,661,842	51,913,782	-1%
Department of Lands Fees	191,362	200,000	91,607	-54%
EFIB Fees	175,507	215,000	263,312	22%
Transfers to Appropriated Fund	1,021,819	1,800,000	250,000	-86%
<b>Total Expenditures</b>	<u>1,388,688</u>	<u>2,215,000</u>	<u>604,919</u>	-73%
<u>Ending Fund Balance</u>	<u>50,203,493</u>	<u>50,446,842</u>	<u>51,308,863</u>	2%
<b>Available Reserve Fund Balance</b>	<u>11,771,467</u>	<u>11,771,467</u>	<u>12,867,563</u>	9%

**Appropriated Funds – Cash Flow Statement (December 31, 2023)**

There are two funds reported in the Appropriated Funds Cash Flow statement. The *Capitol Commission Operating Fund* supports small maintenance projects for the Capitol and administrative costs of the Commission. The Fund started the fiscal year with \$151,541 and was increased by \$2,821 from receipts/interest earnings, and \$250,000 by the previously mentioned transfer from the *Capitol Maintenance Reserve Fund*. Total operating cash available for the year was \$404,362. Uses of cash to date totaled \$180,749. The ending cash balance to date was \$223,613.

The *Capitol Maintenance Reserve Fund* is used for major projects related to the Capitol as well as a transfer conduit for funds between the Endowment Fund and the *Commission Operating Fund*. The *Capitol Maintenance Reserve Fund* began the year with \$733,567. Transfers to *Appropriated Fund* from EFIB were \$250,934, which included the \$250,000 pass-through transfer to the *Commission Operating Fund*, and Interest revenue of \$934 leaving an ending cash balance of \$734,501.

**Capitol Commission  
Appropriated Funds - Cash Flow Statement  
December 31, 2023**

	<u>FY 2023 Actual</u>	<u>FY 2024 Projected</u>	<u>FY 2024 YTD Actual</u>
<b>Capitol Commission Operating Fund (48109)</b>			
<u>Beginning Cash Balance</u>	210,973	151,541	151,541
Receipts/Interest	8,910	1,000	2,821
Transfers in from Reserve Fund	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
<b>Total Cash Available</b>	469,883	402,541	404,362
Appropriated Expenditures	186,142	142,000	42,449
Transfer to ISHS	<u>132,200</u>	<u>138,300</u>	<u>138,300</u>
<b>Total Uses of Cash</b>	<u>318,342</u>	<u>280,300</u>	<u>180,749</u>
<u>Ending Cash Balance</u>	<u>151,541</u>	<u>122,241</u>	<u>223,613</u>
<b>Capitol Maintenance Reserve Fund (48279)</b>			
<u>Beginning Cash Balance</u>	<u>782,968</u>	<u>733,567</u>	<u>733,567</u>
Receipts/Interest	12,885	1,000	934
Transfers In From EFIB	<u>771,819</u>	<u>1,799,401</u>	<u>250,000</u>
<b>Total Cash Available</b>	1,567,672	2,533,968	984,501
Appropriated Expenditures	834,105	2,200,000	-
Transfers to Operating Fund	<u>-</u>	<u>250,000</u>	<u>250,000</u>
<b>Total Uses of Cash</b>	<u>834,105</u>	<u>2,450,000</u>	<u>250,000</u>
<u>Ending Cash Balance</u>	<u>733,567</u>	<u>83,968</u>	<u>734,501</u>

**Appropriated Expenditures (December 31, 2023)**

The Appropriated Expenditures for FY23 in the Operating Fund came to \$186,142. Maintenance Reserve Fund expenses were \$834,105.

*Capitol Commission: Appropriated Expenditures  
FY 2024 Budget  
December 31, 2023*

	<u>FY 2023 Actual Exp</u>	<u>FY 2024 Budget</u>	<u>FY 2024 Actual Exp</u>
<i>Operating Fund Expenditures</i>			
Administrative Support	8,000	8,000	-
Printing	-	4,000	4,011
Misc. (Supplies, Travel)	75	1,500	-
Professional Services	-	-	-
Project Costs	178,067	128,500	38,438
<b>Total Current Year</b>	<u>186,142</u>	<u>142,000</u>	<u>42,449</u>
<b>Total</b>	<u>186,142</u>	<u>142,000</u>	<u>42,449</u>
<i>Capitol Maintenance Reserve Fund</i>			
Capitol Building Repairs & Maintenance	834,105	2,200,000	-
<b>Total - Maintenance Fund</b>	<u>834,105</u>	<u>2,200,000</u>	<u>-</u>
<b>Total Available Appropriation / Expenditures</b>	<u>1,020,247</u>	<u>2,342,000</u>	<u>42,449</u>

**Project Expenditure Report (December 31, 2023)**

Total Operating Fund Projects to date for FY 24 came to a total of \$38,438.

**Capitol Commission  
Project Expenditure Report  
December 31, 2023**

	FY 2023 Expenditures	FY 2024 Expenditures	Budget
<b>Project Expenditures - Operating Fund</b>			
Chiller Repair	46,845		
Hydronic Failure	85,070		
Dedication Plaque Replacement			\$ 5,000
Granite Move		38,438	
<b>Total Operating Fund Projects</b>	<b>131,915</b>	<b>38,438</b>	
<b>Project Expenditures - Maintenance Fund (1)</b>			<b>Budget</b>
Capitol Glass Replacement (1)	121,784	0	\$565,800
<b>Total Maintenance Fund Projects</b>	<b>121,784</b>	<b>-</b>	

(1) Fiscal is working with LSO, DFM, and SCO to clear up a LUMA transition discrepancy that is preventing the Department from processing expenditures against the Maintenance Fund. This should be resolved during the next reporting period.

**Update on Investments:**

Mr. Anton pointed out that the Capitol Commission’s investment funds are in good order. Global financial markets ended 2023 on a positive note, delivering a second consecutive month of exceptional gains as inflation continued to ease, labor markets remained healthy, and minutes from the Fed’s December 12-13 meeting suggested a lower target range for the federal funds rate would be appropriate by the end of 2024. Resilient data, including an acceleration in real personal spending, is boosting investor confidence that the economy will pull off a “soft landing,” where the economy slows just enough to snuff out inflation, but not so much that it falls into recession. The growth of investor confidence helped the rally expand beyond the “magnificent seven” to include a broader array of large, mid and small cap companies.

## **Design and Construction Committee**

### **Capitol Commission Project Updates**

**DPW Administrator Pat Donaldson presented a project update to the Commission:**

#### **19625 – Capitol Office Tenant Improvement**

Authorized Budget: \$11,085,300.00

Current obligations and expenditures: \$3,027,620.53

**Update:** Phase 1 is Substantially Complete. Phase 2 in design.

#### **23016 - Replace Data Chiller**

Original Authorized Budget: \$300,000.00

Revised Authorized Budget: \$645,000.00

Current obligations and expenditures: \$34,525.02

**Update:** Project has bid under the projected budget. The low responsive bidder was Cascade Enterprises with a bid of \$389,000. Award of contract is in process.

#### **23027 - State Street Hydronic Piping Repairs (WEST)**

Authorized Budget: \$140,000.00

Revised Requested Budget: \$182,000.00

Current obligations and expenditures: \$49,814.62

**Update:** The discovery phase of the project has been completed by Dept. of Administration Service Contractor, Cascade Enterprises. Excavation, inspection and air testing of the 6 lines identified deteriorated insulation and pipe between the mechanical room and the elbows. (Figure 1) It is recommended that all six pipelines be replaced from inside the mechanical room to the most northern elbows of the hydronic system. The scope of work is complicated by interfering equipment in the mechanical room, the need for new access panels and concrete located at the exterior. The contractors' estimate for repairs, dated January 10, 2024, exceeds the originally requested budget. The project requests approval for an additional \$42,000, for a new not-to-exceed project budget of \$182,000. If approved, work will take place following legislative session 2024.

**MOTION: Commissioner Whitney moved, and it was seconded by Commissioner Gallimore that the Commission approve the requested revised budget of \$182,000 in regard to Project 23027 - State Street Hydronic Piping Repairs (WEST). The motion passed unanimously.**

## **Public Outreach / Art, History and Culture Committee**

### **Introduction of new Capitol Curator:**

Commissioner Gallimore, Executive Director of the Idaho State Historical Society, introduced Emily Sears, the new ISHS Capitol Curator.

### **Other Business**

#### **Action Item: Idaho Statute 67-1605A**

HB25, which pertains to the management and control of the roads directly around the Capitol Building, was passed through the last Legislative Session and is now Idaho Statute 67-1605A. This statute gives the director of the Department of Administration authority to control vehicular use of the roadways adjoining the capitol building and Steunenberg monument park. Discussion ensued. The Commission was presented with a draft policy outlining the rules and logistics of the Statute.

**MOTION: Commissioner Kondeff moved, and it was seconded by Commissioner Gallimore that the Commission approve the roads policy draft as written and presented. The motion passed unanimously.**

#### **Next Meeting Dates:**

6/18/2024

8/20/2024

### **Adjournment:**

**MOTION: Commissioner Gallimore moved, and it was seconded by Commissioner Kondeff that the February 8, 2024, meeting of the Idaho Capitol Commission be adjourned at 2:55 PM. The motion passed unanimously.**

Kimberly Rau, Program Specialist  
Department of Administration