
Idaho State Capitol Commission

Official Minutes

June 14, 2023

A meeting of the Idaho State Capitol Commission was held on this date in the JRW East Conference Room, Boise, Idaho, and via teleconference. Chairman Erstad called the meeting to order at 2:03 p.m.

Attendees

Members Present:

Andy Erstad, Chairman
Steve Bailey, Deputy Director, Dept. of Administration (DOA)
Terri Kondeff, Director, Legislative Services Office (LSO) and Ex-Officio Member
Janet Gallimore, Executive Director, State Historical Society (ISHS), and Ex-Officio Member
Senator Chuck Winder (via teleconference)
Representative Dustin Manwaring (via teleconference)
Marilyn Whitney (via teleconference)
Nancy Sue Wallace (via teleconference)

Absent and Excused:

Mary Symms

Others/Staff Present:

Pat Donaldson, Administrator, DPW
Kelly Berard, Sr. Project Manager, DPW
Frances Lippitt, Budget Analyst, LSO
Nicole Inghilterra, Capitol Curator, ISHS
Chris Anton, Investment Manager, Endowment Fund Investment Board (EFIB)
Kathy Van Vactor, EFIB
Mary Ann Arnold, President, Foundation for Idaho History
Kimberly Rau, Executive Assistant, Department of Administration

Action Item

Approve February 16, 2023 Meeting Minutes:

MOTION: Commissioner Gallimore moved, and it was seconded by Commissioner Kondeff that the minutes of the February 16, 2023 Idaho State Capitol Commission meeting be approved as written. The motion passed unanimously.

Legislative Update

House Bill 25 was passed during Legislative Session. This bill relates to the capitol building and grounds; amending chapter 16, title 67, 3 Idaho code, by the addition of a new section 67-1605a, Idaho code, to authorize the director of the Department of Administration to control vehicular use of the roadways adjoining the Capitol Building and declaring an emergency.

Discussion ensued regarding the bill and how it will be necessary for the Capitol Commission to revisit and update the Capitol Usage Guidelines in light of this new legislation. A meeting of the Capitol Commission Design and Construction Committee will be scheduled to begin this process.

Capitol Finances

Fiscal Report:

Endowment Fund Analysis (April 30, 2023)

The Endowment Fund provides income to operate the Capitol Commission and to maintain the Capitol, Mr. Bailey explained. 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 for FYTD 2023 was \$45,818,067. Revenue from forest lands was \$750,927, license plate revenues were \$182,030 and investment earnings were \$2,717,485 bringing the total available funds to \$49,468,509. Total uses were \$771,947, which included management fees related to the fund of \$521,947 and a \$250,000 transfer to the Capitol Maintenance Reserve Fund. The Ending Fund Balance was \$48,696,562, leaving a total Reserve Fund Balance of \$10,990,901.

Capitol Commission
Endowment Fund Analysis
April 30, 2023

	<u>FY 2022 Actual</u>	<u>FY 2023 Projected</u>	<u>FY 2023 FYTD Actual</u>
<u>Beginning Fund Balance</u>	52,623,129	45,818,067	45,818,067
Lands Revenue	188,043	131,630	750,927
License Plate Revenue	182,896	128,027	182,030
Investment Earnings	(6,632,518)	1,702,941	2,717,485
Total Revenues	<u>(6,261,579)</u>	<u>1,962,598</u>	<u>3,650,442</u>
Total Available	46,361,550	47,780,665	49,468,509
Department of Lands Fees	205,160	200,000	363,217
EFIB Fees	213,323	215,000	158,730
Transfers to Appropriated Fund	125,000	1,800,000	250,000
Total Uses	<u>543,483</u>	<u>2,215,000</u>	<u>771,947</u>
<u>Ending Fund Balance</u>	<u>45,818,067</u>	<u>45,565,665</u>	<u>48,696,562</u>
Reserve Fund Balance	<u>10,023,747</u>	<u>10,383,639</u>	<u>10,990,901</u>

Appropriated Funds – Cash Flow Statement (May 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 2nd half of FY2023 with a \$210,973 beginning cash balance, which was increased by \$8,143 from interest earnings, and \$250,000 by the previously mentioned transfer from the *Capitol Maintenance Reserve Fund*. Total operating cash available for the year was \$464,115. Uses of cash totaled \$293,286 leaving an ending cash balance was \$175,830.

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 \$(192,265). Transfers to *Appropriated Fund* from EFIB were \$262,142, which included the \$250,000 pass-through transfer to the *Commission Operating Fund*, and receipts/interest revenue of \$12,142 leaving total cash available of \$1,039,186. Appropriated expenditures were \$121,784 and transfers to the Operating Fund were \$250,000 leaving total uses of cash at \$771,246 and an ending cash balance of \$(701,379).

Capitol Commission: Appropriated Expenditures
FY 2023 Budget
May 31, 2023

	<u>FY 2023 Budget</u>	<u>FY 2023 Actual Exp</u>	<u>FY 2023 Variance</u>	<u>FY 2024 Budget</u>
<i>Operating Fund Expenditures</i>				
Administrative Support	8,000	8,000	-	8,000
Printing	4,000		4,000	4,000
Misc. (Supplies, Travel)	1,500	75	1,425	1,500
Professional Services	-		-	-
Project Costs	128,500	153,011	(24,511)	128,500
Total Current Year	142,000	161,086	(19,086)	142,000
Total	142,000	161,086	(19,086)	142,000
<i>Capitol Maintenance Reserve Fund</i>				
Capitol Building Repairs & Maintenance	2,200,000	771,256	1,428,744	2,200,000
Total - Maintenance Fund	2,200,000	771,256	1,428,744	2,200,000
Total Available Appropriation / Expenditures	<u>2,342,000</u>	<u>932,342</u>	<u>1,409,658</u>	<u>2,342,000</u>

Appropriated Expenditures and FY 2023 Budget (May 31, 2023)

The Appropriated Expenditures in the Operating Fund came to \$161,086. Capitol Maintenance Reserve Fund expenses totaled \$771,256. The total available appropriation/expenditures were \$932,342.

Capitol Commission: Appropriated Expenditures
FY 2023 Budget
May 31, 2023

	<u>FY 2023 Budget</u>	<u>FY 2023 Actual Exp</u>	<u>FY 2023 Variance</u>	<u>FY 2024 Budget</u>
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Project Expenditure Report (May 31, 2023)

Mrs. Peterson walked the Commission through the Capitol Commission Project Expenditure Report (below).

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

	<u>FY 2022 Expenditures</u>	<u>FY 2023 Expenditures</u>	<u>Budget</u>
Project Expenditures - Operating Fund			
Cooler Repair, Kitchen	2,529	3,336	
Hood and Duct Cleaning	550		
Cooler Repair	306		
Capitol Bike Racks	96		
Fire Suppression Repair	599		
Fire Suppression Service			
Chiller Repair		46,845	
Hydronic Failure		86,462	
Dedication Plaque Replacement		500	\$ 5,000
Misc Projects		15,867	
Total Operating Fund Projects	<u><u>4,080</u></u>	<u><u>153,011</u></u>	
Project Expenditures - Maintenance Fund			
			<u>Budget</u>
Door Access Control	215,344	117,870	\$1,240,000
Capitol Glass Replacement (1)	804,156	121,784	\$565,800
Capitol A/V Technology Updates	58,974	358,642	\$1,071,074
Roof Fall Protection	146,293	15,779	\$180,000
Gallery Guardrails		159,182	\$275,543
Total Maintenance Fund Projects	<u><u>1,224,767</u></u>	<u><u>771,256</u></u>	

(1) Fiscal received reimbursement from vendors totaling \$355,000. Remaining reimbursement of \$48,000 was received by fiscal in January. Net expense of \$543,194 is below the approved budget of \$565,800.

Design & Construction Committee

Kelly Berard, Sr. Project Manager, DPW, presented an update on current projects to the Commission.

20009 - Roof Fall Protection

Authorized Budget: \$220,000

Current obligations and expenditures: \$183,075.39

Work of the original contract and Change Order 1 is substantially complete. Closeout paperwork and final invoicing in process.

21010 – Chamber Gallery Railings

Authorized Budget: \$225,543.75

Current obligations and expenditures: \$178,270.39

Closeout and final invoicing in process.

22010 – Misc. Projects

Authorized Budget: \$20,000

Current obligations and expenditures: \$19,217.32

22012 – Replace Idaho in Session Broadcast Equipment

Authorized Budget: \$356,116

Current obligations and expenditures: \$353,030.70

Work is complete. Final invoicing in process.

19625 – Capitol Office Tenant Improvement

Authorized Budget: \$11,085,300

Current obligations and expenditures: \$83,276.01

Planning, material sourcing and investigative demolition in process.

Capitol Restoration Marble

Requested Budget: \$60,000.00

Total Expenditures: \$38,437.52

Project Description: Capitol Marble relocated from ITD State Street Campus to an indoor storage location on the Chinden Campus.

Dedication Plaque Replacement – (NTE \$5,000) Dedication plaques have removed and returned to facilities. Continue efforts to source new slabs for engraving.

23016 - Replace Data Chiller

Requested Budget: \$300,000.00

Total Repair Expenditures to Date: \$22,000.00

Musgrove Engineering contracted for design.

Project Description: This chiller serves the main data entrance facility for the Capitol. The chiller is located in a mechanical well on the north side of the building, at the inside corner where the center section meets the west above ground wing. The data room is located on the Garden Level, on the west side of the north-central section of the building. The chiller was provided as a part of the Capitol Restoration and is nearing its anticipated life expectancy. Over the years the unit has

experienced technical issues in both circuits and failure in its coils. Those failed coils were replaced by facilities services and were re-replaced, under warranty, by the supplier.

23026 - JFAC Audio Visual (A/V) Upgrades

Requested Budget: \$50,000.00

Total Expenditures: \$48,305.00

June PBFAC approved. Service Contract with Quality Electric is in place. Material on Order.

23027 - State Street Hydronic Piping Repairs (WEST)

Estimated Budget: \$140,000.00

Expenditures to date: \$34.62

Project Description: A hot water failure at the west end of the Capitol in November 2022, required emergency action to investigate and repair failed piping serving the west wing heating system. A temporary fix was implemented utilizing spare piping to provide water for heating through the winter. A leak detection system and shut off valves were also added at this time. Similar to the work conducted on the east wing in 2022, it is anticipated that hydro excavation will be used to expose the failing pipes and replace six (6) segments of piping from the junction inside the mechanical room, to approximately six (6) feet outside the exterior wall. The original black steel piping will be replaced with a thermoset plastic piping designed for direct bury applications. Resealing the wall and providing a protective waterproof coating to new pipe couplers will also be included.

An Informal Bid is in process. Work planned for the summer/fall 2023.

ACTION ITEM: Kelly requested the Commission approve the transfer of \$5,000 from the Capitol Restoration Project over to the Plaque Restoration Project.

MOTION: Commissioner Kondeff moved to approve the transfer of \$5,000 from the Capitol Restoration Project to the Plaque Restoration Project. Commissioner Gallimore seconded the motion. Motion carries unanimously.

Public Outreach / Art, History and Culture Committee

Commissioner Janet Gallimore, ISHS Executive Director, and Mary Ann Arnold, Foundation for Idaho History President presented photos of the plaques that will be placed as “Spirit of Idaho Women” statue recognition markers.

Adjournment

MOTION: Commissioner Gallimore moved, and it was seconded by Commissioner Kondeff, that the June 15, 2023 meeting of the Idaho Capitol Commission be adjourned at 2:54 p.m. The motion passed unanimously.

Next Meeting Date: The next meeting of the Idaho Capitol Commission meeting will be held on August 24, 2023.

Kimberly Rau, Program Specialist, Department of Administration