
Idaho State Capitol Commission

Official Minutes

October 5, 2006

A meeting of the Idaho State Capitol Commission was held on this date in the Senate Caucus Room, #350, 3rd Floor, Statehouse. Major General Jack Kane, Commission Chairman, called the meeting to order at 8:50 a.m.

Attendees

Members Present:

Major General Jack Kane, Chairman

Andrew Erstad

Stephen Hartgen

Sandy Patano (via teleconference)

Evan Frasure (via teleconference)

Carl Bianchi

Jeff Youtz, Director, Legislative Services Office, and Ex-Officio Member (via teleconference)

Pam Ahrens, Director, Department of Administration, Secretary/Ex-Officio Member

Members Absent:

Steve Guerber, Director, Idaho State Historical Society, and Ex-Officio Member

Others Present:

Rick Thompson, Administrator, Div. of Internal Management Systems, Dept. of Administration

Tim Mason, Administrator, Division of Public Works, Department of Administration

Jan Frew, Deputy Administrator and Capitol Restoration Project Manager,

Division of Public Works, Department of Administration

Joanna Guilfooy, Deputy Attorney General, Department of Administration

Diane Blume, Management Assistant, Department of Administration

Dawn Hall, Analyst, Division of Financial Management

Eric Milstead, Analyst, Legislative Services Office

Robyn Davis, Relocation Specialist, Legislative Services Office
Ken Swanson, Historic Sites Administrator, Idaho State Historical Society
Rich Bauer, Lemley International
Jeff Shneider, CSHQA Architects
John Maulin, CSHQA Architects
Wayne Meuleman, Executive Director, Idaho State Building Authority
Greg Hahn, The Idaho Statesman
Mary Sue Jones, Idaho State Senate
Terry Franks, Idaho House of Representatives
Eric Shaw, State Treasurer's Office
Landon Stephenson, State Treasurer's Office

General Commission Business

Approval of Minutes

MOTION: Commissioner Erstad moved and it was seconded by Commissioner Frasure to approve the minutes of the September 1, 2006 Idaho State Capitol Commission meeting. The motion passed.

Proposed Legislation

Ms. Guilfooy distributed proposed legislation, based on discussions from the previous Commission meeting, to clarify sections of the Idaho Code in preparation for the Capitol construction project.

Section *67-404a* changes the reference that the organizational sessions of the House and the Senate each year are to take place at the State Capitol. Proposed language indicates the organizational sessions are to take place in the building in which the Legislature holds its sessions.

The draft change to *67-1204*, proposed by the State Treasurer, is that provisions of the section be suspended during the Capitol Building renovation. The existing section requires all moneys in custody of the State Treasurer be deposited in the vault in the Capitol and in no other place.

Modifications to *67-1608* address the requirement that all original furniture remain in the Capitol Building at all times. Proposed legislation will modify that section by adding that during the restoration, furniture will be placed in temporary space.

MOTION: Commissioner Bianchi moved and it was seconded by Commissioner Erstad that the Commission approve sending the proposed

legislation to the Division of Financial Management for processing. The motion passed.

Communications Plan/Staff

Commissioner Ahrens distributed the final version of the Commission's Communications Plan including suggested modifications that were discussed at the June meeting. This guiding document, she said, was used in writing proposed job descriptions for the Project Liaison and the Commission Assistant positions. After the positions are advertised, she indicated she will ask a couple of Commission members to help go through the applicants and to interview candidates. Commissioner Patano estimated that perhaps by the December meeting, the two positions could be filled.

The Commission requested that the descriptions identify who the two new employees would directly report to, as well as adding that the responsibility of the liaison is to focus on internal communication (state agencies, Capitol tenants) as well as external communications (media, public outreach).

Commissioner Ahrens stressed that the Liaison will be relied upon to have knowledge of all aspects of the project whether it be the status of construction, work the Historical Society is doing, or financing, for example. The position will act as coordinator and serve as the point where all information is funneled to the Commission. Public Works has hired a relocation specialist who will report to Ms. Frew and help with moving tenants out and then back into the building, she said. Because the main responsibility of the Project Manager (Ms. Frew) is to manage the construction project, she will be able to rely on the Project Liaison to relieve her of the public relations duties such as touring individuals around the project site, talking to the media, or giving presentations, for example.

MOTION: Commissioner Hartgen moved and it was seconded by Commissioner Erstad that the Project Liaison position description be modified to indicate that it reports directly to the Director of the Department of Administration, and the Project Assistant reports directly to the Project Liaison while also supporting the Project Manager; and that the Commission authorize the Department of Administration to go forward with advertising the positions taking into account and including discussion points of the Commission. The motion passed.

Commissioner Hartgen was asked to take the lead in making the necessary changes to the position descriptions in order to get them advertised as soon as possible.

General Commission Business

FY07 Budget Report

Mr. Thompson distributed a worksheet describing the status of the Commission's FY07 operating budget. He pointed out the expenditure of \$88,890 for fees to the Department of Lands to manage the Commission's endowment lands. This year, he said, \$413,132 was transferred out of the Capitol Permanent Fund into the Capitol Income Fund for the Commission's immediate use. As of August 31, 2006, taking into account all anticipated liabilities, \$827,441 remains in the Income Fund. Also as of that date, he added, the market value of the Permanent Endowment Fund was \$13,587,634.

Idaho State Building Authority (ISBA) Bonding Update

Mr. Thompson reported that the ISBA met the week before and approved selling bonds in the amount of \$130 million for the Capitol restoration and addition project. Bonds have since been sold at an interest rate of 3.77 % and with an excellent bonding rate, he said. Mr. Meuleman added that Idaho investors purchased about \$37 million of the bonds.

This bonded project will be administered just as other bonded state construction projects. Ms. Frew will approve expenditures, they will be paid, and then the Department will submit to the ISBA for reimbursement.

Capitol Restoration/Addition Project Activities

Recommendation for IT Server Room

In response to the Commission's request at its last meeting, the design team presented its recommendation for the IT server room to remain in the basement of the Statehouse. Ms Frew noted that a questionnaire was sent out to all Capitol tenant IT representatives for their input on whether or not the IT server could be remotely located. The response was that they prefer the server room remain in the building for security and efficiency reasons. This space, she said, would not be appropriate for office space anyway.

Recommendation Regarding a Third Rotunda Elevator

Ms. Frew addressed the Commission's request to investigate adding a third elevator large enough to accommodate a gurney to the rotunda area. Shafts of the two existing elevators are not large enough to expand the size of the cab to that

extent, she said. However, both elevators will be replaced with new equipment, controls, and cabs which will increase capacity and reliability.

A third and larger elevator off of the rotunda would have to be installed in the same location where the men's and women's handicap-accessible restrooms are planned--right off the rotunda on each floor. By code, handicap restrooms must be provided, and she said that this location would be the most efficient and economical place for them.

Therefore, the design team's recommendation, she said, is to upgrade the two existing elevators in the rotunda and make them as large and as nice as possible, and then add two large elevators that can accommodate a gurney in the ends of each of the existing wings to handle any medical emergencies throughout the building. After much discussion, the Commission concurred.

MOTION: Commissioner Hartgen moved and it was seconded by Commissioner Frasure that the Commission accept the design team's recommendation for the location of IT servers in the basement of the Capitol and that the handicap-accessible bathrooms remain a part of the design in lieu of a third rotunda elevator. The motion passed.

Master Plan Review / Preliminary Approval

Ms. Frew and Mr. Maulin provided to the Commission a presentation that was recently given to the Joint Finance and Appropriations Committee as an overview of the planning process for both the restoration and the wings. Also presented was a preliminary review of changes to the Capitol Master Plan as a result of the addition of the underground wings.

Request for Quotes have been issued for the construction manager at-risk and proposals are due back on November 7th. Ms Frew added that the contract for the design-build contractor for construction of the shell of the wings would be in place next month once approved by the Permanent Building Fund Advisory Council.

The Department is also moving forward with finalizing swing space plans for the temporary relocation. Plans are done for the Capitol Annex and a contract to conduct the work is nearly ready to be signed. Demolition for asbestos abatement is currently underway and is scheduled to be done in about a week, she said.

Current plans are for the Governor, Division of Financial Management, Treasurer, and a portion of the Secretary of State's Office to relocate into the Borah Building. The Secretary of State's UCC and IT group will be placed in the State Library, and the Attorney General's Office in the Joe R. Williams Building. Work has not yet been initiated on these three buildings.

The Master Plan, approved by the Commission in 2000, designated construction areas of the building for preservation, restoration, and rehabilitation. At the next meeting, she said, the Commission will be asked to approve the Master Plan, which has been modified to accommodate the wings addition. Mr. Maulin explained that the revised Master Plan will show the three construction designations described above with one additional category—"new".

Commissioner Ahrens clarified that the method in which the wings will be integrated into the Statehouse will be determined by the Master Plan because some of the spaces within the building will be impacted by the two new additional elevators, as well as where the Capitol and the wings connect. Commission Hartgen asked that the minutes reflect that the Commission is meeting its legislative charge by addressing the new wing space.

MOTION: Commissioner Erstad moved and it was seconded by Commissioner Ahrens that the Commission approve the preliminary Master Plan as presented. The motion passed.

Chairman Kane indicated that the Commission will approve the final version of the Master Plan its October 26th meeting.

Upcoming Meeting Schedule

The next meeting of the Commission is scheduled for October 26, 2006 at 8:30 a.m. in the Senate Caucus Room, third floor State Capitol. Chairman Kane asked that a date be identified in November for a Commission meeting, if needed. Subsequently, a meeting is scheduled for December 19th. Commissioner Erstad remarked that the Design and Construction Committee will begin to meet on a regular basis, as well.

Adjournment

MOTION: Commissioner Erstad moved and it was seconded by Commissioner Bianchi that the October 5, 2006 meeting of the Idaho State Capitol Commission is adjourned at about 12:00 p.m.

Diane K. Blume, Management Assistant
Department of Administration