
Idaho State Capitol Commission

Official Minutes

August 13, 2019

A meeting of the Idaho State Capitol Commission was held on this date in Room WW17 of the Capitol Building, Boise, Idaho. Chairman Erstad called the meeting to order at 2:00 p.m.

Attendees

Members Present:

Andy Erstad, Chairman

Bryan Mooney, Director, Department of Administration, Ex-Officio Member, and Commission Secretary

Eric Milstead, Director, Legislative Services Office (LSO) and Ex-Officio Member

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

Marilyn Whitney, Deputy State Superintendent of Public Instruction

Representative Neil Anderson (sitting in for Representative Jason Monks)

Mary Symms-Pollot

Nancy Sue Wallace (via teleconference)

Absent and Excused:

Senator Chuck Winder

Others/Staff Present:

Keith Reynolds, Deputy Director, Department of Administration

Jan Frew, Administrator, Division of Public Works (DPW)

Barry Miller, Deputy Administrator, DPW

Kelly Berard, Construction Manager, DPW

Chris Anton, Manager of Investments, Endowment Fund Investment Board (EFIB)

Kathy Van Vactor, Fiscal Officer, EFIB

Jill Randolph, Analyst, LSO

Julie Weaver, Deputy Attorney General

Michelle O'Brien, Special Projects Coordinator, LSO

Lincoln Smyser, Deputy Treasurer, Office of the State Treasurer

Nicole Inghilterra, Capitol Curator, ISHS

Sarah Phillips, Curator of Collections, ISHS

Amendment of Agenda

MOTION: Commissioner Milstead moved, and it was seconded by Commissioner Gallimore that because it was inadvertently left off the agenda that an action item be added to approve the Commission’s FY21 budget. The motion passed unanimously.

Mr. Miller commented on the HVAC upgrade project for Room W135, listed under “Project Status Reports” on the agenda. Because of recent changes to the scope of work and due to the economic climate, he asked that an action item be added to the agenda to approve increase of the project’s budget.

MOTION: Commissioner Milstead moved, and it was seconded by Commissioner Gallimore that the agenda be revised to add an action item for the HVAC upgrade of Room W135, based on Mr. Miller’s explanation. The motion passed unanimously.

Approval of Minutes

MOTION: Commissioner Symms-Pollot moved and it was seconded by Commissioner Whitney that the minutes of the February 14, 2018 Idaho State Capitol Commission meeting be approved as written. The motion passed unanimously.

Chairman Erstad noticed the date on the minutes were incorrect and asked for an amended motion.

AMENDED MOTION: Commissioner Symms-Pollot moved and it was seconded by Commissioner Whitney that the minutes of the February 14, 2019 Idaho State Capitol Commission meeting be approved as written. The motion passed unanimously.

Financial Report

Endowment Fund Analysis (June 30, 2019)

This fund is the source of all moneys that operate the Commission and is intended for ongoing maintenance and operations of the Capitol, Mr. Reynolds said. It consists of 7,000 acres of forest land and some mineral properties. Cash investments are managed by the EFIB.

The most striking change since the beginning of the calendar year, he said, is the increase of the available fund balance to \$41.3 million at June 30, 2019, up from \$35.7 million at December 31, 2018. FY19 began with a cash balance of nearly \$37.4 and was increased by \$969,609 in land revenue, \$85,455 in license plate revenues, and over \$2.9 million in investment earnings.

Uses of the funds to date include Department of Lands fees of \$172,671 for the management of forest lands; fees of \$156,219 to EFIB for management of the fund; and, transfers of \$250,000 to Appropriated Funds for Commission expenditures. Fund balance at the end of June was nearly \$40.8

million. Moneys in the fund are managed in two difference accounts, he explained. The Reserve holds funds available for use by the Commission, and at June 30, 2019 had a balance of \$7.7 million.

FY20 and FY21 projections, he said, are based on standard returns used by EFBI, historical costs, and projections from the Department of Lands for forest revenue.

Appropriated Funds – Cash Flow Statements (June 30, 2019)

Appropriated funds fall into two accounts—*Operating Fund* and *Maintenance Reserve Fund*. The *Operating Fund* he said, is the one used to pay for routine expenditures and operating costs. The beginning cash balance of \$58,426 plus receipts and interest of \$6,830, and transfer from reserves of \$250,000 brought the total cash available to \$315,257. There were expenditures of \$66,747 and a transfer to the ISHS of \$122,500 to fund the curator program. Ending cash balance was \$126,010.

The *Maintenance Reserve Fund* was created to fund larger projects with an appropriation of \$2.2 million. This fund will be utilized more often as the Capitol begins to age after restoration. In FY19 there were no expenditures from the fund but there were interest receipts of \$512. There was also a transfer into the fund of \$250,000 from the EFIB, which was then transferred to the *Operating Fund*, as discussed prior.

Projected expenditures out of both funds for FY20 are higher than FY19, based on approved projects.

Appropriated Expenses / FY21 Budget Request

This report includes the FY19 budget and expenditures, the FY20 budget, and the proposed FY21 maintenance budget, he explained. The FY19 actual expenditures include \$8,000 for administrative support from the Department of Administration and funding for printing capitol brochures, estimated at \$3,500. Miscellaneous expenses were \$58, and professional services of \$13,514 for the glass expert hired to analyze glazing in the rotunda. Project costs totaled \$45,174 leaving \$75,253 of unspent appropriation, which was re-appropriated increasing the FY20 *Operating Fund* to \$217,253.

At the Commission's February meeting, \$250,000 was approved for professional services for litigation support. To date, two bills have been received totaling about \$35,000 which have not yet been paid. Hopefully, the \$250,000 will not be needed but if it is, the available funds of \$217,253 will be exhausted.

There were no expenditures from the Maintenance Reserve Fund in FY19. The FY21 operating budget request, he said, is \$142,000 from the Operating Fund, and \$2.2 million from the Maintenance Reserve Fund.

MOTION: Commissioner Milstead moved and it was seconded by Commissioner Gallimore that the Commission approve the FY21 budget as reflected. The motion passed unanimously subsequent to the following comment.

Chairman Erstad noted that the handout provided by Mr. Reynolds be amended to reflect that the budget request is for FY21.

Project Expenditure Report (June 30, 2019)

Mr. Reynolds distributed the following document reporting how the \$45,174 in project costs were expended in FY19.

<i>Capitol Commission</i>		
<i>Project Expenditure Report</i>		
<i>June 30, 2019</i>		
	<u>FY 2018</u> <u>Expenditures</u>	<u>FY 2019</u> <u>Expenditures</u>
<i>Project Expenditures - Operating Fund</i>		
Projects Approved by the Commission:		
Jefferson Steps Analysis	24,259	-
Window Glazing Analysis	8,043	-
Repair of WW 17 Conference Table	8,088	-
Lighting Control System	75,000	-
Expansion Joints - Garden Level	10,000	-
Fire Alarm Upgrades	60,000	-
DPW Discretionary Projects - \$100K limit:		
Jefferson Steps Caulking	22,812	-
Garden Level Camera	3,044	-
Glass Light Globes	519	-
LED Flood Lights	1,090	-
Garden Level Door Repairs	7,990	-
Window Laminare Repairs	3,678	-
Transformer Replacement	12,392	-
Sky light / leak Caulking	2,308	-
ADA Compliance	447	-
Relocate Senate Monitors	-	345
Re-roof Elevator Over-runs	-	9,850
HVAC Balancing	-	9,500
HVAC Repair	-	1,244
Replace Tunnel Access Door	-	7,000
Infill Door E406	-	684
Elected Official Signage	-	670
Emergency Power Transfer Switch	-	5,516
JFAC Odor Investigation	-	9,125
ADA Restroom Modification	-	1,280
	<u>54,279</u>	<u>45,174</u>
Total DPW Discretionary	<u>54,279</u>	<u>45,174</u>
Total Approved Operating Fund Projects	<u>240,679</u>	<u>45,174</u>
<i>Project Expenditures - Maintenance Fund</i>		
Chamber Dome Repair	<u>181,698</u>	-
	<u>181,698</u>	-

Update on Investments

Mr. Anton explained that the past year consisted of two very different halves. In 2018 the economy was booming, and unemployment was at a 50-year low. There had just been a tax cut, and profits were very strong. The federal government was afraid this would lead to inflation, so interest rates

were increased nine times to 2.25%. As a result of those increases, later in 2018 automobile and housing sales started to slow down. On top of that, the President threatened tariffs against China and Mexico, and the financial markets panicked thinking a recession was coming. The market was down in December and subsequently the federal government put a pause on everything, and the President put a hold on tariffs which evoked a rally in the market for the next six months.

Gross returns were 7.7% for FY19, he said, and for the first six months of calendar year 2019 returns were up 14.7%. It was a solid year at 7.7%, he said, being .6% ahead of the benchmark. All aspects of the portfolio performed well.

The EFIB's performance was ranked in the 11th percentile nationally with all public funds, and in the 8th percentile for all endowments and foundations.

Public Outreach / Art, History and Culture Committee

FY20 Plan

Commissioner Gallimore introduced Sarah Phillips, Curator of Collections and Nicole Inghilterra, Capitol Curator. She said Ms. Inghilterra has championed the idea of a much more robust exhibition program, and she distributed a FY20 plan outlining new exhibitions planned in statuary hall and the garden level.

In statuary hall there will first be an exhibition of the Shoup family, followed by a centennial commemoration of Women's Suffrage, and finally an exhibit of Emma Edwards Green, who created the state seal. The garden level wings exhibitions will revolve around women's contributions in Idaho as well as the architecture of the Capitol.

Idaho Day 2020 will also focus on Women's Suffrage, she announced. Additionally, staff is researching ways to share more history within the Capitol through interactive digital kiosks utilizing grant resources.

10 Years in Review

A report was provided outlining contributions by ISHS over the past ten years since the Capitol was renovated. Initially, it preserved state history by interviewing individuals in the building for the Capitol oral history program. It prepared legislative portraits, restored over 560 items from the Capitol, and portrayed 85 historic photographs, for example, all while the restoration was underway. Since, there have been many other accomplishments such as the Lincoln Exhibition and banner program, for example.

Design and Construction Committee

Completed Projects

Elected Official Signage: \$670

Signs were replaced for new elected officials, Mr. Miller began.

JFAC Odor Investigation: \$9,125

During the last legislative session, he said, individuals complained of nausea thinking they were having an allergic reaction in the JFAC room. A company was hired to conduct an indoor air analysis during the session, but no allergens were discovered. However, the company noted there were air fresheners in adjacent offices to which some people have reactions, and suggested they be removed. Increased fresh air was also introduced into the room through the HVAC system, he said. This issue will be monitored during the upcoming session.

ADA Accommodations -Representative Davis:

Automatic door openers and threshold transitions were installed to assist Representative Davis, who is in a wheelchair. Accommodations were also made to the legislative-only restroom on the third floor after the session. Costs for the restroom changes were \$1,260; a billing has yet to be received for the door openers.

Emergency Power Transfer Switch: \$5,516

A transfer switch was replaced that shorted-out due to a water leak, he explained. Conduits that were leaking were plugged with waterproof expanding sealant.

Urinal Replacement: \$2,000

Urinals were replaced in the third-floor legislative restrooms on both the house and senate side to eliminate splash-back. If they prove to be successful, all urinals in the building will be replaced.

Card Access Door Hardware for Governor's Suite: \$13,887

Card access controls were added to four doors in the Governor's Office area.

Access Control for Senate Office Suite: \$1,904

A card reader and door monitoring system was added to the Senate office suite from the main corridor.

Infill Door, Room E406: \$664

Project Status

A/V Project, Projector Replacement

At its last meeting in February, Mr. Miller reminded the Commission, it approved \$100,000 for this project. The Green Bush Group from Seattle has since been hired to review A/V needs with stakeholders and come up with a prioritized comprehensive plan considering the current state of

technology and anticipating new innovations. This company has done similar work for the state of Washington and has an in-house acoustical engineer who will be able to review sound problems in some of the hearing rooms.

Gallery Safety

He explained staff has gone through many iterations regarding how best to address safety in the gallery. He said an obvious solution during the legislative interim, rather than purchase ropes and stanchions, is to simply close the two doors leading into the gallery on each the house and senate side and install a sign asking that there be no entrance into the area. The Capitol tour guide would still be able to let visitors into the space and monitor, he said.

Tour Coordinator, Michelle O'Brien, commented that if the doors are not locked there will still be unaccompanied individuals going through those areas. Additionally, there are about 15,000 self-guided tours that take place annually and closing those doors would hinder their access. Chairman Erstad asked that this project be referred to the Design and Construction Committee for further discussion.

HVAC Upgrade, Room W135

An action item was approved for this project at the beginning of the meeting, Mr. Miller reminded the members. In February, the Commission approved \$50,000 for the HVAC upgrade to Room W135. This room has had continuous problems with heating and cooling, and because of this is being utilized as a storage room. The solution is a new heating/cooling coil which has been installed in other offices in the vicinity. Once an engineer had a chance to review the project, and considering the cost of constructing a cabinet and conducting necessary plumbing work, the cost estimate was increased to \$85,000. The economic climate also played a factor in the increased cost.

No other options were explored, he said, to remain consistent with what has been done in the rest of the Capitol. Standalone units could be considered but they would not be consistent with the character of the building. Chairman Erstad agreed and added that a different solution would introduce another trade and maintenance item. A consistent overall system is keeping with the stewardship of the building.

MOTION: Commission Gallimore moved and it was seconded by Commissioner Symms-Pollot that the Commission approve increasing the project budget by \$35,000. The motion passed unanimously.

Fire Alarm Upgrade

Plans are done and ready to bid; however, staff has been holding off in hopes that the economy will change so bids come in less, Mr. Miller said. The drop-dead date is quickly approaching, however, for getting work done before the next legislative session.

Plaster Repair

Plaster repairs under porticos at the south, east and west stairs is an ongoing issue. Moisture continues to penetrate the plaster and locating the source has not been successful. A specialist has been engaged to try to determine where the water is getting in.

Roof Fall Protection

Ideas have been submitted by an architect on ways to add protection on the roof, and a meeting has been scheduled with the Division of Building Safety for consensus on the solution before the project proceeds. The goal is to provide reasonable fall protection for workers without affecting the building aesthetics, he said.

Roof Repairs at Urn Level

Repairs at this very steep area of the roof is scheduled to begin August 19th, he said.

Door Access Control

Access control is being addressed throughout the Capitol based on a threat assessment completed about a year ago. The report identified several doors that require access control. The Design and Construction Committee has recently approved the expenditure of \$20,000 to hire a consultant to look at all doors and other spaces to determine what type of security access is required for each. The initial funding of \$20,000 will allow some investigation and design work to begin. Once that's done, it will be brought before the Design and Construction Committee to review recommendations.

He said his intent is to enter into a design/build contract so as the design work is being done, some of the more straight-forward access controls can be accomplished at the same time. The more complicated doors can be vetted more thoroughly later, such as the Jefferson Street stairs, and whether some interior exit doors should be locked at all. He is asking for approval of up to \$140,000 total, he said, which includes the \$20,000 already allocated, to discover what controls are necessary and to implement them.

MOTION: Commissioner Mooney moved, and it was seconded by Commissioner Gallimore that the Commission approve \$20,000 for the Division of Public Works to evaluate what is needed and determine the cost for approval by the Commission.

AMENDED MOTION: Commissioner Mooney moved, and it was seconded by Commissioner Gallimore that the Commission approve that the authorized \$20,000 and additional \$120,000 be paid from the Maintenance Reserve Fund and used for further refinement of the plan and installation of security hardware. The motion passed unanimously.

Next Meeting of the Commission

The Commission will conduct its next official meeting in February 2020.

Adjournment

MOTION: Commissioner Whitney moved, and it was seconded by Commissioner Symms-Pollot that the August 13, 2019 meeting of the Idaho Capitol Commission be adjourned at 3:30 pm. The motion passed unanimously.



Diane K. Blume, Program Specialist
Department of Administration