
Idaho State Capitol Commission

Official Minutes

February 19, 2020

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 3:30 p.m.

Attendees

Members Present:

Andy Erstad, Chairman

Keith Reynolds, Director, Dept. of Administration (IDOA), Ex-Officio Member, Commission Secretary

Eric Milstead, 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-Pollot

Senator Chuck Winder until 4:25 pm

Nancy Sue Wallace – Via Conference Call

Absent and Excused:

Representative Jason Monks

Others/Staff Present:

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

Barry Miller, Deputy Administrator, DPW

Steve Olsen, Deputy Attorney General, Office of the Attorney General

Kelly Berard, Construction Manager, DPW

Terri Kondeff, Deputy Director, LSO

Lincoln Smyser, Deputy Treasurer, Office of the State Treasurer

Nicole Inghilterra, Capitol Curator, ISHS

Joe Mueller, Security Operations Administrator, IDOA

Genny Casiano, Chief Financial Officer, IDOA

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

Kathy Van Vactor, Fiscal Officer, EFIB

Lindsey Erb, Project Manager, DPW

Michelle O'Brien, Special Projects Coordinator, LSO
Brian Wonderlich, Special Counsel, Office of the Governor
Diane Blume, Program Specialist, Department of Administration

Approval of Minutes

MOTION: Commissioner Symms-Pollot moved and it was seconded by Commissioner Milstead that the minutes of the December 9, 2019 Idaho State Capitol Commission meeting be approved as written. The motion passed unanimously.

Financial Report

Endowment Fund Analysis (December 31, 2019)

A permanent endowment exists for the maintenance and care of the capitol, and funds are invested by the EFIB, Commissioner Reynolds explained. Income from about 7,200 acres of forest land is deposited into the fund and over the last two years, earnings have been very positive.

He pointed out this fiscal year began with \$40,767,267 and the forest revenue generated \$525,337 to date. License plate revenue is \$49,920 and investment earnings added \$2,691,425 bringing the total to \$44,033,949. From this amount, fees are paid to the Department of Lands totaling \$84,416, and \$85,918 to the EFIB. A transfer of \$250,000 was made to the Appropriation Fund, so at December 31, 2019 the balance was \$43,613,615.

The Reserve Fund Balance of \$9,305,262 is the amount available to be transferred at the discretion of the commission. It is included in the Endowment Fund balance.

Appropriated Funds – Cash Flow Statements (December 31, 2019)

The *Operating Fund* is used for small projects and administrative costs. The year began with a \$126,010 balance and there was a transfer in of \$250,000 plus interest earnings of \$4,485. Expenditures were \$82,618 and there was a transfer of \$124,300 to the ISHS for the Capitol Curator Program leaving a balance of \$173,576. Included in the expenditures was \$30,000 in legal fees, he added.

The *Maintenance Reserve Fund* serves as a conduit for the transfer in of \$250,000 from the EFIB and then out to the Operating Fund, he said. This was the only transaction during this reporting timeframe except for the deposit of \$390 of interest leaving a balance of \$28,313.

Appropriated Expenditures (December 31, 2019)

Operating Fund expenditures so far in FY20 include \$143 in printing costs, and professional services of \$61,049 for expert research to support our legal team in preparation for potential

litigation on the capitol glazing. Project costs were \$21,426 leaving a total of \$82,618. There were no expenditures out of the *Maintenance Reserve Fund* of \$2.2 million.

Project Expenditures Report (December 31, 2019)

Projects listed below are those that fall within DPW’s spending authority, which is \$10,000 or less.

	<u>FY 2019 Expenditures (YTD)</u>	<u>FY 2020 Expenditures (YTD)</u>
<i>Project Expenditures - Operating Fund</i>		
Projects Approved by the Commission:		
		-
DPW Discretionary Projects - \$100K limit:		
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	664	-
Elected Official Signage	670	-
Emergency Power Transfer Switch	5,516	-
JFAC Odor Investigation	9,125	-
ADA Restroom Modification	1,260	175
Urinal Replacement	-	1,974
Governor’s Office Floor Maintenance	-	5,812
Marble Repair	-	1,025
EW 29 Door Install	-	562
House Chair Suite - Electrical	-	875
Data Room Security Bars	-	1,440
Re-roof Domes	-	9,563
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Total DPW Discretionary	45,174	21,426
	<hr/>	<hr/>
Total Approved Operating Fund Projects	45,174	21,426

Update on Investments

Mr. Anton distributed a report from Callan, EFIB’s consultant, and pointed-out a table illustrating the total Endowment Fund performance. He noted that in 2019 return on the plan was 22.7%. Out of the other 800 public funds included in the database, the Endowment Fund ranked in the 5th percentile. Over the last three years it averaged in the 7th percentile; over the last 5 years it was in the 24th percentile; the last 10 years in the 12th percentile; and, in the last 15 years it ranked in the 5th percentile. The board’s strategy is to keep investments simple, have a healthy equity concentration, and a good focus on fixed income and real estate.

Through the end of the calendar year, he said, full growth was up 6.9 %; however, through yesterday growth was up 9.5%. Markets have been volatile especially during the end of January when concerns surfaced over the coronavirus. However, the finance market has started to come back. The US economy, housing, and consumer sentiments are strong, and interest rates are low. So far this fiscal year, he concluded, the Endowment Fund performance is strong.

Public Outreach / Art, History & Culture Committee

Commissioner Gallimore presented the February 2020 report, composed by Nicole Inghilterra, Capitol Curator. She explained the report refers to many exhibits coming up that pertain to women, in honor of Idaho's centennial celebration in 2020 of the passage of the 19th Amendment. She also provided a brochure that explains the 24 historic banners newly installed around the exterior perimeter of the capitol. Each banner features photographs of history-making Idaho women, and the brochure provides background information on each of the women. Finally, she said, updated legislative session photo guides are now available around the statehouse offering information about current and past legislators.

She reminded the group that March 4th is Idaho Day and the theme this year is Inspiring Idaho Women. A ceremony will be held on both floors of the house and senate and a program is planned in the Lincoln Auditorium at noon.

Ms. Inghilterra noted that "*Make Clear the Path of Duty: Tourtelotte and Hummel's Architectural Drawings of the Idaho State Capitol*" will be exhibited December 2020 through April 2021 during the next legislative session.

Design and Construction Committee

Statehouse Dining Room Kitchen Equipment

Kitchen equipment was installed as part of the renovation work, Mr. Miller noted. Because it is for limited food service it was deemed appropriate to use Capitol Commission funding to maintain it.

MOTION: Commissioner Milstead moved and it was seconded by Commissioner Wallace that the commission approve use of Capitol Commission funding for maintenance, repair and replacement of statehouse dining room kitchen equipment. The motion passed unanimously subsequent to the following discussion.

Mr. Miller pointed out that there is no dollar amount associated with the request because it is unknown what the costs will be as the equipment begins to wear out and require repairs/replacement. It's expected costs will fall within the authority of Public Works or the Design and Construction Committee, but if not, the project will be brought back to the full commission.

AED and EVAC Chairs

For health and safety purposes, it was recommended that AEDs and Evacuation Chairs be provided in the capitol, Commissioner Milstead said. The State Fire Marshall has issued a letter to the commission recommending the need of the AEDs.

Mr. Miller passed out a listing of locations and costs for the AEDs and Evacuation Chairs. Specifically, the request is for three AEDs in the garden level, one on the first and second floors and two on the third

and fourth floors. One evacuation chair is requested for the garden level, and two for each the second, third and fourth floors. Total price for all including alarm boxes for the AEDs is \$17,775. Because the AEDs and chairs will need to be in prominent locations in the capitol, it may cause a visual impairment of the historic space, he added.

Commissioner Symms-Pollot suggested that although AED's are very user friendly, training should be offered to tenants of the building.

MOTION: Commissioner Milstead moved and it was seconded by Commissioner Gallimore that the commission approve \$17,775 in Capitol Commission funding to purchase AEDs and EVAC chairs for the capitol. The motion passed unanimously.

Completed Projects

A listing of the following FY20 completed projects report was distributed by Mr. Miller and corresponds to expenses reported earlier during the financial report.

ADA Restroom Modifications:

Reconfiguration of the restroom stall was completed in the third-floor house legislative women's restroom to accommodate Representative Davis.

Urinal Replacement:

Four urinals were replaced in the senate and house third floor legislative restrooms with a model to prevent splash back.

He explained that this project was to test the four new urinals on the third floor and after being used for more than a year, seem to be working out. Consequently, replacement urinals have been ordered for the private legislative restrooms and will be installed this summer.

There are about ten to fifteen public urinals, he said, but at about \$700 each, it was determined to just replace ones used most frequently. Several commission members expressed concern that all urinals in the building were not being replaced. Chairman Erstad indicated the Design and Construction Committee will take up this issue since the cost would fall within the authority of the committee.

Governor's Office Floor Maintenance:

A wood floor scratched by improper movement of a conference table was refinished.

Marble Repair:

Marble was polished to remove graffiti scratched into the surface.

EW29 Door Install:

Obscure glass was added in the door for the safety of those approaching it.

House Chair Suite - Electrical:

Existing light fixtures were re-lamped in the house chairman suite offices (east garden level wing with no exterior windows). The new lamps are a color closer to daylight. The lamps in one suite were changed during the last legislative session with positive results.

Data Room Security Bars:

Steel security bars were installed in window openings that are accessible from the exterior.

Project Status

Urn Level Roof

Budget: \$120,000 – Final Cost: \$98,750

Mr. Miller explained that this project was completed late last fall. The application done to the roof provides a 10-year warranty, and at the end of 10-years another single coat can be added at significantly less cost, for another 10-year's of warranty.

Technology Upgrades

Budget: \$100,000

Greenbusch from Seattle was hired for \$24,000 to do an evaluation and provide a master plan for technology upgrades. The work was budgeted at \$100,000 so remaining funds will be applied to the first three priorities--assisted listening system in both chambers for \$11,000; fire suppression system upgrade in room EG19 for \$22,000; and, caucus room projector replacement for \$37,000.

Future needs were also identified and are being vetted; they have not been authorized for funding. The first three are the highest priority for users of the building. It's possible that the fourth one, broadcast system upgrade, will be accomplished as part of an IDPTV project, he added. These potential projects will be addressed by the Design and Construction Committee for further consideration.

- 1) Video Displays, Projection Screens and Video Distribution Upgrade - \$802,000
- 2) Audio & Mic Systems Upgrade - \$204,000
- 3) Control Systems Upgrade - \$57,000
- 4) Broadcast System Upgrade - \$73,000
- 5) Room Scheduling Touch Panels - \$122,000

Mechanical Upgrade

Budget: \$85,000 – Final Cost: \$24,797

At the last commission meeting, he said, he proposed upgrade of the heating system in room W135 be done the same way other rooms were done during the restoration, which he estimated would cost about \$85,000. However, because only heating was the issue and not cooling, an alternative method was chosen. An electric resistance heater was mounted in the ceiling to provide supplemental heat at a much-reduced cost.

Door Access Control

Budget: \$20,000

This project is to evaluate and provide door access controls for security measures, he continued. To start the work, \$20,000 was budgeted and a design team was selected to assess and come up with priorities after working with users of the building. The team identified 30 priority doors needing access control and while another 51 could also use some access controls, they are not as critical.

One solution is wireless and includes all new hardware and modifications to the existing historic doors. The cost for the 30 priority doors would be \$340,000 to \$360,000. Another solution is to install electric strikes at each opening and run control wires back to a Hirsch panel. This would allow historic hardware to remain, but it is nearly double the cost of the wireless solution.

Commissioner Milstead suggested this project return to the Design and Construction Committee for further research and deliberate on a recommendation to the full commission. At that time additional information about the specific doors affected will be shared. He said it is his intention that a decision be made by the committee as expeditiously as possible so work can be done before the 2021 legislative session.

Chairman Erstad recalled it was a tremendous expense to replicate the historic hardware throughout the building as part of the restoration project. Part of the final decision for this project will be based on cost, but also will consider maintaining the fabric of the building.

ADA Accommodation – First Floor East and West Entry Doors
Estimate: \$6,800

To accommodate an employee in the Treasurer’s Office, door openers were added to the interior vestibule doors and sync’d with existing openers on the exterior doors. In addition, a threshold transition strip was added at the entrance into the Treasurer’s Office suite. Work is done and invoices are pending.

Entry Door Pivots – Jefferson Street
Contracted Cost: \$24,232

A contract was awarded to D&A Glass and work will begin as soon as the legislative session has adjourned, he explained.

Fire Alarm System
Authorized Budget: \$60,000

Work to update notification devices is ready to go out to bid. The restoration design includes three separate fire alarms systems—each wing and the main building. It was discovered that when the alarm sounds in one of the three areas, it does not sound in the other two. The Statehouse Security Working Group recommended there be one uniform alarm system in the building. This will require some initial discussion with the State Fire Marshal to make sure everything is addressed that should be, he said.

Other Business

Chairman Erstad noted the next meeting of the Capitol Commission is scheduled for Wednesday, August 12, although there may be a need to convene the commission at an earlier date.

Executive Session

MOTION: Commissioner Milstead moved, and it was seconded by Commissioner Symms-Pollot that the Commission enter into executive session per Idaho Code Section 74-206 1 (f) in order to discuss pending litigation, State of Idaho verses Jacobsen Hunt Joint Venture II, et al. The motion passed unanimously via roll-call vote.

No decisions were made during the executive session.

Adjournment

Chairman Erstad adjourned the February 19th meeting of the Idaho Capitol Commission at 5:25 pm.



Diane K. Blume, Program Specialist
Department of Administration