

Draft Minutes*

Advisory Committee on Relocation

October 4, 2007

Room 240

Capitol Annex

*** Subject to committee approval**

Chairman Mike Moyle called the meeting to order at 9:10 a.m. In attendance were Senators Patti Anne Lodge and Denton Darrington, and Representatives Scott Bedke and Ken Roberts. Also present were Speaker Lawrence Denney and Pro Tem Robert Geddes; Jan Frew, Department of Administration; Nick Guho, GUHO Corporation; Janet Gallimore, Director, Idaho Historical Society; Jeannine Woods and Mary Sue Jones, Senate staff; and Bonnie Alexander, Terri Franks, and Sue Frieders, House staff. Legislative Services staff attending included Jeff Youtz, Robyn Lockett, Eric Milstead, Katharine Gerrity, and Sheila Ison.

On a motion from Senator Darrington and a second by Senator Lodge, the minutes of the committee's February 16, 2007, meeting were approved unanimously.

Jeff Youtz gave the committee a brief update on the Capitol Annex project, noting that the project is on schedule and on budget. He said the committee had been extremely important to the whole project from the beginning. "There have been challenges to be figured out that took thinking outside the box by committee members." Every recommendation of the committee has been initiated, including the balcony solution to the space problem in the House chambers, which was suggested by Representatives Moyle, Bedke, and Roberts, and using an FM sound system in coordination with Idaho Public Television, suggested by Representative Moyle. The Legislature will have live FM in the Capitol Annex and Public Television coverage in the Annex that anyone can access through a laptop or in the viewing rooms on the first floor, and there is cable installed in certain areas.

Mr. Youtz thanked Nick Guho and his company, including Project Manager Rick Grajcar, for their outstanding work. He noted that they had all been flexible, been on time and offered ideas, had in general been a terrific contractor to work with. Jan Frew and Joe Rutledge of the Division of Public Works also had made the project go as smoothly as possible. Judy Christensen, Al Noyes, Bonnie Alexander, Sue Frieders and Terri Franks-Smith in the House, and Jeannine Wood, Mary Sue Jones, and Sarah Jane McDonald in the Senate all on a day-to-day basis are providing valuable input on the project. Mr. Youtz went on to say he particularly wanted to recognize Robyn Lockett, Relocation Specialist, who basically has been in charge of the relocation project and been the intermediary for the Legislature. "Robyn has done a terrific job."

Mr. Youtz welcomed to the meeting several students participating in the FLEX program, Future Leaders Exchange, a cultural exchange program for foreign students. He described the Capitol restoration and explained the role of the committee in providing

adequate, temporary quarters for the Legislature. The students, visiting Boise from Idaho Falls, were from the former Soviet Union, Bangladesh, and Lebanon. Chairman Moyle and other members of the committee welcomed the students to observe state government at work.

Pro Tem Geddes told the committee that he and Speaker Denney had met with the State Police and that Col. Russell will help to develop a comprehensive security plan for the Capitol Annex. Speaker Denney added that the recommendations in the plan would include alternate evacuation routes in case of emergency.

CAPITOL ANNEX WALK-THROUGH

Jan Frew and Nick Guho then took the committee members on a tour of the Capitol Annex, beginning at the Reference Library on the fifth floor and the fourth floor office of the Budget and Policy Analysis Division. Mrs. Frew said that, while the building had been "grandfathered in" and didn't have to be in compliance with space accessibility standards of the Americans with Disabilities Act (ADA), the programs did have to be accessible. Staff needs to make services available to anyone unable to access the fourth and fifth floors by bringing materials to or conferring with them in an accessible location.

In response to a question from Rep. Moyle, Librarian Kristin Ford said the space now allotted on the fourth floor for the Legislative Reference Library was about equal to the space it had occupied in the Capitol Building. When in the Capitol, many library holdings were stored in various rooms throughout the Legislative Services Office; in the Annex, all library materials are located together on the fourth floor.

Mrs. Frew pointed out the break area with conference table on the fifth floor as possible space for more informal meetings. Nick Guho told the committee that the fire escape exits on the upper floors all had alarms that ring upon exiting, but said the alarm coding could be changed to meet legislator needs.

The Capitol Annex tour continued to the third floor Senate and House chambers, committee hearing rooms, chairman offices, and leadership and staff offices. The following specific requests were made by legislators:

- Add table skirting to hearing rooms 204 and 211.
- Ensure name plates in the House Chambers are double-sided for ease of reading from front or back of the desks.
- Be sure to have the cleaners check and keep the upper shelf clean in the House Chambers.
- Add a white board to conference room 225.
- Move the shelves out of the Chairmen's Suite and into 225.
- Be sure pews are cleaned or re-upholstered.

- Ensure Senator Darrington's phone is programmed to speed dial Capitol Mall Security.

The committee expressed overall appreciation for the work that has gone into the project and the building's state of readiness for the coming legislative session.

OPTIONS FOR ADDITIONAL RESTROOM FACILITIES

Following the building tour, the committee reconvened to discuss options for adding additional restroom facilities to the Capitol Annex. Robyn Lockett told the committee the contractors had looked extensively within the Capitol Annex, but had found no area to add additional restrooms. Mr. Youtz said the current capacity within the building was adequate for the approximately 50 staff working year round, but that the estimated 300 people using the building during the legislative session had to be considered.

Mrs. Lockett described ADA-compliant modular restrooms, which could be located outside the building to provide three additional stalls for men and three for women. The leasing fee for one modular restroom (six stalls, four sinks) would be \$25,206 for three months, or \$50,412 for three-month leases in both 2008 and 2009. A 15-month lease (December 2007 – March 2009) would total \$39,036. The units are built by a Boise company, Pacific Mobile, the contractor for such units at the Idaho National Laboratory. Mark Alley of Pacific Mobile told the committee there is an approximate lead time of two months to get the units built, located on site, and plumbed. Senator Lodge said she uses portable units for her orchard workers, at a cost of \$60 per unit, and suggested the Legislature consider using portable, one-person units that are serviced weekly rather than the modular restrooms with plumbing.

Mr. Guho, in response to questions from Representative Moyle, said that four restrooms had been removed from the Annex to make room for offices, and that the cost of building 10 permanent restroom facilities indoors would be approximately \$100,000. Mr. Youtz said that if no additional facilities were added he would recommend limiting use of the second or third floor restrooms to legislators only. Mr. Guho told the committee, regarding future use of the building, that any money spent now on permanent restrooms would likely be wasted. Representative Roberts said he thought the Legislature should try using the building with the current restroom capacity during the session and, "if it becomes a problem, we can then bring in portables."

Senator Darrington said he thought there would be a major problem with lack of restroom facilities during the session and said, "I don't think we can deny staff and the public the dignity of adequate restrooms." Representative Bedke said he thought restrooms outdoors in bad weather would lack dignity anyway. He said he thought the best idea would be to limit use of second or third floor restrooms to legislators. In response to concerns raised that modular restrooms would take up valuable space in the parking lot, Mrs. Lockett said if the committee decided on one unit only, it could be located where it would not take up parking space. Representative Moyle said he and co-chair Senator Lodge would like to see an actual modular unit before making any decision regarding their use at the Capitol Annex. Senator Lodge moved that the

committee wait to see if any problems develop during the legislative session before deciding to bring in modular or portable units. Representative Bedke seconded the motion. The motion carried.

Mr. Youtz told the committee that staff would look into options to respond quickly if the need for additional restroom facilities arises during the legislative session.

ON-SITE FOOD SERVICE

Robyn Lockett told the committee that beverages would be available in both the Senate and House quiet rooms on the third floor. There will not be food service available to legislators as it was in the Capitol, and Mrs. Lockett asked if the committee would like her to look into options for daily food delivery. Representative Moyle and Senator Darrington said they thought a better option would be to have street vendors available, such as the hot dog cart and the Mexican food van now located in the Capitol Mall during lunch hours. Mr. Youtz said staff could extend an offer to other vendors as well. Representative Bedke said, "Let the private sector handle this." The committee expressed general consensus and asked Mr. Youtz to look into city issues that might affect the feasibility of vendors locating around the perimeter of the Annex.

Senator Geddes said he thought the problem was not only lack of food service, but lack of space to dine. He said he has suggested to hosting organizations that they move toward noon-hour events instead of dinner functions for legislators. Committee members agreed that leadership in both houses could consider adjourning at 11:30 or 11:45 a.m. to give legislator time to beat the lunch crowd at downtown restaurants. Terri Franks-Smith said that she has heard from several lobbyists that they plan to offer occasional donut or sandwich days to legislators throughout the session, and that she has suggested to organizations calling to schedule events during the session that luncheon events would be preferable this year.

The committee asked Legislative Services staff to draft a letter to lobbying groups describing the situation and expressing the Legislature's preference for events. Representative Roberts mentioned various groups who have provided breakfasts and lunches to legislators on the fourth floor along with their displays, and the committee asked staff to draft letters to groups sponsoring Buy Idaho, University Days, Home School Pie Day, and Legislative Advisors to let them know the situation and space limitations while the Legislature is meeting in the Capitol Annex.

GENERAL DISCUSSION

Mr. Youtz told the committee he thought it would be necessary to discourage school tours during the session because of space and facility limitations, and suggested schools be encouraged to use Internet streaming to follow legislative activities and the Capitol restoration. He said staff would work with Superintendent Luna's office to inform schools. Senator Lodge stressed the need for teachers to be made aware of distance learning options. Mr. Youtz noted that Gary Daniels, Communications Liaison with the

Idaho Capitol Commission, had packaged information available about the restoration, and that he would ensure educators be made aware of its availability.

The committee discussed the possibility of having a mock session sometime this fall to make sure the systems were up and running in the Senate and House chambers. Following general discussion, the committee concluded that a formal mock session wasn't necessary. The Department of Administration and Leadership Idaho are both meeting in the chambers this fall, and sound and lighting systems will be given a good dry run. When available, perhaps around the time of the November 2 meeting of Legislative Council, the Pro Tem, the Speaker, and their staff members can ensure that voting and other systems are functional from their perspectives.

Committee members agreed that the U-type set-up of committee rooms was preferable, as it eliminates legislators having their backs to those observing meetings. It was noted that the current designation of caucus rooms in the Annex might be changed, that the leadership of the respective bodies would make such decisions.

Mr. Youtz, again citing limited space in the Capitol Annex, told the committee that JFAC had decided not to have interns during the 2008 session. He suggested that priority be given to ensuring adequate space for pages and attachés. The committee concluded that committee chairmen could decide whether they wanted interns for the session, as long as they could find their own space to accommodate them.

Committee members discussed the need for signage in the Capitol Annex. They agreed that, in addition to such usual signage as that for committee rooms, leadership offices, and public areas, it was important that maps, building directories, meeting agendas, and various schedules be located on the first floor as well as upstairs. Representative Roberts suggested distributing building maps to all legislators prior to the session. Senator Lodge said she would like to have a sign on the door to the viewing gallery located next to her office reading "Legislators and Staff Only." Mr. Youtz said staff would work with the State Police regarding questions of public access and safety issues.

Mr. Youtz told the committee that, although the State Fire Marshall and Boise fire staff all have said that the Annex doesn't have to have any sort of evacuation alarm system if the Legislature chooses not to install it, he would recommend a simple pull-down alarm system as a safety measure. Representative Moyle said he thought the committee would need to have more information on alternative systems and estimated costs before making a decision on a fire alarm system. Representative Bedke asked if the alarm on the top of the building was still functional from its days as an Ada County Jail prisoner escape alarm. Senator Darrington, noting that he had survived an extensive school fire, said he didn't think any alarm was necessary. Jeannine Wood noted that sound carries so well in the Annex that an alarm on any one floor of the building would likely be audible on every floor. Representative Moyle said he wasn't concerned about having a sound alarm on every floor, that maybe the big alarm on the top of the building would suffice. The committee took no further action on evacuation alarms as a result of the discussion.

Committee members then considered parking options for legislators during the session. Mr. Youtz said assigned parking for legislators would be available as usual on the third floor of the parking garage across the street from the Capitol Annex. He noted, however, that since there was no tunnel access between the buildings, assigned spaces in the Annex parking lot could be made available to legislators with special needs. Committee members suggested that legislators be given a choice of spaces adjacent to the Capitol Annex or in the parking garage. Mr. Youtz, assuring meeting attendees there would be no net loss of parking either way, suggested surveying legislators concerning their preferences and said he would report back to members of the committee.

Following its lunch break, the committee met in the basement of the J.R. Williams Building to discuss layout options in the space allocated for legislator office space. Members of the House of Representatives have had cubicle-sized offices available to them in prior years. With the move out of the Capitol Building, members of the Senate are now in need of additional office space during legislative sessions as well. The committee considered two possible layouts and their costs with and without new furnishings. Cubicles alone would cost \$1,500 each; cubicles with new furnishings would cost \$2,500. The cost of 17 cubicles without furniture would be \$25,500. All cubicles will be wired for electrical and telephone connections. Senator Darrington moved, with a second by Senator Lodge, that 17 cubicles without new furniture be installed. The motion carried unanimously.

UPDATE: CAPITOL ANNEX MURALS PROJECT

Committee members traveled back to the Capitol Annex to reconvene. Director Janet Gallimore, Idaho State Historical Society, gave the committee an update on the Capitol Annex murals project. After the Legislature decided to leave the WPA murals in place within the Annex, the Legislative Council asked the Historical Society to develop interpretive, descriptive labels for the murals for review by the Advisory Committee on Relocation prior to their installation. The Council also asked the Historical Society to solicit input from interested Idaho Indian tribes on the murals that had previously created controversy. Mrs. Gallimore said Historical Society staff was conducting research on the murals, the WPA art project in general, and any specific connections to Idaho or Ada County. The goal is to complete the research, send draft signage to the Advisory Committee for its input, and finalize the labels for December installation.

Representative Roberts questioned the need to interpret at all. "Should we let the art stand on its own?" Senator Lodge expressed concern about interpreting yesterday's art by today's standards. The committee agreed that the goal should be to "keep it simple." Mrs. Gallimore told the committee that historian Keith Peterson and exhibit designer Fred Fritchman, both respected professionals at the Historical Society, were working on the project. She said she understood the committee's direction was to keep labeling simple and broad. Representatives of three tribes had agreed to offer their input, but the Historical Society will finalize the project for installation only after receiving the go-ahead from the Advisory Committee on Relocation. Representative Moyle said, "Less is better." Senator Darrington reiterated, "This committee has the final say."

The foreign students with the FLEX program, who had attended the entire day's meeting, thanked the committee for allowing them to observe and spoke movingly about what the American experience means to them. Senator Lodge and Senator Darrington offered to assist the student from Bangladesh after the meeting with questions she had regarding her educational experience.

After brief discussion, the committee agreed to meet again before the session, possibly via e-mail, at the call of the chairmen. Senator Lodge moved that the meeting be adjourned, and Representative Bedke seconded the motion. The meeting adjourned at 2:30 p.m.