

Advisory Committee on Space Allocation & Design  
June 4, 2009 -- Annex Room 204

The meeting was called to order at 10:00 am by Representative Scott Bedke, co-chair. Present were Senators Stegner and Werk; and Representatives Denney, Black and Rusche. Absent were Senators Cameron and Geddes. Also present were Jan Frew and Kelly Berard, Division of Public Works; Natalie Miller, CSHQA; Jeff Youtz, Robyn Lockett, and Eric Milstead, Legislative Services Office; Janet Gallimore, Michelle Lynch, and Linda Morton-Keithly, Idaho State Historical Society; Jeff Tucker and Peter Morrill, Idaho Public Television; Senator Kate Kelly; Sue Frieders, Arlene Eidemiller and Kathleen Sullivan, Idaho House of Representatives; Sarah Jane McDonald, Rusti Horton, Mary Sue Jones and Rhoda Suderman, Idaho Senate.

Rep. Bedke welcomed the Committee and called the meeting to order.

Jeff Youtz opened discussion with a reminder of items the committee should consider through the duration of the meeting:

- Grand re-opening celebration date: The Capitol Commission has the ultimate decision, but is seeking feedback from the Space Allocation Committee because the legislative session will be a huge consideration in selecting the date.
- Capitol floor plans: This meeting is the last opportunity to change space assignments and furniture layouts for the 2010 session because the furniture bids have closed. Contracts need to be issued and final determinations need to be planned for.
- Committee room photograph determinations should be made today or very soon. The Historical Society needs to begin fabricating them.
- Exhibit space within the Capitol, plus the dining room, gift shop, and other operational issues surrounding the visitor and facility services portion of the building.

Rep. Rusche asked if there was a significant historical date that we could focus around for the grand re-opening celebration. Rep. Bedke agreed that was a good idea, but if there is no such date, a weekend date in January would be good.

Rep. Bedke asked the committee to review the minutes from the previous meeting. Senator Werk moved to approve the minutes from March 9, 2009. The motion was seconded by Senator Stegner. The ayes had it and the minutes were approved.

Jan Frew provided an update on the Capitol Restoration Project. She said that the progress is exciting and several areas of the building are complete and "taped off." Testing and balancing is in progress in the finished spaces and punch list review has also begun. Statuary Hall looks beautiful with the ceilings in and the lights hung.

Carpeting is being installed in the 2<sup>nd</sup> floor. The contractors found a marble floor in the Governor's reception area that was not documented, so that will be cleaned, polished and left in place. Ms. Frew said it looks great and the Governor's entry will be a nice historical showcase.

Finish woodwork and the floors are being completed on the 1<sup>st</sup> floor. The garden level wall framing is almost complete and the floors are being prepped in that area as well.

The current work in the wings involves finish woodwork, wood paneling in the committee rooms, and installation of marble wainscot in the main hallways. Ms. Frew said the wings are feeling regal and are beginning to have the look and feel of the Capitol building. She added that grading is taking place on the grounds on the west side and the walkway is going to be installed next week.

Ms. Frew commented on a few minor complications affecting the project. There is a water leak in the west wing and a buss duct that needs to be replaced.

Rep. Black asked what the cause of the leak was.

Ms. Frew responded that preliminary analysis shows the leak was caused by a faulty sprinkler valve. The valve was stuck open and it leaked into the wing. She said they are also working to figure out the source of the leaks in the water proofing system that encases both wings. The contractors will be installing a new drain system in one area of the roof because the roof is sloped and the clay soil seems to be retaining water where it shouldn't be. The new pipe will divert water away from the wings. Ms. Frew emphasized that there is a 40-year warranty on the waterproofing membrane, so the manufacturer and the contractor are all taking the appropriate measures to solve this problem.

Kelly Berard gave the committee an update on the door signage inside the building. She said that the existing doors didn't have any consistent standards, so when we return to the Capitol, a building-wide standard will be established. She explained that the standard look will be classic, clean, and consistent. All offices will have black/gold lettering and a black/gold seal and all reception areas and main corridors will have blue/gold lettering, with a color seal. After some minor discussion and clarification, Rep. Bedke said he appreciates that the project is maintaining a classic standard. No one objected the direction the door signage was taking. Senator Stegner asked if these new standards will be documented someplace so can be referenced in the future. Ms. Frew said, "yes." She will be creating a book of standards that outlines everything in the building. It will serve to maintain consistency when referenced in the future.

Ms. Frew and Ms. Berard gave the committee an update on security in the renovated Capitol. Ms. Berard explained that there will be a new keying system for the Capitol and eventually, for the entire Capitol Mall. Many keys have been unaccounted for over the years and the new system will remedy that concern. Card access doors will also serve as the primary form of security in the building. Individual offices will still have keys, but the main entrances will be outfitted with a card reader for access when the building is closed. All card entry will be logged and everything within the system is programmable, allowing flexibility and evolving customization.

Mr. Youtz said that DPW has done a great job planning for security logistics, but the committee should consider whether or not they want to always carry an access card. They should keep in mind that the new private elevators/stairways are scheduled for legislators and staff use only, but how access is gained or denied is the issue.

Senator Stegner responded that the private elevators/stairs should be open during session and no card should be necessary.

Rep. Black asked what is happening to the existing elevators.

Ms. Berard responded that they will be refurbished and open to the public. No card access is necessary for those elevators.

Rep. Bedke responded that the access should be relatively broad initially, and we can play it by ear once we move back into the space and have a better idea as to how things flow.

Senator Werk asked where the private elevators open up to in the wings. Ms. Frew responded that the elevators run from the 4<sup>th</sup> floor to the garden level only. From the garden level, there is a lift that runs to the wings for ADA access and for emergency access.

Ms. Frew then provided an update of the “green” energy features within the Capitol Building. She outlined them as follows:

### **CAPITOL RESTORATION ENERGY FEATURES**

- SINGLE-PANE WINDOWS REPLACED WITH DOUBLE-PANE / THERMAL-BREAK WINDOWS. INSTALLATION TIGHTENED AND NEW WEATHERSTRIPPING ADDED.
- WINDOW WEIGHT AND CHAINS WERE REPLACED ALLOWING FOR USERS TO EASILY UTILIZE THE EXTERIOR AIR THUS LOWERING FAN POWER NEEDS.
- OLD, INEFFICIENT HVAC EQUIPMENT REMOVED. NEW HIGH-EFFICIENCY EQUIPMENT INSTALLED. PRIMARY HEAT SOURCE IS GEOTHERMAL. (The only state capitol in the nation to be fully heated via geothermal water)
- PRIMARY HEAT SOURCE FOR THE UNDERGROUND EXPANSION IS ALSO GEOTHERMAL.
- HEATING AND COOLING IS DISTRIBUTED VIA A HYDRONIC PIPING SYSTEM WHICH IS MUCH MORE EFFICIENT THAN AN AIR DISTRIBUTION SYSTEM.
- HEATING AND COOLING SYSTEMS HAVE NEW ENERGY CONTROLS WHICH HELPS LOWER ENERGY COSTS.
- BACK-UP CONNECTION TO THE CITY OF BOISE GEOTHERMAL SYSTEM WILL POTENTIALLY SAVE THOUSANDS OF DOLLARS DURING ANY DOWN-TIME OF THE CAPITOL MALL GEOTHERMAL SYSTEM.
- NEW ELECTRICAL SYSTEM THROUGH-OUT THE BUILDING. NEWER PRODUCTS USE LESS ELECTRICITY.
- LIGHTING IS CONTROLLED VIA A COMPUTERIZED LIGHTING CONTROL SYSTEM WHICH ALLOWS FOR A MORE EFFICIENT USE OF MANPOWER AS WELL AS A MUCH MORE EFFICIENT USE OF LIGHTING.

- HISTORIC LIGHT FIXTURES, INCANDESCENT LAMPS REPLACED WITH COMPACT FLUORESCENT LAMPS.
- REPLICATED LIGHT FIXTURES UTILIZE COMPACT FLUORESCENT LAMPS.
- UNDERGROUND EXPANSION HAS LESS HEAT-LOSS AND LESS HEAT-GAIN THAN ABOVE-GROUND BUILDINGS DUE TO THE INSULATING PROPERTIES OF THE SURROUNDING SOIL.
- THE UNDERGROUND WALLS HAVE A SPRAY-ON INSULATION THAT ELIMINATES THERMAL BRIDGING FROM THE GROUND TO THE INTERIOR ENVIRONMENT WHICH WILL REDUCE THE SENSATION OF DRAFTS AND ENHANCES THE INTERIOR COMFORT.
- NEW ROOF ON THE CAPITOL IS A WHITE MEMBRANE, WHICH HAS LESS HEAT-GAIN THAN A DARK MEMBRANE. ADDITIONAL INSULATION HAS ALSO BEEN ADDED TO THE MAIN CAPITOL FLAT ROOF AREAS.
- LED LIGHTING HAS BEEN UTILIZED FOR THE ACCENT LIGHTING WHICH IS MUCH MORE ENERGY EFFICIENT THAN INCANDESCENT LIGHTING.

### **ENVIRONMENTAL IMPACT FEATURES**

- XERISCAPE DEMONSTRATION GARDENS ON THE NORTH SIDE OF THE CAPITOL WILL USE LESS WATER AND PROVIDE PUBLIC EDUCATION OPPORTUNITIES.
- THE MAJORITY OF BUILDING MATERIALS USED FOR TEMPORARY PROTECTION DURING CONSTRUCTION HAVE BEEN RE-USED ON OTHER CONSTRUCTION PROJECTS OR DONATED TO EFFORTS SUCH AS HABITAT FOR HUMANITY.
- MANY WINDOWS AND DOORS THAT WERE REMOVED FROM THE BUILDING WERE SENT TO SECOND-HAND BUILDING MATERIAL SUPPLIERS.
- REPLACEMENT OF LEAKING UNDERGROUND WATER LINES WILL SIGNIFICANTLY REDUCE THE AMOUNT OF WATER "LOST" (ESTIMATES ARE A SAVINGS OF \$1,000 PER MONTH).
- UTILIZING GEOTHERMAL HEAT SOURCE FOR THE UNDERGROUND EXPANSION VS. NATURAL GAS RESULTS IN AN ESTIMATED CO<sub>2</sub> "EMISSION REDUCTION CREDIT" OF 84 METRIC TONS PER YEAR.
- SEPARATE TRASH DUMPSTERS WILL BE SET UP FOR RECYCLABLE MATERIALS (PER THE CAPITOL MALL RECYCLING PROGRAM).

- WINGS DESIGN INCORPORATES “DAYLIGHTING”, WHICH HAS BEEN SHOWN IN MANY STUDIES TO ENHANCE INTERIOR WORKING ENVIRONMENTS.
- MAJORITY OF THE CONSTRUCTION MATERIALS UTILIZED ARE CLASSIFIED AS VERY DURABLE WHICH SAVES ON RESOURCES BY NOT REQUIRING NEAR-TERM REPLACEMENTS.
- NEW STORM WATER MANAGEMENT SYSTEMS HAVE BEEN PLACED ON THE SITE ELIMINATING THE NEED TO DUMP TO THE CITY’S STORM DRAIN SYSTEM.
- BATHROOM FIXTURES ARE MUCH HIGHER EFFICIENCY THAN THE ONES THAT WERE PREVIOUSLY IN PLACE, WHICH LOWERS THE QUANTITY OF WASTE WATER GENERATED.
- NEW MATERIAL FINISHES UTILIZE LOWER VOCs AND LOW-EMITTING MATERIALS WHICH MEANS THAT THE INTERIOR ENVIRONMENT WILL HAVE LESS INTERIOR POLLUTION.

Next, Robyn Lockett gave the committee an update on the furniture and the relocation schedule. She said that as soon as session ended this year, the relocation work kicked into high gear. The timeline is tight and the “to do” list is long, but we’re moving forward every day. Ms. Lockett reminded the committee that we only have six months before returning to the Capitol. She said that in June she begun clearing out the JRW Basement to make room for the IPTV/Legislature Live remodel that will go into that space. Construction will begin in late June and is expected to be complete in October. That project is being managed by Public Works, in conjunction with LSO and IPTV.

Ms. Lockett continued by saying that she had movers in the Annex last Friday. They moved the second round of historical furniture out of the building and into the Historical Society’s warehouse. The furniture restoration portion of the project is also on schedule. Over 100 chairs have already been refinished and the rest will be refinished this summer and fall. The original coat trees, desks, some file cabinets, and 300 total chairs will be restored and returned to the Capitol. She emphasized that the furniture is looking really, really beautiful and will add a very special and classy touch to the building.

In July, Ms. Lockett will begin the purchasing bid process to secure a moving company. When we moved out of the Capitol in 2007, there were two moving companies involved. She said that due to the volume of furniture that has to go back into the building, most likely we’ll have two companies again this year. The difference this time will be the addition of multiple furniture vendors who will be delivering the new furniture prior to moving people back in. All of that will have to be coordinated with the contractor and with Public Works, but they’re well aware of the timelines we face and are supportive of our relocation efforts. In July and August, she will also begin work on building signage, securing kitchen equipment and appliances, and awarding the contract for the window blinds and drapery vendor. Additionally, in August she will meet with Security to formulate a list of each person’s building access. All of this will be coordinated in conjunction with the House and the Senate.

Ms. Lockett continued by saying that in August and September, the year-round staff can begin packing. We’ve move new furniture into the building simultaneously, as well as placing the restored historical furniture in the building. She’ll also work to input all new and historical furniture into an inventory tracking

system. In November and December, the Historical Society will move the wood pieces that Rep. Black had produced by Idaho woodworkers. The tree project has been well received across the state and we'll make all efforts to display those pieces within the Capitol Mall. Smaller items will be displayed in the 3<sup>rd</sup> Floor public lounge and furniture items will be used throughout the building. Ms. Lockett added that late this winter, the permanent education exhibit will be installed in the garden level. That exhibit will showcase Idaho history and the Capitol restoration project. The wings committee room pictures will also be installed at that time. She continued by saying that the date for the move itself is still tentative. We'll need a long weekend to transfer phone lines, move the computer servers and IT rooms, and also all the boxes and furniture from the Annex. We'll probably close LSO, the House, and the Senate for a 1/2 day Thursday and all day Friday. That will mostly likely happen the weekend before or after the Thanksgiving holiday, allowing 5 – 7 weeks for the staff to unpack and troubleshoot in time for January 11, 2010 when session begins.

Ms. Lockett gave an update on HB277, which appropriated \$5,150,000 to the Capitol Commission furniture and IT infrastructure and components. She said that the furniture bids closed last week and the Dept. of Purchasing is very close to issuing letters of intent to the successful vendors. As soon as that information goes out, she can provide actual furniture costs. In the meantime, she provided an estimate that shows furniture costing about \$3 million. Additional costs include drapes, kitchen, a warehouse storage lease, and AV equipment, plus IT infrastructure. These items total an estimated \$1,375,000, which brings the overall total to just under \$4.4 million. Ms. Lockett is confident that we're well within budget overall and the actual furniture costs will be even less than \$3 million.

## **CAPTIOL FURNISHINGS BUDGET ESTIMATE**

### **HB277: Appropriating \$5,150,000 to the Capitol Commission**

<b>Furniture (includes freight and installation)</b>	<b>\$3,000,000</b>
<b>Desks in the historical replica style</b>	
<b>Credenzas in the historical replica style</b>	
<b>File Cabinets - metal and wood</b>	
<b>Chairs</b>	
<b>Tables and Dais Desks</b>	
<b>Bookcases</b>	
<b>Accessories / Panel Walls / Coat Trees / Misc.</b>	
<b>Additional historic furniture restoration (as required)</b>	
<b>Window Coverings / Drapes</b>	<b>\$400,000</b>
<b>Kitchen Equipment &amp; Small wares</b>	<b>\$25,000</b>
<b>Storage warehouse lease and utilities</b>	<b>\$200,000</b>
<b>AV Equipment / Technology Items</b>	<b>\$750,000</b>
<b>Total estimated costs</b>	<b>\$4,375,000</b>

Rep. Bedke said that he' like to move forward by approving the master floor plan, but because the Rep. Black just left the committee meeting to step into the hall, it would be best to wait for him. Rep. Bedke asked to move on to the presentation of the committee room photographs in the meantime.

Natalie Miller showed the committee her photograph framing recommendation for the committee hearing rooms. She recommended a simple black frame, much like something you'd see in a museum or gallery. The black frame will tie into the black leather chairs at the dais. Furthermore, there is already mahogany wood wall paneling and picture rail, so the black frame adds diversity and depth to the hearing rooms. Ms. Miller added that she also recommends matting the pictures, which will further enhance the photographs.

Senator Stegner commented that he liked the caption at the bottom of the photograph.

Rep. Bedke said that once other people see these photographs, they will have an opportunity to purchase a print from the Idaho State Historical Society. This will help increase the exposure of the Public Archives & Research Library and the images archived there. Rep. Bedke referred to the handouts and the photographs recommended for each room. He asked whether or not the committee should ask each committee chairman which pictures they like best for their respective committee room.

Senator Stegner replied that he's hesitant to start a precedent that the chairmen have an option to decorate their committee rooms.

Rep. Bedke agreed and asked Robyn Lockett, Jeff Youtz, and the Historical Society to move forward with the recommended pictures. Also, he said to go ahead with the framing style and the matting option for each photograph.

Janet Gallimore added that there are over 500,000 photographs in the Historical Society's collection, so she is delighted that the committee hearing rooms will be outfitted with prints and is also delighted about the exposure.

Rep. Bedke asked what will be hung in private offices. Mr. Youtz responded that individual offices will not be decorated. That will be up to the individual to provide and incur their own costs.

Senator Stegner said it would be good idea to have a kiosk in the gift shop so the public can search the photo archives and order a print. He then mentioned that there is not set plan for the caucus rooms and thinks they should be added to the committee room photo project as well.

Rep. Bedke gave the staff permission to move forward and add the four caucus rooms to the photo project.

Mr. Youtz said that sounds good and he'll confer with Natalie Miller regarding the frame style and color, because they may be nicer and more appropriate in mahogany frames for the caucus rooms.

Rep. Bedke thanked Ms. Miller for her presentation and said he'd like to return to the master floor plan discussion. He said that the details of each space and the logistics that accompany each space must be finalized. The timeline is tight and in the absence of any new information, the committee should move forward as planned.

Rep. Black said he has concerns about the size of the Bill Room/Information Center (EG13) and asked the committee to look at the space when they tour today.

Rep. Bedke responded that he, too, has considered the Bill Room/Information space and furniture lay-out and it's his intention to move forward with that space as planned. If the space does not work well, he said, it will be re-considered after the first session back in the building, but that we must try it for one session. He

added that the committee needs to sanction the floor plan so that the remainder of the logistics can be taken care of in time for the 2010 session.

Senator Stegner moved that the committee accept the floor plan as revised on 06/04/09. The motion was seconded by Speaker Denney. The ayes had it and the motion was approved.

The committee had a brief discussion about how to approach exhibits and special events in the rotunda and other spaces during the legislative session. *Buy Idaho* is a major annual event and the committee would like to accommodate it, but is uncertain where their booths should go. Senator Werk said he is concerned about power outlets and electrical cords running over the floors. Rep. Black said that maybe some sort of apparatus could be designed to house temporary displays, booths, or exhibits. Mr. Youtz reiterated that he thinks the building should still accommodate the public, other groups, choirs, etc., but he needs the committee's input and direction as to how to best accommodate the public, while still maintaining the historical integrity of the building.

The committee took a 30 minute break for lunch.

Mr. Youtz opened discussion about the dining room operation for the 2010 session. He recommended that the dining room be open to staff and legislators only during the session. He said that there has been much discussion about the dining room being open to the public. The Blind Commission has also been consulted about a public vs. private space and the Commission has remarked that if the Capitol dining room were to be public, it would compete with their flagship operations in the LBJ Basement. They would prefer the Capitol dining room to be private.

Senator Stegner said that it makes sense, initially, to start with staff and legislators only. If feedback changes, the dining operations can always be adjusted in the future. Furthermore, he said that staff should be able to go through the line and buy food, but then will eat elsewhere.

Rep. Black said that he thinks there won't be enough business to justify a public dining room because there is the Blind Commission dining space within close proximity to the Capitol. He said that if the Borah Building fills up and the Annex has occupancy in the future, it may be necessary to expand services.

Rep. Rusche asked if the intent was to open the dining room for breakfast and lunch only. Rep. Bedke responded, "yes." Rep. Rusche then asked where the public might get a cup of coffee, for example, and said that it may be a bad perception if we don't offer services for public. He suggested set hours for the public and set hours for the legislators and reiterated that it's important to consider the public perception of the dining room.

Senator Werk said that one possibility to mitigate some public concerns would be to allow food vendors on site, much like we do at the Capitol Annex now. He also suggested signage that would show the public how to get to the Blind Commission's dining room.

Senator Stegner said that some areas of the building could have vending machines with light refreshments, but it's still not clear how the public will flow through the building. What is important is the management of the dining room and getting some plans in motion. He said that we cannot waste time; we must set a target for the dining room operations today. He said that the committee will still have to react to their own staff and public comments, but to remind them that we can modify the operations in the future if necessary.

Rep. Bedke said that whatever we ultimately end up with for dining room hours and public vs. private space will become clear once we spend some time in the building. We must line up a vendor right away and that is no small task. Getting that function taken care of will be essential.

Mr. Youtz said that he's hearing a consensus to have legislators and staff only use the dining room it being open during the legislative session. He reminded the committee that having the basic premise established today is good, but that there will still be several details to finalize, including whether the dining room is cash and carry, for example.

Rep. Black stated that people may not use the dining room much in the afternoons because there are several small break areas, refrigerators, and sinks in the renovated space.

Rep. Bedke added that the cultural change in the building will be huge. The 4<sup>th</sup> floor House space that is currently designated as "open" could morph into a lounge or dining space in the future, for example, we we'll have to get into the building to be more certain of how the space is used and how the work flow functions. But in the meantime, we are certain that the dining room logistics need to be determined and assigned.

Senator Werk moved that the committee accept the recommendation that the dining facility be private, subject to a future change. It will operate only during session and this motion gives LSO the go ahead to solicit vendors. The motion was seconded by Senator Stegner.

Rep. Rusche said that he opposes the dining room being private, but is agreeable to everything else stated in the motion. Rep. Black mentioned that space for the public can still be added in the future. Mr. Youtz added that the public is generally not in the building all day like the legislators are and they can find plenty of food service options very near the Capitol.

Rep. Black added that in the few states he's visited, every dining room was different. Rep. Bedke and Senator Werk agreed. Rep. Bedke restated the motion and the committee voted. Rep. Rusche voted no. The ayes had it and the motion carried 5 – 1.

Mr. Youtz presented a recommendation to the committee regarding visitor and facility services management in the renovated Capitol. He stated that there are many operation issues that must be considered as we move back into the building. His recommendation was as follows:

While the Idaho Capitol Commission has primary responsibility for developing a comprehensive master plan to restore, improve and protect the Capitol Building, there are several day-to-day operational functions that fall clearly within the Legislature's responsibility under Idaho Code 67-1602 (3) and 67-429 (5). In order to best meet our responsibilities as a Legislature and enable a coordinated approach to certain operational issues with the Idaho Capitol Commission, the Division of Public Works, the Governor's Office and the Idaho State Historical Society, I would suggest that the Space Allocation and Design Committee consider the following proposal to recommend to the Legislative Council.

**Legislative Decision:**

**1. Assign a Visitor and Facility Services Coordinator position in the Legislative Services Office:**

- Coordinate and manage the visitor information functions, including the visitor information counter in the Garden Level and coordination of visitor tours from school groups and regular

tour groups. The Historical Society would be involved in developing the curriculum for the 4<sup>th</sup> grade tours and the development of historical pamphlets or self-guided information material. The Visitor and Facility Services position would also coordinate the use of volunteers. The House and Senate would continue to manage the Legislative Information Center and the Bill Room during the Session, which are specific legislative session functions.

- Oversee the gift shop through a management agreement with the Idaho State Historical Society.
- Oversee the concession contract for the operation of the joint House and Senate dining room.
- Coordinate through the Pro Tem and Speaker's offices the scheduling and location of interim committee meetings and other special events for the hearing rooms and chambers, such as Boys and Girls State, Youth Legislature, Leadership Boise, etc.
- Coordinate use of the new hearing rooms during the interim by state agencies for meetings and conferences.
- Work closely with the Capitol Commission in enforcing policies on historical displays, artifacts, works of art, and furniture.
- Develop and coordinate inventory lists with the Capitol Curator for displays, artifacts and historical furniture. Coordinate and consolidate furniture inventories with the House and Senate Sergeants at Arms for existing furniture and the newly acquired furniture, and act as the primary contact person with the furniture vendor on warranty issues.
- There would be no fiscal impact to this proposal because the current relocation specialist position in LSO would be reassigned as the Visitor and Facility Services Coordinator.

**2. Create an on-going joint advisory committee of the Senate and House to address visitor and facility service issues:**

- This committee would provide ongoing input and direction to the Visitor and Facility Services Coordinator.
- Provide coordination between the Legislature, Public Works, the Capitol Commission and other state agencies.
- Address short and long term planning needs for the Legislature regarding facility issues.

**Idaho Capitol Commission Decision:**

**1. Assign a Capitol Curator position within the Idaho State Historical Society:**

- Preserve and maintain the interior design and furnishings of all space within the Capitol Building so that the historical integrity of the newly restored and expanded Capitol Building is maintained.
- The position would maintain a complete inventory of the historic furnishings and artifact collection.
- Manage all permanent and temporary exhibits, make recommendations for any maintenance, restoration or storage requirements, and oversee and enforce any protocols adopted by the Capitol Commission concerning collections, displays and furnishings.

- The Capitol Curator position would refer any and all architectural issues to the Division of Public Works and CSHQA for recommendations, subject to and consistent with any guidelines or protocols adopted by the Capitol Commission.

Rep. Black asked if the position is full-time and year-round. Mr. Youtz said, “yes.” He explained that the tour program is only one part of the job. The position would coordinate the use of volunteers to help with the tour program, in addition to overseeing the garden level information counter, the management of the gift shop in conjunction with the Historical Society, oversight of the dining room contract, general coordination of space and groups who come through the renovated building, plus much more. It’s a great opportunity to have one position take care of all of these issues. This position would also have an on-going presence with the Capitol Commission and manage the new and historical furniture inventories. Additionally, there will be facility logistics to troubleshoot, particularly in year one. We can always reserve an option to cut back in the future, he said, but it’s a good opportunity to rethink the existing operation details and a good opportunity to centralize some major public and legislative services.

Mr. Youtz added that the second part of the proposal would create an on-going joint advisory committee of the Senate and the House to address visitor and facility services issues.

Senator Stegner made a motion that the committee adopt this proposal with the go ahead to recommend it to the Legislative Council. He stated that the committee does not have time to defer any longer. We need to make a decision today.

Senator Werk seconded the motion.

Rep. Black asked whether we have time to hire this position later or if that is a part of the motion. Senator Stegner responded that, yes, the proposal authorizes Legislative Services to hire the position.

Rep. Bedke asked for any further discussion. There was no further discussion. The committee voted and the ayes had it. The motion carried all in favor.

The committee adjourned at 1:20 pm and then proceeded to tour the Capitol Building.

Minutes prepared by Robyn Lockett: 06/11/09