



**JOINT MEETING**

**STATE CAPITOL COMMITTEE  
and  
CAPITOL CAMPUS DESIGN ADVISORY COMMITTEE MEETING**

**Legislative Building, Senate Rules Room  
304 15<sup>th</sup> Avenue SW  
Olympia, Washington 98504**

**February 15, 2018  
3:00 p.m.**

**Meeting Minutes**

*(APPROVED by CCDAC: May 17, 2018)  
(APPROVED by SCC: June 21, 2018)*

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**SCC MEMBERS PRESENT:**

Lt. Governor Cyrus Habib (Chair)  
Ted Sturdevant for Commissioner of Public  
Lands (Hilary Franz)

**CCDAC MEMBERS PRESENT:**

Dennis Haskell (Chair), Urban Planner  
Representative Beth Doglio  
Senator Sam Hunt  
Chris Jones, Landscape Architect  
Representative Vicki Kraft  
Dan Miles, Architect  
Alex Rolluda, (Vice Chair) Architect

**OTHERS PRESENT:**

Bob Covington, Department of Enterprise Services

Chris Liu, Department of Enterprise Services

Kevin Dragon, Department of Enterprise Services  
Colby Dragon, Student, Black Hills High School  
Bill Frare, Department of Enterprise Services  
Chris Gizzi, Department of Enterprise Services  
Marygrace Goddu, Department of Enterprise Services  
Valerie Gow, Puget Sound Meeting Services

Nouk Leap, Department of Enterprise Services  
Jen Masterson, Office of Financial Management  
Jon Pretty, Department of Enterprise Services  
Leah Rictema, Student, Black Hills High School  
Valerie Robinson, Dept. of Enterprise Services  
Ronell Witt, Department of Enterprise Services

**Welcome and Introductions**

Lieutenant Governor and Chair Cyrus Habib called the State Capitol Committee (SCC) meeting to order at 3:10 p.m. Lt. Governor Habib acknowledged the attendance of Ted Sturdevant for Hilary Franz, Commissioner of Public Lands. A quorum of the SCC was not present. The meeting was recessed at 3:11 p.m.

CCDAC Chair Dennis Haskell called the Capitol Campus Design Advisory Committee (CCDAC) to order at 3:11 p.m. Chair Haskell acknowledged the attendance of Alex Rolluda, Dan Miles, Representative Vicki Kraft, and Chris Jones. A quorum of the CCDAC was present.

**Nominations for 2018 CCDAC Chair and Vice-Chair - Action**

Chair Haskell called for nominations for Chair and Vice-Chair for 2018.

Chair Haskell nominated Alex Rolluda for Chair. Representative Kraft seconded the nomination.

Mr. Rolluda nominated Dan Miles for Vice-Chair. Representative Kraft seconded the nomination. No other nominations were offered.

**By affirmation, members elected Alex Rolluda to serve as Chair and Dan Miles to serve as Vice-Chair for 2018.**

Chair Haskell noted the selections would become final upon the approval of Department of Enterprise Services (DES) Director Chris Liu.

**Approval of CCDAC Minutes - Action**

**Dan Miles moved, seconded by Representative Kraft, to approve the CCDAC meeting minutes of September 14, 2017 and November 9, 2017 as published. Motion carried unanimously.**

**Approval of 2018 CCDAC Meeting Calendar - Action**

Chair Haskell reviewed the proposed 2018 meeting dates:

- Thursday, February 15, 2018
- Thursday, May 17, 2018
- Thursday, September 20, 2018
- Thursday, November 8, 2018

**Alex Rolluda moved, seconded by Dan Miles, to approve the 2018 meeting dates as proposed. Motion carried unanimously.**

Lt. Governor Habib recommended some flexibility with meeting dates during the legislative session, especially during short sessions because of the difficulty of legislative members scheduling time.

**Reconvene Joint SCC and CCDAC Meeting**

Lt. Governor Habib reconvened the joint meeting at 3:15 p.m.

**Welcome Chris Jones as new CCDAC Member – Information**

**Director Liu recognized new member Chris Jones as the designee for Landscape Architect.**

Mr. Jones expressed appreciation for the opportunity to serve on the committee. As a graduate of Washington State University, he began his career with a small firm in Lacey. He moved to Seattle in 2003 to work on the Olympic Sculpture Park for the Seattle Art Museum. Following completion of the project, he moved to Portland, Oregon to work for Walker Massey as a landscape architect. In 2014, the firm opened a Seattle office. Most of his career has been focused on campus planning, waterfront development, and public and urban open space designs.

Lt. Governor Habib thanked Mr. Jones for his willingness to serve on the committee.

**FY2019-21 Budget Planning Process (Quadrant Chart) – Information**

**Lt. Governor Habib recognized Bill Frare, Assistant Director, Facility Professional Services, DES.**

Assistant Director Frare reported that in response to a request by the SCC to improve the master planning process, as well as correlating the plan with the capital budget, touch points have been identified between the capital budget planning process, operating budget process, and the SCC and CCDAC, to ensure the committees have an opportunity to provide feedback on each budget process.

Members reviewed information on an updated budget approach for the operating and capital budget planning processes. The Office of Financial Management (OFM) categorizes budgets by Preservation and Programmatic activities. Under the Operating Budget for Preservation Activities, the categories include preventative maintenance, work or service orders, asset/facility management, and financial assessment/reports. DES is reviewing preventive maintenance to ensure those projects that add the most value to longevity of equipment or buildings are included within the budget and those projects that do not meet those objectives are listed lower in priority or excluded from the budget. Staff also reviews work and service orders and the number of calls for unscheduled service to address emergent needs. The Asset/Facility group considers data collection, performance metrics, and occupancy level in buildings to ensure DES is managing at optimum levels. Staff also continually reviews and monitors financial reports and assessments.

*Senator Sam Hunt arrived at the meeting.*

Each year, DES completes condition assessments on buildings by tracking the condition of the building based on a qualitative scale of good, fair, poor, or unacceptable. The capital budget for Preservation Activities includes projects for minor works preservation, backlog of deferred maintenance, and major facility repairs and replacements.

Programmatic Activities in the capital budget include special planning reports and studies, such as the study completed last year on site development or predesign for new buildings (Library/Archives), or a feasibility study for the childcare facility on the Capitol Campus. Portions of minor works within Programmatic Activities are for new projects such as major capital construction projects (1063 Building Block).

Representative Kraft asked about the inclusion of a category for predesign studies under \$5 million within the capital budget for Programmatic Activities. Assistant Director Frare responded that for projects over \$5 million, DES is required to complete a predesign. For projects under \$5 million, a predesign is not required with DES typically working through OFM's Facility Oversight Program for modified predesigns, which is a simpler process.

Within the category of master planning within the operating budget encompassing stakeholder engagement, data collection and analysis, and the 10-year capital facility planning process, DES is striving to ensure decisions are factored on a data-driven basis, as well as ensuring feedback is received from the SCC, CCDAC, and agencies located on campus. DES created the Capital Facility Advisory Board comprised of deputy directors of campus agencies to assist DES in identifying maintenance and larger project needs on the campus.

#### **Asset/Facility Summary Sheets – Information**

**Assistant Director Frare briefed members on the purpose of the Asset Summary Sheets** for nine facilities on campus. The Asset Management team prepared Asset Summary Sheets as a first step for making data-driven decisions. The sheets provide information to stakeholders and decision-makers about the condition of a building. The sheets include inventory information on the building, i.e., name, location, date of construction, a building photograph, current tenants, and vacant space. Other financial information include revenue and whether the building is self-supporting after deducting all expenses. Existing

financial reports document all repairs and maintenance, service order work, scheduled preventive maintenance, custodial costs, utilities, debt and interest (if any), shared services, and any salaries directly attributed to the facility.

The Asset Management team is also establishing performance metrics, which have not been determined. However, it would entail a review of preventive maintenance work orders, reactive work orders, and the percentage between the two. The information should identify less need for preventive maintenance for a new building. Alternatively, older buildings often encounter more issues ranging from steam leaks, hot and cold calls requiring response, roof leaks, and water seepage into the basement. When those types of issues increase, it is an indicator for more proactive measures for the building.

Another section of the Assets Summary Sheets identifies facility condition assessments. DES uses a program to track condition assessments of buildings on campus. The information is categorized into building foundation, floor construction, roof, envelope, interior partitions, elevators, plumbing, mechanical, fire protection, and communications. The assessments help identify building deficiencies enabling DES to consider the information when developing the capital budget.

The section on Energy/Environmental Metrics responds to the state's reduction goals of carbon emissions on campus. Different deadlines in the RCW call for specific reductions of 20%, 35%, and 50%. If information were not tracked, DES would be unable to affect and meet the goals.

The section on Assessment History/Special Reports is included to provide the SCC and the CCDAC with information on each building in terms of different types of studies, reports, and audits, etc. For example, the site development study completed last year included the General Administration Building and the five studies on the building over the last 20 years. To facilitate better management, all those studies should be readily available.

Other sections include Planned 10 Year Capital Plan Improvements and Deficiencies/Emergent Needs.

Senator Hunt asked whether the information is currently available on each building. Assistant Director Frare replied that not all information has been compiled for each building. Currently, data are located within a number of different data systems. Pulling and consolidating the information was more difficult than envisioned because of gaps and inconsistencies.

Representative Kraft recommended including a ranking system or some form of indicator for rating major building components to provide a snapshot view on the condition of the building. Staff referred to stand-alone Facility Inventory Conditions Assessment graph depicting all buildings and condition assessments. The diagram is a quick overview of the current condition of each building. Additionally, a glossary of terms accompanies the information explaining the rating system and other information.

*Representative Beth Doglio arrived at the meeting.*

**Mr. Jones inquired about other campus buildings that might be eligible for nomination as a historic structure. Assistant Director Frare said that at this time, DES does not plan to pursue any additions to the register.**

Senator Hunt commented that preventive maintenance is an ongoing issue that lacks sufficient attention. Several members from the Buildings Grounds team displayed some used and dirty filters that often are not replaced because of the lack of time and resources. It would be beneficial to identify all filters and how DES plans to address regular replacements.

In response to remarks about deficient rankings for some buildings, Master Planner Kevin Dragon explained that the datasets for the Facilities Conditions Inventory Conditions Assessment report was completed through the University of Washington Extension by a rapid walk through of each facility and ranking each system. Within the program DES is using, the components are layered whereby foundations would include four or five different categories or electrical systems would have different categories. The condition assessment was an attempt to summarize all categories of one component into a base or major category. During the process, staff assigned the rankings by averaging the lower ratings. Some data was outdated and would need to be revisited and updated. The team is working on the process and the frequency to update the information to ensure it is accurate and fair when presented to the committees.

Representative Doglio asked whether DES considered energy efficiency of buildings. Assistant Director Frare advised that energy efficiency is included within the Asset Summary Sheets.

Planner Dragon added that as the forms are populated and presented, feedback from the committees would be helpful in terms of the type of information that would be helpful.

Senator Hunt shared that the most feedback he receives is about the condition of the capitol dome. He asked about the possibility of liability of the vendor responsible for the last major cleaning of the dome. Assistant Director Frare replied that the last cleaning occurred in 2012. The cleaning at that time was based on a conservative approach. A considerable amount of science has been identified on the preservation of sandstone on historic buildings. Several options are available ranging from sealants that help to shed water and reduce the growth of lichen, biocides and other chemicals to kill lichen, and varying the pressure during the cleaning process. During the life of the dome, some mistakes have occurred in the preservation of sandstone by using high pressure or some chemical sealants that tend to seal moisture inside the stone. As the stone increases in temperature, cracking or scaling can occur impacting the finish of the stone. The use of high pressure cleaning or the wrong chemicals can derogate sandstone.

Assistant Director Frare reported he has received briefings from the contractor responsible for cleaning the dome. A similar briefing could be scheduled for members. The briefing included information on the types of materials available and previous cleaning completed on campus. The 2012 cleaning did not use any sealants or biocides to kill lichen. As DES prepares for the next cycle of cleaning the dome, staff is hesitant to use a sealant. Additionally, new products have been introduced into the market. Until extensive testing on new products is completed documenting the effectiveness for a number of years, staff prefers not taking any risks. He also believes biocides are safe and would not damage the dome. However, the design process for the cleaning will identify the best method.

Senator Hunt asked whether the same information could be provided to the Senate Ways and Means Committee. Assistant Director Frare affirmed the request.

Cleaning of the dome and the remainder of the building occurred in three stages during the last cleaning. The dollar value of the work totaled approximately \$2.5 million. That cost was escalated to 2017 dollars at approximately \$3 million. Additionally, staff examined other building envelope deficiencies, such as leaks, broken skylights, deficient windows, and other issues. Those repairs would cost another \$2 million. The addition of design costs and permitting creates a budget of \$7.5 million.

Representative Doglio noted that the information provided to her did not disclose that the \$7.5 million included other factors in addition to cleaning the dome.

Director Liu recommended expanding the project description to reflect cleaning and repair of the Legislative Building.

Lt. Governor Habib questioned why major maintenance costs for each building are not reflected in the DES/OFM contract and incorporated within the rental rates rather than submitting capital budget requests in response to crisis scenarios acknowledging that there are often general fund budget challenges and the Executive Branch could have elected not to pursue that approach. Some expenses are operating costs of a real estate portfolio that are predicable, which should be absorbed in rents similar to any private real estate lease agreement.

Senator Hunt noted that increasing the square foot charge would be an interesting idea; however, agencies would likely not be supportive of the idea. The Legislature is as guilty as others because legislators would much rather have a new building to claim for credit rather than replacing a furnace in an existing building. The proposal might be a conduit to begin a process for long-range planning on existing buildings and future maintenance needs.

Lt. Governor Habib said that it is a policy decision and a way to address the issue at one time. The Legislature should not have to contend with determining which costs should be funded during each session. The private market accounts for landlord responsibility for upkeep of the facilities.

Representative Kraft said the committee previously considered exploring disadvantages and advantages of lease versus owning. That issue ties to the conversation. As the state considers overall costs and management of those costs, it might make sense for someone else to assume and manage the costs.

#### **Capitol Campus Security Update – Information**

**Lt. Governor Habib referred to his and Commissioner Franz's previous comments surrounding the importance of campus security and ensuring the security of the public and employees. It appears those concerns are a more integral part of DES considerations. He acknowledged Bob Covington, Director of Capitol Security and Visitor Services, DES, who provided a status update.**

Director Covington briefed members on the number of significant changes to campus security in the last month and the status of the budget and some security provisions. DES implemented some organizational changes affecting the leadership team to support and focus on two key department priorities of safety and customer satisfaction on the Capitol Campus. Security is a critical component. In support of those priorities, Director Liu created a Division of Capitol Security and Visitor Services. Director Covington reported he is now focused on campus security and visitor services. The organizational change afforded the opportunity for Director Liu to align agency leadership into a group organizational structure. Under the new structure, DES is moving from two deputies to a single deputy structure. The new structure focuses primarily on reporting relationship changes in the senior leadership of DES. However, it will help bring more synergy and alignment within the agency.

The new division, established in January 2018, includes the Capitol Security Team and Visitor Services. Visitor Services serves an important role as the campus is visited by over 25,000 students each year. Civic education tours are offered on campus and other events are permitted on the campus throughout the year. In addition to civic education and public tours of the capitol, Visitor Services is the permitting authority for events occurring on the capitol campus. In our current environment, when events occur, they are frequently accompanied by a counter protest requiring an extensive amount of planning and engagement and working closely with the Washington State Patrol (WSP), who is contracted for law enforcement services. Visitor Services engages with the groups to ensure each sponsoring group achieves a successful event regardless of the particular issue or cause, while protecting the rights of others who

might not necessarily agree with that view. The alignment speaks to ensuring the safety of employees, visitors, and protesters. The alignment will assist in becoming more affective in an area that is very important to the campus.

Other efforts include ongoing challenges and concerns surrounding campus physical security systems. DES is acquiring and implementing a new building access control system for deployment on the West Campus followed by the East Campus. Eventually, the system will become an optional service to any agency located off campus to include lease facilities. The new system replaces antiquated building access control systems and provides a single access control solution to improve the safety and security of the campus. Installation of the system should be completed on the West Campus and possibly the East Campus by the end of the calendar year.

DES continues to work closely with campus security partners comprised of House and Senate Security, Temple of Justice Bailiff, WSP, Department of Fish and Wildlife, and DNR Police. The strong collaboration contributes expertise of multiple security and law enforcement organizations.

A new group, the Campus Preparedness Advisory Group, was formed in December and includes a representative from each state agency on campus. Invitations have also been extended to agencies located off campus. The group will work through and have productive discussions for agreement and plans on how to handle specific situations on the campus. The campus could be compared to a major college university with many departments and buildings. It's important to work together collaboratively and have plans to address issues. The group has met three times.

The Capitol Security and Visitor Services team is also acquiring and managing an independent study of campus security as directed by a legislative budget proviso. The study should be completed and submitted to OFM and the Legislature by the end of August 2018.

Lt. Governor Habib inquired as to the number of security staff assigned within the nucleolus of the campus during session. Director Covington explained that staffing includes a mix of law enforcement and security resources from multiple organizations. Washington State Patrol increase staffing levels during legislative session. During sessions, the House and Senate collectively have more than 60 security personnel in direct support of the House and Senate. DES security manages all physical security systems, video systems, building access control systems, duress systems, and other activities to include plans and training with six staff members and the Director. One video technician is responsible for the installation of cameras, maintenance, operations, and reviewing video incidents.

Director Liu explained that part of the promise for developing the new division was using current funds and resources to demonstrate what could be accomplished within existing funds and resources. The next step is developing recommendations on how to enhance services and become more efficient with additional funds requested in the future.

Representative Kraft asked whether DES offers earthquake preparedness training. Additionally, the security booth located at the northwest corner behind the Legislative Building is often unattended with only a security jacket hanging in the booth. She inquired about the possibility of staffing the booth during the day as the back parking has access to the Legislative Building, the Governor's Mansion, and the Temple of Justice.

Director Covington confirmed his intent to discuss the request with the Directors of the House and Senate Security. Those resources are not controlled by DES; however, staff has a good relationship with both directors and plans to discuss the request. Additionally, over the next 18 months, DES will demonstrate

how his addition will benefit the program. However, capacity of the program is limited through the duration of this biennium. DES does not have the capacity or the resource to continue that level. The goal is demonstrating how DES has been able to improve the program through limited addition of resources to help everyone understand the value and how the program can move forward to become a sustainable program, which is critical for Capitol Campus.

Lt. Governor Habib emphasized that his frustration is the lack of prioritizing security compared to other priorities such as maintenance. Prioritizing security would result in the Governor and the Legislature receiving an honest accounting of what is required to provide campus security. Should the Governor or the Legislature determine the existing system is adequate, the responsibility would rest with elected policymakers for not moving forward to improve campus security. Similar to the continual growth of lichen on the dome, DES forwarded a budget request to restore the dome to an excellent condition. However, that scenario never occurs, instead, budget requests are forwarded for more radios, more cameras, or other repairs to security infrastructure. That scenario wouldn't be conducive for a school, airport, or other public place with a potential for violence in this politically charged environment. One example is the University of Washington that experienced a shooting. Most attempts resulted in organizing a task force or a study when it is known what the likely outcome would be. His interest is receiving an assessment on how to prevent violence rather than figuring how to communicate with radios.

Director Covington acknowledged that his concerns point directly to the discussion and update on the budget.

Director Covington reviewed the 2018 Security Supplemental Budget Comparison for the capital and operating budgets. The information identifies the budget request from DES for the supplemental budget for both the capital and operating budgets. The capital budget includes funds for a security study consistent with the provisions contained in SB 5981 at the close of 2017. The study was also included in the Governor's proposal, which was funded in the legislative supplemental capital budget. Another \$4.4 million for a distributed antenna system is included to enable communication between law enforcement, emergency responders, campus employees, and campus visitors. The Governor's budget included \$2.2 million for the system. However, the funding request was not included in the Legislative Supplemental Capital Budget. DES also included replacement of analog cameras at \$408,000. Of the 300 cameras on campus, 147 of the cameras are analog. Analog cameras are challenging in terms of limited video technology to prevent security issues. The funding request was not included in the Governor's budget or in the adopted capital budget. Director Covington expressed confidence that the Security Study would justify and include recommendations on the importance and value cameras would offer to the campus, as well as the distributed antenna system.

DES requested funding in the supplemental operating budget for WSP support. DES contracts with WSP and the request would increase the campus detachment to a 24/7 detachment requiring additional troopers year-round. The campus also includes Sylvester Park, Heritage Park, Marathon Park and Interpretive Center, and the Deschutes Parkway. The funding request is a critical step necessary to provide the right level of protection and security to the campus. The Governor's budget included funds to support the request. DES and WSP discussed the funding necessary to staff the detachment at the 24/7 level. The request is pending in the current session and staff is hopeful the Governor's budget proposal will be adopted.

Lt. Governor Habib asked whether one of the top risks to visitor and employee safety is the lack of or insufficient number of State Patrol Troopers between the hours of 2 a.m. and 6 a.m. in various areas of the campus. Director Covington said the proposed 24/7 coverage would provide additional capacity during the day as well ensuring an appropriate level of law enforcement resources during the day. Law enforcement presence on the campus was identified by DES and WSP as the top priority.

Representative Doglio asked about the basis of the information for that funding determination. Director Covington said the request was based on the number of encounters occurring on campus, as well as a combination of other factors that pose risk to the campus. Incidents on campus have included property damage, assaults, and assaults on Troopers. He offered to follow up with documentation on the incidents. Additionally, the request pertains to trooper safety, especially in situations where a trooper is isolated and experiencing communication challenges. Inadequate resources place law enforcement personnel and employees at risk. Many employees work at night or access different buildings or parking structures. The campus is an open environment with open carry of weapons. That situation in combination with the level of security exposure is concerning. DES believes the budget requests for both operating and capital are critical for safety and security of the campus, people, and the assets.

Lt. Governor Habib agreed security is concerning, particularly during the hours of 8 a.m. to 6 p.m. when thousands of children, vulnerable adults, employees, and elected officials are on the campus. He has discussed security concerns with the Sergeant of Arms for the Senate, who also agrees. It is disconcerting especially when security is not focused on that class of fourth grade students touring the campus. Insufficient attention is paid to random and suspicious activity because of the lack of monitoring and personnel capacity and no screening mechanisms.

Representative Kraft requested information on the number of incidents occurring between 8 a.m. and 6 p.m. and a forecast on the additional security FTEs that would be required. Director Covington acknowledged the request and confirmed he is working in partnership with WSP. DES contracts with WSP for the Capitol Campus detachment. WSP directly funds and receives appropriations for additional troopers during legislative sessions. He plans to consult with WSP personnel and provide members with more information.

Director Covington noted two other budget requests in the supplemental operating budget are three FTEs for DES for the Capitol Security Program, one video technician to supplement an existing video technician position, and an additional FTE to help support and manage the building access control system. Additional resources represent a mix of trades and technology who work in the field to install the boards, card readers, wiring, and matching the configuration of the systems. Configuration of systems includes consulting with occupants of facilities to identify hours of work and normal operations. High definition cameras can be tied to the building access control systems to enable DES to utilize the prevention capabilities of the integrated systems rather than reacting after the fact. The systems provide alerts and notify law enforcement on campus of the location of the activity rather than learning of an incident the next day.

Lt. Governor Habib asked for a description of how the systems issues alerts or identifies suspicious behaviors. Director Covington explained that DES has one FTE assigned to the video systems who also joins WSP at the Command Post to manage video activity during activities occurring on the campus to ensure the environment is safe. The same FTE is also installing cameras, installing wire, and responding to requests, reviewing videos, and monitoring activity at Heritage Park. A staffing level of one person responsible for everything from A through Z is not viable. The 2002 study includes a recommendation for a monitoring center with 24-hour staffing capacity.

Director Covington said the last budget operating budget request is a Crisis Communication System at cost of \$150,000. The current system for notification of incidents during emergencies on campus is through email delivery, which is not a crisis communication tool and inadequate. Email delivery takes approximately eight minutes to reach employees. A worst case scenario on the campus could be over in eight minutes. DES continues to work with each agency and communication directors to ensure

employees are signed up for the text messaging (SMS) feature, which would be quicker but still inadequate. Other major university campuses have crisis communications tools and systems installed. It is important the same type of system is available on campus to ensure appropriate notification to employees and visitors when an event occurs. The system is important and will be one of the important items the consultant will address during the study.

Director Covington was asked about the link between the consultant study and the master planning effort in terms of site circulation and vehicle access to buildings on the campus, which could be the most problematic in terms of security and safety. The master planning component should include a component for security. He plans to work with Assistant Director Frare and the team to ensure security is properly addressed in the master plan. Staff will be working closely with the House and Senate Security Directors, as well as other campus security on the study RFP to establish the scope of the security study. Traffic flow would be an element included within the assessments.

Lt. Governor Habib commented on the possibility of DES consulting with the FBI to provide input. The security assessment should ensure the best law enforcement expertise is engaged, especially law enforcement with experience in politically charged environments to provide input on the best solutions without participating as a stakeholder. Director Covington acknowledged the request and added that DES has been engaged with the Department of Homeland Security. He agreed the effort should not just entail a consulting firm completing a report. It should include DES seeking expertise from a variety of law enforcements areas, particularly in the counter-terrorism environment.

Mr. Sturdevant referred to a recent incident involving a supposed active shooter. The incident was challenging in terms of communication. He asked whether the professionals have resolved ways to address those types of situations as it could easily involve multiple redundancies. Director Covington said the budget request for the crisis communication tool also includes more than communications elements. The package includes communication components with first responders and state entities involved in the activity. Employees in affected facilities must take certain actions prior to first responders arriving to help secure employees. The system provides a mix of options and elements of accountability. He encouraged members to view the video, "Shots Fired." The WaTech group participated in the production of the video, which is a documentary of the shooting that occurred at North Thurston High School. The 20-minute video is powerful and reveals the real moments with the people and school administrators who were involved in the shooting.

#### Capitol Campus Master Planning Efforts – Update – Information

Master Planner Kevin Dragon updated the committees on the status of master planning efforts. Master planning considers how to balance existing and emerging campus needs. Staff reviewed the update process to determine changes required to the 2006 Master Plan. Two promises included delivery of a public service and governance chapter, which is on target to present in September, as well as summarization of the Development Opportunity Study commissioned in 2017 and completed by the architect firm of Schacht Aslani. The report identifies future development sites on campus.

Another aspect of the update was establishing baseline planning data. Staff discovered that much of the asset summary information was outdated with more work required to document current information. The information will be shared with the committees to assist in identifying a vision or values for the campus and ways to balance those competing interests on campus in relation to setting goals and objectives for a future vision in the next 10 or 20 years. It is important to identify emerging issues or important topics to address, i.e., the next new building, repairing existing buildings, campus security, parking, utilities that might limit growth, or size of the campus, etc. The vision establishes the targets guiding DES operating and capital budgets. This fiscal year, efforts are focused on collecting data to share with the committees

to help members identify goals and objectives for the campus. Each capital dollar should be tied to a performance metric. For example, if a capital improvement project is identified for building envelopes, such as the dome or another facility, it should be possible for the rating to increase from fair or unsatisfactory to an excellent condition. Other factors requiring assessment are local, state, and federal rules that require specific actions, such as ADA access points. Another consideration is the bundling of projects to develop strategic funding packages to achieve cost efficiencies.

DES has completed many studies offering valuable information and serving as good learning tools. The security study would likely include a 10-year capital plan associated with the improvements necessary for security. How that blends with the 10-year plan for development opportunities or the 10-year plan for utilities or stormwater is important in terms of being fiscally responsible because of the many competing needs for a limited amount of funds. A better job is necessary to identify deficiencies on campus, ranking and prioritizing, and fiscally allocating the projects to achieve the vision.

Representative Kraft agreed prioritization is important for the various categories. She suggested identifying the priority level of the categories and then prioritizing projects within the categories.

Mr. Sturdevant asked whether the approach has been tested and used or whether it is a new approach. Mr. Dragon replied that generally, the process is viable and aligns with the goals of the Growth Management Act used by cities and counties when establishing comprehensive plans containing goals and objectives. The plan includes guidelines and tools and identifies trigger points for specific actions with the capital plans supporting those actions. The same philosophy is used for managing potable water needs. Most jurisdictions complete a comprehensive master water plan to forecast current and future needs accounting for future boundaries of the service area. Those planning processes are used by many municipalities. Adopting a similar data-driven process to the Master Plan that correlates to the 10-year plan will play into how the six-year plan, biannual budget requests, and decision packages are presented to the committees and on through the OFM process, the Governor, and the Legislature.

Senator Hunt recommended also exploring the creation of a more appealing barrier between the south campus and the South Capitol Neighborhood.

Mr. Dragon noted that once the plan is established and requests are generated, it would be possible to assess each request as to how it might impact the vision.

Lt. Governor Habib remarked that most people consider the immediate future or several years in the future at the most. Each entity plans for different terms and DES professionals tend to impart a level of generational thinking to a process that is intentionally staccato. Perhaps, it might be preferable to recognize what is most important today and then pursue support through the committees. The committees could agree cleaning the dome and campus security are the top priorities and efforts should be pursued to achieve those projects. The system in place today is not conducive to a long-term planning process. Even the transportation package over a 10-year period requires spending in biennial transportation budgets and often in supplemental transportation budgets. He suggested there is a cultural disconnect as to how the planning process proposed by DES marries with the realities of how decision-makers render funding decisions.

Chair Haskell agreed the comments about master planning point to the need for a commitment by all entities. Any master plan presented should have a commitment from all parties because if there is no universal commitment, the effort would be fruitless. Additionally, the timeline is another consideration especially when elected officials serve a specific number of years. It is often difficult to implement long term visions in four-year increments especially when priorities change every four years. Most

importantly, the master plan requires a commitment by all parties for implementation of the vision over the long term.

Lt. Governor Habib commented that one way to achieve that goal is to create public policy that is codified, which is why he suggested changing the way DES structures regular and predictable maintenance operations. Reforming the law and including the costs in the rent would avoid continuing requests for funding.

Senator Hunt pointed out how the 1063 Block Replacement project was not included in the 10-year plan. Instead, the Legislature decided to include the project.

Chair Haskell noted the former master plan was hamstrung because it lacked action items. The plan focused on a vision of Capitol Campus for the future. An actionable plan requires action items. All master plans should have an action plan with a schedule identifying projects, timing, costs, and responsible entity. The direction of DES is great because it will merge the physical vision for the campus with action items to achieve the vision.

Director Liu commented on an option for the committees to consider preapproving development sites that would be ready for redevelopment. He recommended scheduling a discussion at the next committee meetings.

Lt. Governor Habib recommended following up with lawmakers and the Governor on whether the priority should be emergency security and maintenance issues prior to entertaining a preapproval process.

Representative Kraft agreed with Lt. Governor Habib as she has some reservations about building and then determining the source of funds later. Director Liu clarified the preapproval process would not include moving forward with any construction activity but would involve the selection of a site for a future building. It is important to recognize that the sites are available and when the Legislature determines the next building, the site would already be approved.

Lt. Governor Habib commented on the benefits of the committees meeting jointly and suggested scheduling more joint meetings.

### **Adjournment**

**With there being no further business, Lt. Governor Habib adjourned the meeting at 4:48 p.m.**

Prepared by Valerie L. Gow, Recording Secretary/President  
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