
Idaho State Capitol Commission

Official Minutes April 27, 2007

A meeting of the Idaho State Capitol Commission was held on this date in the Second Floor Courtroom of the Borah Building, Boise, Idaho. Major General Jack Kane, Commission Chairman, called the meeting to order at 9:40 a.m.

Attendees

Members Present:

Major General Jack Kane, Chairman

Carl Bianchi

Andrew Erstad

Evan Frasure

Stephen Hartgen

Sandy Patano, by teleconference

Keith Johnson, Director, Department of Administration, Secretary/Ex-Officio Member

Jeff Youtz, Director, Legislative Services Office, and Ex-Officio Member

Keith Petersen, Interim Director, Idaho State Historical Society (ISHS), and Ex-Officio Member

Others Present:

Rick Thompson, Administrator, Div. of Internal Management Systems, Dept. of Administration

Tim Mason, Administrator, Division of Public Works (DPW), Department of Administration

Jan Frew, Deputy Administrator & Capitol Restoration Project Manager, DPW, Dept. of Administration

Kelly Schlieper, Relocation Specialist, DPW, Dept. of Administration

Gary Daniel, Idaho Capitol Commission, Communications Liaison/Coordinator

Becky Henke, Idaho Capitol Commission, Project Communications Assistant

Teresa Luna, Communications Manager, Department of Administration

Diane Blume, Management Assistant, Department of Administration

Eric Milstead, Legislative Services Officer

Robyn Davis, Relocation Specialist, Legislative Services Office

Dawn Hall, Division of Financial Management

Ken Swanson, Idaho State Historical Society

Rich Bauer, Lemley/3D International

Jim Mallon, Lemley/3D International
John Maulin, CSHQA Architects
John Miller, Associated Press
Todd Dvorak, Associated Press

General Commission Business

Approval of Minutes

MOTION: Commissioner Patano moved to approve the minutes of the March 28, 2007 Idaho State Capitol Commission meeting. Second by Commissioner Johnson, the motion passed.

Commissioner Petersen announced that the Idaho State Historical Society has a new director, Janet Gallimore. Commissioner Gallimore will attend the June commission meeting.

Budget and Funding Issues

Revenue & Expenditures Report, Rick Thompson

Mr. Thompson referred to the handouts titled FY2007 Budget Worksheet and Sources and Uses of Funds FY 2007. The budget report reflects \$32,800 carry forward of personnel funds in FY07. Salaries for Gary Daniel and Becky Henke will be charged to those funds. The Endowment Fund Investment Board has billed the commission \$27,200 for the 2nd and 3rd quarter of FY 2007. Mr. Thompson reported that there have been no other significant changes since the last report to the Commission in March.

Transfer from Endowment Fund for FY 08, Rick Thompson

Mr. Thompson reported that Commissioners Johnson and Youtz met to review the commission's cash flow and develop a recommendation for distribution from the Permanent Endowment Fund to the Income Fund. Mr. Thompson handed out a worksheet showing the FY 08 estimated cash flow with no distribution. He reported that the FY 08 appropriation of \$5,150,000 from the Legislature for storage and restoration of furniture has been transferred from the General Fund, which will generate additional income into the account. Commissioner Youtz recommended that the Commission transfer \$467,109 between the funds, which is a 5% distribution and will return the cash balance of the Income Fund to \$1 million.

MOTION: Commissioner Bianchi moved to request the \$467,109 be transferred from the Permanent Endowment Fund to the Idaho Capitol Commission Income Fund. Second by Commissioner Erstad, the motion passed.

Public Outreach, Art & Display

Public Relations/Outreach Activities

Commissioner Patano asked Mr. Daniel to discuss the public relations activities since the last meeting, including the virtual tour and the groundbreaking.

Mr. Daniel started with a presentation of the virtual tour, using free demonstration software. He explained that the target audience for the virtual tour will be Fourth Grade school teachers for the period while they will not have access to the State Capitol. Mr. Daniels requested \$999 to purchase the software to publish the tour online. Commissioner Youtz asked if the virtual tour will be updated while the Capitol is renovated and Mr. Daniel confirmed that it would be possible to accomplish if the Commission wanted to provide the public with updates on construction.

Commissioner Bianchi clarified that this is a different effort than what the construction cameras will accomplish. He asked if a construction camera will be in place inside the building during construction, and whether we plan a live feed to the web site. Mr. Daniel explained that the construction cameras will be placed outside of the building and there are no plans to install construction cameras inside the building. Both Channel 7 and Idaho Public Television (IPTV) have expressed interest in publishing the live feed. Commissioner Erstad advised that construction cameras inside the building would be difficult to manage. Chairman Kane suggested that midway through the project additional pictures inside the building be taken and published along with the virtual tour to show the public constant movement forward. Mr. Maulin added that the construction agreement requires that over 250 pictures of the project be taken by a professional photographer during construction.

MOTION: Commissioner Frasure moved to press forward with the baseline virtual tour shown by Mr. Daniel and to use the still photographs provided by the contractor to show progress during construction. Second by Commissioner Johnson, the motion passed.

Access to the community presentation will be available to commissioners on the meetings document web site. Mr. Daniel gave a quick review of the PowerPoint presentation and then distributed 3x5 cards of the current version of the presentation and narrative to help commissioners when they give the presentation themselves. Mr. Daniel reported that he has already presented to a few groups and they want to know who the Capitol Commission is, and they only recognize the Capitol Annex as the County Courthouse. Mr. Daniel reported that he would be traveling to North Idaho to attend the Governor's Conference on Recreation and Tourism, and would also be presenting to four groups during the trip. Commissioner Patano requested that Mr. Daniel keep the Commissioners informed when he is scheduled to present in their areas and she implored the Commissioners to come to the presentations.

Groundbreaking Ceremony

Mr. Daniel presented the groundbreaking procedures, scheduled immediately after the commission meeting, and informed the commissioners that both IPTV and Channel 7 will film the event. Seating for the commissioners and distinguished guests will be next to the liberty bell, at Chairman Kane's request.

Capitol Restoration Updates

Design/Construction & Schedule Status Report, Jan Frew

Ms. Frew distributed copies of the updated schedule from Lemley+3D/I and announced that the project design is moving forward. John Maulin, CSHQA, reported on the design progress.

Mr. Maulin explained that Phase One documents are the renovation/restoration documents. Renovation includes the scagliola, plaster, wood and marble work and restoration includes the interior skylights and demolition of things known to be removed during construction. This also includes work to set up the Construction Manager At Risk (CMAR) for construction activities, e.g. scaffolding, etc. Phase Two documents will include plumbing, mechanical, electrical and new construction, such as the stair towers, elevators and roofing. Phase Two documents will provide information to determine cost details.

Ms. Frew reported that work on Phase Two documents will continue. The restoration planning is underway and the Design Build team is having weekly meetings. Jim Mallon, Lemley+3D/I, reported on the overall schedule.

Mr. Mallon reported that there are 134 activities on the schedule, which he discussed. ISHS staff is currently removing artifacts. Construction Phase One documents are completed and Phase Two documents are in process. The Capitol Annex swing space is completed, and swing space relocation is on schedule. Mr. Mallon thanked Mr. Swanson, Ms. Davis and Ms. Schlieper for jobs well done. He reported that design documents were received on April 17, procurement bid packages are underway and the design of mechanical, plumbing, and electrical systems and tenant improvements have begun. The schematic redesign documents are due on May 8, which will give the design-build team two weeks for review. The CMAR is working on details of the restoration. The CMAR has been very responsive and has been working with the community for storage space. "The Groundbreaking Ceremony will increase public confidence in the project," he said. DPW has commenced the hazardous materials abatement work, which will take from four to six weeks to complete. The intent is to complete this work before the CMAR occupies the building. He concluded by saying, "Overall, the project is on schedule."

Other Design & Construction Elements

Relocation Status, Kelly Schlieper and Robyn Davis

Ms. Davis happily reported that her part of the relocation effort has been completed. Peasley Transfer and Storage Company moved from 16 to 18 semi trucks full of property to the Legislature's new home in the Capitol Annex. Feedback from staff is that they are very pleased with GUHO's work. Commissioner Youtz complimented Ms. Davis' work, saying that she did a wonderful job.

Ms. Schlieper reported that the Secretary of State's office has been successfully relocated. The State Treasurer's Office is currently being relocated. Next week the Governor and Lieutenant Governor will be moved to the Borah Building, and then the Attorney General's Offices will be relocated to the JR Williams building and to 954 W. Jefferson. All moves are on schedule.

Chairman Kane thanked both Ms. Davis and Ms. Schlieper for their professionalism on this relocation project. Commissioner Hartgen asked what kind of notice has been prepared for the public to be able to find government offices that have moved. Ms. Schlieper reported that signs have been placed on the outside of the swing space locations indicating the new offices. Large signs will also be placed around the Capitol Mall showing the new locations and each agency will note the change on their web sites. As offices have moved out of the Capitol, signs have been posted on the door of the vacant offices. Commissioner Hartgen asked about signage to indicate parking for the new offices. Ms. Frew said that there will be signage for this purpose as part of the site plan. Commissioner Hartgen asked how the media has been kept apprised during the relocation and Ms. Frew responded that Ms. Schlieper, Ms. Frew and Mr. Daniel have all been talking with reporters. Additionally, state-wide outlets have been supplied with the media advisories sent by Mr. Daniel.

Historical Furnishings, Ken Swanson

Mr. Swanson reported that most of the artifacts have been moved out of the Capitol and the ISHS is making decisions about what to do with the items put in their care. The ISHS plans to return to the Capitol Commission over the next few months with recommendations on restoring or renovating of some of the artifacts. Mr. Bianchi asked if the statue of George Washington will remain in the Attorney General's Office during the project and Mr. Swanson said that it would be better for the statue if it could be crated for protection and wheeled into that office during the renovation, explaining that it would be very difficult to move it. Mr. Bianchi asked how the historic desks are being designed. Ms. Frew explained that CSHQA has already completed the design and that they will look like traditional stand-alone desks, but are actually grouped together and set for modern electronic needs.

Monthly Meeting Schedule

Commissioners agreed that the next two commission meetings will be held on May 24 and June 20. Both meetings will begin at 9:30 am.

MOTION: Commissioner Frasure moved to adjourn at 11:00 am. Second by Commissioner Erstad, the motion passed.

Prepared by: Becky Henke, Project Communications Assistant
Idaho Capitol Commission