
Idaho State Capitol Commission

Official Minutes

May 24, 2007

A meeting of the Idaho State Capitol Commission was held on this date in the Division of Financial Management/Human Resources Conference Room, Joe R. Williams Building in Boise, Idaho. Commissioner Steve Hartgen, acting Commission Chairman, called the meeting to order at 9:30 a.m.

Attendees

Members Present:

Stephen Hartgen, Acting Chairman

Andrew Erstad

Sandy Patano

Evan Frasure

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

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

Members Absent:

Major General Jack Kane, (USA) Retired, Chairman

Carl Bianchi

Keith Petersen, Interim Director, Idaho State Historical Society

Others Present:

Gary Daniel, Communications Coordinator, Idaho State Capitol Commission

Becky Henke, Communications Assistant, Idaho State Capitol Commission

Teresa Luna, Communications Manager, Dept. of Administration

Rick Thompson, Administrator, Div. of Insurance and Internal Support, Dept. of Administration

Connie Smith, Fiscal Officer, Div. of Insurance and Internal Support, Dept. of Administration

Tim Mason, Administrator, Division of Public Works, Dept. of Administration

Jan Frew, Deputy Administrator and Capitol Restoration Project Manager, Division of Public Works, Dept. of Administration

Joe Rutledge, Assistant Project Manager, Division of Public Works, Dept. of Administration

Kelly Schlieper, Relocation Specialist, Division of Public Works, Dept. of Administration
Diane Blume, Management Assistant, Dept. of Administration
Brigette Teets, Webmaster, Dept. of Administration
Matt Freeman, Analyst, Legislative Services Office
Eric Milstead, Analyst, Legislative Services Office
Robyn Lockett (formerly Robyn Davis), Relocation Specialist, Legislative Services Office
Ken Swanson, Historic Sites Administrator, Idaho State Historical Society
Rich Bauer, Lemley+3D/I
Jim Mallon, Lemley+3D/I
Jeff Schneider, CSHQA Architects
John Maulin, CSHQA Architects
Vivian Otero-Epley, Idaho State Building Authority
Betsy Russell, President, Idaho Press Club
Todd Dvorak, Associated Press
Jon Miller, Associated Press

General Commission Business

Approval of Minutes

MOTION: Commissioner Erstad moved to approve the minutes of the April 27, 2007 Idaho State Capitol Commission meeting. The second was by Commissioner Patano; the motion passed.

Budget and Funding Issues

Revenue & Expenditures Report, Rick Thompson

Mr. Thompson referred to the FY 2007 Budget Worksheet and 2007 Sources and Uses of Funds reports for the period ending April 30, 2007, which were available to the Commission. Mr. Thompson reported that there were no significant changes in expenditures during the month. Most of the FY 2006 carry forward funds (in personnel costs) will be spent in FY 2007, which will allow for some carry forward of the FY 2007 personnel cost appropriation. The only significant expense this month was the \$1,800 for the Virtual Tour photography, which was spent from the FY 2007 Outreach budget.

The Sources and Uses of Funds report shows a \$1.3 million cash balance in the Income Fund, which does not include the \$5,150,000 appropriated by the 2007 Legislature for furnishings. A cash balance of \$142,046 remains in the Permanent Building Fund and will be spent by the end of the fiscal year. Beginning in May, the \$5,150,000 for furnishings will be allocated to the Capitol Commission and will be shown on the monthly reports as a separate line item.

The Endowment Fund has a book value of \$6.2 million and a market value of \$16 Million dollars. The Endowment Fund Investment Board will address the request from

the Commission to distribute of approximately 5% of the balance of the Permanent Endowment Fund into the Income Fund sometime in July.

Commissioner Youtz asked Mr. Thompson to explain the \$570,000 transfer out of the Income Fund to the ISBA and the \$509,000 transfer from the ISBA to the Income Fund. Mr. Thompson said that the transfers were offsetting and related.

Commissioner Hartgen asked Mr. Thompson to report on the license plate program at the June or July Capitol Commission meeting. He also asked Mr. Thompson to report on the status of the proceeds from timber sales. Commissioner Youtz asked Mr. Thompson to prepare an overview of how the endowment fund works for presentation to the Commission.

MOTION: Commissioner Youtz moved to accept the financial reports for April 30th as presented. The second was by Commissioner Erstad; the motion passed.

Capitol Restoration/Addition Project Activities

Design/Construction Update, Jan Frew

Ms. Frew presented a PowerPoint update on the design/construction process, giving an overall “snapshot” to date and the next steps of the project. Ms. Frew reported that the contracts for Project Management, Architectural Services, Design/Build for the Wings, and the restoration Construction Manager At Risk have been awarded.

The presentation included an overview of Legislative and Elected Officials’ temporary locations and their moving dates. The Capitol Annex Phase One construction is complete and construction on Phase Two is underway. Senate desks will be relocated from the Capitol, but the House desks will be custom built. A mezzanine will be built to accommodate the overflow in the House. GUHO Construction anticipates completing construction in September 2007.

The Governor, Lt. Governor, Treasurer and some of the Secretary of State’s offices will be located in the Borah Building. Additional offices for the Secretary of State will be located in the Idaho State Library building and the Attorney General and Division of Financial Management will be relocated to the JR Williams building.

The next steps will be to continue the detailed planning and design of the building and wings. The floor plans have been approved for all levels of the Capitol and the wings. The Design team will continue to work with user groups on finish details, including data and communications systems. Phase One bid packages are out for solicitation, which includes demolition, preservation of historic finishes, doors and hardware, etc. Ms. Frew presented schematics of the grounds and the wings’ floor plans. She also presented wings building sections, cross sections and stair level entrances schematics.

Commissioner Erstad noted that the Design and Construction Committee has reviewed and will continue to review the design at length. He also clarified that the two skylights over the dining room have been rotated to match the directions of all other skylights, and the central skylight has been expanded, per the Commission's recommendation last meeting. Ms. Frew reported that the skylights have been enlarged to 72 feet by 10 feet in size.

Commissioner Hartgen asked Ms. Frew to clarify who will occupy the three large offices in the west wings. She replied that she did not know who would occupy each office; the tenants will make that decision. He also asked Ms. Frew if the stair wells will be concrete wall. Ms. Frew reported that they were intended to be stone to match the building.

Schedule Status Report, Jim Mallon

The overall schedule is currently on track and there are no current schedule changes. The Design/Build contractor has submitted a schedule showing that they are within budget and on schedule. The next scheduled work is to start fencing the site and removing the trees. Commissioner Hartgen requested that an overall construction schedule be provided to commissioners at each Capitol Commission meeting as part of their regular meeting materials. The Design and Construction Committee, Ms. Frew and Lemley+3D/I will work together to meet this request. Commissioner Youtz asked Mr. Mallon if everyone was in agreement that the completion timeline will be met, and he confirmed that they are. Commissioner Patano requested that a schedule overview also be posted to the website. Commissioner Hartgen asked that the meeting record reflect affirmation of this request.

Relocation Update, Kelly Schlieper

Ms. Schlieper presented a final summary of the relocation efforts, which were finished two days ahead of schedule. She provided a list of the "new homes" of the relocated offices for the Commissioners. She reported that the final billings are in the payment process, and that the state will receive a credit for returned boxes. Agencies and workers were diligent to return about 90% their boxes, which will result in a substantial credit for the state. The amount of space authorized for storage was perfect and retrieval will be easy when Phase Two is completed. Ms. Frew reported that the tenants were happy with their new locations.

The Commission discussed how well the move went, expressed their appreciation and thanked Ms. Frew, Ms. Schlieper, Ms. Lockett and Mr. Rutledge for their good work preparing the swing space and relocating the tenants and for making the process smooth and efficient for so many state workers and agencies.

Historical Furnishings, Ken Swanson

Mr. Swanson reported that the relocation of historical furnishings and artifacts from the Capitol was 99% complete. He stated that the photographs present the most challenging preservation issues. Mr. Swanson asked the Commission to whom he should direct

questions and recommendations about restoration issues for Capitol furnishings and artifacts. The Commission discussed that some of the artifacts are under their authority while others may be owned by the Legislature or elected officials. Commissioner Johnson suggested that a ownership classification system may be needed. Mr. Swanson was directed by the Idaho Capitol Commission to develop such a classification system and to work with Commissioner Youtz on items owned by the Legislature. Commissioner Patano requested and Mr. Swanson agreed to make recommendations to the owner before restoring any items. Commissioner Hartgen asked if there were artifacts not claimed by any owner and Mr. Swanson reported that many items are not claimed by an owner. Commissioner Youtz reminded the Commission that Representative Jacquet is very interested in establishing the Arts and Culture committee. Mr. Swanson agreed that the committee will be important to deal with the artifacts and displays, and also with copyright law issues. Commissioner Hartgen suggested that the Commission tour the storage space at the next commission meeting.

Media Space in Restored Capitol, Betsy Russell, President, Idaho Press Club

Ms. Russell expressed the Press Club's concern that the proposed 600 Sq. Ft. media space in the restored Capitol will be inadequate for the approximately 25 correspondents, adding that the six Associated Press, Idaho Statesman and BSU Radio (NPR) correspondents are year-round media tenants. Idaho Public Television (IPTV) will be allocated separate space. The current proposal of 600 sq. ft. is significantly less space than they previously occupied. She believes that it is in the public's interest to accommodate the media, encouraging press coverage of legislative activities in the State.

Commissioner Erstad explained that the capitol is a working capitol, and space allocation for the working components holds the highest priority. He explained that press space had been tightened up when the total square footage of the Wings was reduced. He suggested that a solution for the press could be relocating into a building adjacent to the capitol at the end of the project. Ms. Russell said that being located near the activities of the legislature is important to help meet publishing deadlines, stating that "distance slows the process." Mr. Todd Dvorak and Mr. Jon Miller, both from the Associated Press, reiterated the importance of having press space in the capital itself as opposed to neighboring office space, which gives lawmakers access to the press as well as having reporters "in the action."

Ms. Russell also explained the Press Club's concerns about technological issues regarding lack of wireless internet connection and cell phone access. Commissioner Youtz reported that the Design and Construction Committee were discussing technology issues in the capitol with the design team. He explained that the Capitol Commission did not allocate the space in the state capitol, but the Legislative Advisory Committee would be the appropriate authority to make their space allocation request. Mr. Miller thanked Commissioner Youtz for his prior communication dealing with technology issues for the press.

Commissioner Hartgen summarized the discussion, saying that there is no intent

whatsoever to limit press access to the Legislature, but the Capitol Commission does not have the authority to allocate space to the Press. He suggested that the Press Club make their presentation at the next meeting of the Legislative Advisory Committee. Ms Russell, Mr. Miller and Mr. Dvorak thanked the Commission for the opportunity to discuss the issue.

Public Outreach, Art & Display

Public Relations/Outreach Activities, Sandy Patano

Commissioner Patano complimented webmaster Brigette Teets work on the virtual tour. She asked the Commissioners to go to the web link provided by the Communications team and forward their critique of the virtual tour to Ms. Teets. She emphasized the importance of providing feedback as soon as possible so that the virtual tour can be published on the web site now that the capitol is closed to the public. Ms. Teets is working with security for approval to use a top-down drawing of the capitol, but when that is complete, they would like to launch the site. Educators across the state will be notified that the virtual tour is available to be included in their social studies curriculum.

Gary Daniel updated the Commission about the community presentation. During May he presented to three groups in North Idaho (St. Maries, Coeur d'Alene and Kellogg Rotary Clubs). The audiences asked many questions and showed great interest in the State Capitol. The media showed less interest in the topic and Mr. Daniel reported that his goal is to change their perception that this is a non-issue outside of Ada County. The community presentation is available for downloading on the Commissioner's exclusive website or Mr. Daniel can prepare a package for Commissioners to present.

Mr. Daniel reported that the groundbreaking ceremony was fully documented and the photos are available on a web site. Tree harvesting will also be documented through services donated by local media and a composite time-lapse of the project will be available via a web camera. Mr. Daniel solicited the advice of the Commissioners on where to place the web cameras.

Commissioner Patano mentioned that Lemley+3D/I had planned a project for school children to provide artwork on fencing around the site. Ms. Frew reported that a chain link fence will surround the construction work to keep the project open to the public. Discussion was held regarding the fencing around the project and the commission agreed that a chain link fence would make the project more open for the public. The students' art work could be hung when and where appropriate to brighten the area, under the guidance of the Outreach Committee rather than as part of the construction process. Commissioner Johnson felt that the purpose of a robust web site was to keep the public informed about the project, and would limit the public's need to visit the construction site. Commissioner Patano urged the Design team to communicate with the Communications staff.

Tree Removal Update, Keith Johnson

Commissioner Johnson reported that Diane Blume has received numerous proposals from woodworkers with ideas about making furniture and art from the historical trees. A careful removal process is important to ensure the integrity of the wood. Ms. Blume has been working with Representative Max Black, who has been instrumental in this project. Ms. Blume reported that Representative Black and McAlvain have agreed on a tree removal company. The trees not scheduled for removal will be maintained and watered by the contractor or the Construction Manager At Risk. Ms. Frew reported that it will be a couple more weeks before the trees are removed.

Upcoming Meeting Schedule

The next meeting of the Commission is scheduled for Wednesday, June 20, 2007 at 9:30 a.m. in the Idaho State Historical Society, Public History Center conference room, located at 2205 Old Penitentiary Road, Boise, Idaho. The July and August meetings were tentatively scheduled.

Adjournment

Acting Chairman Stephen Hartgen formally thanked Commissioner Keith Johnson on behalf of the entire Commission for his dedicated service during the transitional period and wished him well on behalf of the Commission.

MOTION: Commissioner Keith Johnson moved that the May 24, 2007 meeting of the Idaho State Capitol Commission adjourns at 11:25 a.m. Second was by Commissioner Evan Frasure; the motion carried.

Becky Henke, Communications Assistant
Idaho Capitol Commission