
Idaho State Capitol Commission

Official Minutes

August 21, 2007

A meeting of the Idaho State Capitol Commission was held on this date in the basement conference room of the JR Williams Building in Boise, Idaho. Chairman Jack Kane called the meeting to order at 9:45 a.m.

Attendees

Members Present:

Major General Jack Kane, (Ret.), Chairman

Stephen Hartgen

Carl Bianchi

Evan Frasure

Sandy Patano (Via Phone)

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

Janet Gallimore, Executive Director, Idaho State Historical Society, and Ex-Officio Member

Mike Gwartney, Director, Department of Administration, Secretary/Ex-Officio Member

Members Absent:

Andrew Erstad

Others Present:

Representative Max Black

Gary Daniel, Communications Liaison, Idaho State Capitol Commission

Becky Henke, Communications Assistant, Idaho State Capitol Commission

Diane Blume, Management Assistant, Dept. of Administration

Teresa Luna, Communications Manager, Dept. of Administration

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

Brigette Teets, Webmaster, 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 Berard (formerly Kelly Schlieper), Relocation Project Manager, Division of Public Works, Dept. of Administration

Ken Swanson, Idaho State Historical Society
Linda Morton-Keithly , Idaho State Historical Society
Michelle Lynch, Idaho State Historical Society
Robyn Lockett, Relocation Specialist, Legislative Services Office
Matt Freeman, Budget Analyst, Legislative Services Office
Dawn Hall, Budget Analyst, Division of Financial Management
Peter Morrill, Idaho Public Television
Vivian Otero-Epley, Idaho State Building Authority
Larry Johnson, Endowment Fund Investment Board
Rich Bauer, Lemley+3D/I
Jim Mallon, Lemley+3D/I
John Emery, Jacobsen Hunt
John Maulin, CSHQA Architects
Anna Webb, Idaho Statesman
Analyn Frasure

General Commission Business

Chairman Kane presented a certificate of appreciation to Diane Blume for her exceptional efforts from August 1998 to July 2007. Ms. Blume has been promoted into a new position with the Department of Administration. Representative Black presented Ms. Blume with a pen and letter opener set crafted from the wood of the Roosevelt tree. Representative Black also presented Commissioner Gwartney with a pen from the Harrison tree.

Approval of Minutes

MOTION: Commissioner Carl Bianchi moved to approve the minutes of the July 19, 2007 Idaho State Capitol Commission meeting as written. The second was by Commissioner Mike Gwartney; 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 July 31, 2007, both available to the Commission.

The first month of FY08 expenditures included \$10,716 for personnel costs. FY 2007 ended with a balance in personnel costs of \$73,061, which was carried forward to FY 2008. \$694 has been spent on various operating costs, making total FY2008 commission expenditures \$11,410 year to date.

Mr. Thompson reported that the Department of Lands fees are expected to be \$109,800 next year and the Endowment Fund Investment Board (EIFB) estimates fees of approximately \$66,400 for FY2008.

The Sources and Uses of Funds report shows a beginning cash balance of \$1.3 million in the Income Fund, \$123,385 in the Permanent Building Fund and \$5,039,373 in the Capitol Furnishings Fund, which is tracked separately as requested.

The market value of the Income Fund is \$1.8 Million dollars and the Endowment Fund is \$17.5 Million dollars. A transfer from the Endowment Fund in the amount of \$467,109 has been made to the Income Fund. The EIFB is looking for an estimate from the Capitol Commission of what will be needed in FY2009 and Mr. Thompson and Mr. Johnson from the EIFB recommended that the Commission request a distribution of \$572,200 for FY2009, for which the Commission will still need an appropriation to spend the money.

Mr. Thompson next referred to FY2009 Agency Budget Request document, available to the Commission. The total Maintenance of Current Operations (MCO) Budget Request is \$5.5 Million for the next year. This request reflects no enhancements and only standard adjustments for inflation and increased health benefits, which satisfies the legislative requirements for budgets submitted by September 1. A revised budget can be submitted in the future, if needed.

Commissioner Youtz remarked that the Commission is not entirely sure about the cost to furnish the restored Capitol and wings. The approximately \$5 Million appropriated for furnishings above the \$120 Million amount bonded for construction may not be enough. Many of the historical furnishings are being or will be restored through funding provided by this appropriation. During the next year, a room by room estimate of the cost of furnishings will be completed to decide whether the \$5 Million appropriation is enough to cover all the costs. This estimate will also include technological additions for each room. Commissioner Youtz suggested that the Commission consider when to ask for an additional appropriation, if it is needed. Ms. Frew commented that the project team intends to work with tenants during construction to determine their needs. Commissioner Hartgen asked who will decide what furnishings will be returned to the Capitol and what furnishings will be replaced. Commissioner Gallimore answered that the Arts, History and Culture subcommittee would make that decision. Chairman Kane summarized the discussion by saying that sometime after the first of the year the Commission will need an estimate of the amount needed to provide furnishings and technology for the Capitol.

Commissioner Carl Bianchi asked the Commission to consider making the Capitol Commission specialty license plate permanent, as it is well supported by the public. The money could help fund furnishings for the Capitol in the future rather than using Endowment Funds. Commissioner Sandy Patano added that perhaps the Commission and the legislature could more aggressively promote the plates. Currently the authorization for the specialty plates expires in 2010, but the Commission may address the legislature for authorization to continue sales of these plates permanently, which is the situation with most other specialty plates in the state.

MOTION: Commissioner Evan Frasure moved to recommend to the Legislature to remove the expiration date on Capitol Commission license plate. The second was by Commissioner Carl Bianchi; the motion passed.

MOTION: Commissioner Evan Frasure moved to approve the FY2009 Budget as presented. The second was by Commissioner Janet Gallimore; the motion passed.

Capitol Restoration Updates

Design/Construction Update, *Jan Frew*

Demolition is continuing in the garden level. Historic doors and hardware are being salvaged, inventoried and tracked to be reinstalled after construction. Light fixtures are also being salvaged and analyzed for renovation. Salvage efforts for the marble face have been more difficult than expected with several pieces breaking, so the process is being evaluated and perfected. The marble that has been successfully removed has been inventoried and stored at the Kendall Street storage facility. Protection is being installed on the first and second floors.

Electronic service is provided by generator until power is introduced. The transformer has been installed, but is not energized yet. Once the transformer is energized, it will provide power on the construction site.

Grubbing, the removal of roots and other obstacles in the ground, continues on the East wing. The temporary shoring has been completed and the permanent shoring is in process and will be complete this week, after which mass excavation will begin. Both temporary and permanent shoring continues on the west wing, along with grubbing. The contractor is working to minimize the excavation's impact to the neighborhood where the dirt has been donated for the park. The contractor has met with the community concerning the route and process for relocating the dirt.

To date \$6.4 Million has been spent on the Capitol Restoration and Wings Expansion, with a fairly even split between the restoration and expansion. \$3.2 Million has been spent on the Capitol restoration project and \$3.2 Million spent on the wings expansion. The final work on the swing space is nearly complete.

Budget Estimate Report, *Jim Mallon, Lemley+3D/I*

Mr. Mallon referred to the Program Budget Report for the project and informed the Commission that the program performance is currently within funds available. The project budget is now being tracked separately as the Capitol Restoration budget and the Wings Expansion budget. A \$40,000 variance is shown, which completes the design of the connection of the Wings to the Capitol building.

Originally, electrical system design was budgeted separately for the two projects, but service will now be combined for the restored Capitol and the Wings, and will be installed across State Street from the Capitol. Funds for the electrical system design were transferred from the Capitol Restoration budget to the Wings Expansion budget because it was most efficient and cost effective to have the Design Build contractor design the entire electrical system. The budget report reflects this change, but it doesn't change the

bottom line.

Schedule Status Report, *Jim Mallon, Lemley+3D/I*

Mr. Mallon continued to report that both the Construction Manager at Risk and the Design Building contractor are on schedule. No activities are indicating delay or postponement of the completion date.

The construction documents are 100% complete and the Mechanical, Electrical and Plumbing documents are on schedule (due today). Garden level and wings activities are also on schedule. Hazardous Materials work is marked as complete on the schedule, but will actually be ongoing as conditions are uncovered during the demo work. Mr. Mallon said that notable progress has been made installing protection throughout the building.

Commissioner Hartgen noted that the substantial completion date seemed to have slipped to a month later than expected. Mr. Mallon noted that it was expected that this time will be regained, and it is not foreseen at this time that the completion date will change. The challenge will be occupancy move-in and with the cooperation of the parties, there may be some opportunities to improve the move-in dates.

Activities of the Construction Manager at Risk (CMAR), *John Emery*

Mr. Emery updated the Commission that his company is reviewing Phase 2 design and progress drawings to understand how budgets will correlate with the project, and will then begin the bidding process for this part of the project. The elevators and some of the electrical pricing may be higher than expected. The cost of sandstone may also have escalated. Jacobsen Hunt's goal is to use Idaho subcontractors as much as possible, but it is challenging to find Idaho contractors with the capability to work on a project of this size. Bid packages are being broken up to enable smaller Idaho subcontractors to bid on smaller aspects of the project or, if larger national companies are involved, having them team up with an Idaho subcontractor. He noted that costs will not increase using this solution. Mr. Emery reported that the CMAR activities are also on schedule.

Commissioner Gwartney remarked that the effort to keep Idaho contractors involved with this project is appreciated, but not at the expense of project costs. He suggested that efficiency should remain the primary goal.

Other Design & Construction Elements

Historical Artifacts Storage Facility, *Ken Swanson*

Mr. Swanson educated the Commission about the historical artifacts storage facility, noting that for the life of the project there is no cost to the commission for the approximately 10,000 square feet of storage space. The building belongs to the Idaho Commission for Libraries and was scheduled for demolition, even though it is structurally sound. With minimal remodeling and repairs, the building holds the historical artifacts and pictures removed from the Capitol in such a way that they can be easily removed if necessary.

The Idaho State Historical Society (ISHS) will complete the inventory of historic items and note any damage or needed renovation. Mr. Swanson concluded that historic furniture

restoration protocols should be established now in order to prevent unwanted changes to historic pieces during the preservation work. Mr. Swanson also discussed the importance of historical photographs around the Capitol and explained how damaged some of the photographs are and what can be done to preserve them. Commissioner Youtz asked Mr. Swanson to provide a timeline for restoration of the historic items. Mr. Swanson said that he plans to have a cost estimate and timeline for the restoration of the historic items within 90 days. Commissioner Bianchi suggested that Mr. Swanson also present that information to the Legislative Advisory Committee.

The Commission agreed to address protocols with regard to historic furnishings. Other State's protocols will be valuable to this decision-making process and ISHS staff is currently researching them for the Commission's review. Ms. Frew also offered that Robyn Lockett and Kelly Berard, Relocation Program Managers, have been assigned to study how to furnish the restored Capitol, and asked for ISHS to assist them in developing the protocol.

Public Outreach, Art & Culture

Art and Culture Committee Update, *Janet Gallimore*

Commissioner Gallimore distributed the first draft of goals for this new committee to the Commissioners. She asked for their guidance on establishing the goals for this committee. The goals listed in Commissioner Gallimore's draft included:

- To recommend and implement policies, procedures, and guidelines for the cultural/historical/art exhibitions, memorials, statues, in the Capitol and on its grounds.
- To coordinate with a Capitol Preservation Team (including DPW and Idaho State Historical Society) to ensure execution of Capitol Master Plan restoration, preservation, and rehabilitation guidelines.
- Insure that new materials align with the historic interpretive plan for the building and grounds.

Chairman Kane asked that the record reflect the names of the three committees are the Arts, History and Culture Committee, the Design and Construction Committee and the Outreach Committee.

The Commission further discussed the committee structure of the Commission and the Chairman assigned Gary Daniel to return at the next meeting with a formal recommendation of Commission's committee structure, titles, membership and a description of responsibilities of each committee. Chairman Kane will appoint the Commissioners as members and assign a Commissioner to chair each of the committees, and will also invite others to participate as appropriate.

Airport Exhibit Update, Janet Gallimore

Commissioner Gallimore reported that representatives of ISHS met with airport personnel and are considering possible collection display locations. ISHS will look at how exhibits can be developed and what exhibits are available that can be easily removed. ISHS has researched other state's airport exhibits for inspiration. Once the Commission chooses an exhibit, ISHS will develop a story line. One title being considered is "One Gem in a Great State" that tells the Capitol Restoration story and allows for the exhibit focus to be all about the actual Capitol. Commissioner Gallimore will bring a recommendation for the framework and story line, and a timeline and budget back to the Commission for review.

Update – Media Reports, Gary Daniel

Mr. Daniel explained that media tours once a month will be a vital way to inform media of the restoration activities. The first tour resulted in 14 articles about the project. The next tours are being offered to the media on August 31, September 14, and October 5, beginning at 9:00 am.

Update – Martin Luther King, Jr. Tree Removal, Gary Daniel

Mr. Daniel updated the Commission on the removal of the Martin Luther King tree. The NAACP Boise and Pocatello Chapters will formally request that the Commission replace the memorial tree at the appropriate time. The plaque was preserved for future use. Commissioner Hartgen complimented Mr. Daniel on the public relations work for this tree removal.

Representative Black explained that much of the salvaged wood will be used. Numerous volunteers have committed to create not only works of art, but also practical pieces like banisters, chairs and benches, plus historical pieces like a Lewis and Clark era long rifle and historic bowls. He reminded the Commission that they will need a place to exhibit the items in the restored Capitol. He also said that it has been a challenge to find funding to cover the costs of curing the wood.

Construction Camera Update, Gary Daniel and Brigitte Teets

Mr. Daniel reported that the Jacobsen Hunt photographer is in place and the photos are stored on the web at: IdahoCapitol.com. A password is required for the private photo area.

Ms. Teets reported that the Commission's construction cameras are working and providing public access to construction camera images. AT&T donated the DSL line and service, so that all of the images transfer appropriately. Idaho Public Television also provided technical support for the project. iBeam, the contractor who provides the cameras, reported that the Capitol construction site is their second most visited site. Ms. Teets reported that it is the most visited page on the Capitol Commission's web site, with over 1,000 hits in a two week period.

www.capitolcommission.idaho.gov/restoration/construction_cameras.html

Commissioner Youtz complimented the work on the Commission web site, noting especially the construction camera and log pages as being well done. Commissioners were instructed on private page access that provides an archive of the most recent images in high resolution and also provides an archive option for image retrieval. The public can easily access the cameras with just one click from the Commission's home page.

Monthly Meeting Schedule, *Chairman Kane*

The next scheduled meetings of the Capitol Commission are:

- September 20 at Idaho State Historical Society
- October 18 at Idaho State Historical Society and

To be scheduled: November, 2007

Adjournment

Chairman Kane adjourned the meeting at 11:35 am. Available members of the Commission toured the Capitol restoration and expansion progress under the supervision of the construction site superintendent, Jerry Upchurch and Ms. Frew.

Becky Henke, Communications Assistant
Idaho Capitol Commission