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# Idaho State Capitol Commission

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## Official Minutes, August 19, 2008

A meeting of the Idaho State Capitol Commission was held on this date in the west conference room at the JR Williams Building, Boise, Idaho. (Acting) Chairman Steve Hartgen called the meeting to order at 10:10 a.m.

### **Attendees**

#### **Members Present:**

Stephen Hartgen

Andrew Erstad

Sandy Patano (via teleconference)

Evan Frasure

Dolores Crow

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

#### **Members Absent:**

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

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

#### **Others Present:**

Gary Daniel, Communications Liaison, Idaho State Capitol Commission via teleconference

Becky Henke, Communications Coordinator, Idaho State Capitol Commission

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

Jan Frew, Executive Project Manager, Division of Public Works, Dept. of Administration

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

Kelly Berard, Relocation Project Manager, Division of Public Works

Connie Smith, Fiscal Officer, Dept. of Administration

Robyn Lockett, Relocation Specialist, Legislative Services Office

Matt Freeman, Legislative Services Office

Michelle Lynch, Idaho State Historical Society

Lloyd Knight, Division of Financial Management

Vivian Otero-Epley, Idaho State Building Authority

Rich Bauer, Lemley+3D/I

Jim Mallon, Lemley+3D/I

John Maulin, CSHQA

John Emery, Jacobsen Hunt Joint Venture (JHJV)

Dave Fackerell, Jacobsen Hunt Joint Venture (JHJV)

# General Commission Business

## Approval of Minutes

**MOTION:** Commissioner Sandy Patano moved to approve the minutes from the July 16, 2008 meeting, as presented. The second was by Evan Frasure; the motion passed unanimously.

## Budget and Funding Issues

### Revenue & Expenditures Report, *Connie Smith*

Ms. Smith referred to the FY 2008 Budget Worksheet and the FY 2008 Sources and Uses of Funds reports for the period ending July 31, 2008 during her presentation, both available to the Commission.

Ms. Smith reported total expenditures for personnel costs during July were \$28,004, leaving a remaining personnel budget balance of \$153,659. She reported that \$32,046 has been spent from operating funds during July. The two main expenditures included first half administrative support fees in the amount of \$1,703 and first half office space rental in the amount of \$571. The budget balance is \$889,839. No expenditures were made from the Capital Furnishings Fund during July.

Addressing the FY 2008 Sources and Uses of Funds spreadsheet as of July 31, 2008, Ms. Smith reported total available funds are as follows:

- Income Fund: \$1,766,529
- Permanent Building Fund: \$299,310
- Capitol Furnishings Fund: \$5,152,414

The total cash balance, after liabilities, is as follows:

- Income Fund: \$1,138,507
- Permanent Building Fund: \$255
- Capitol Furnishings Fund: \$239,036

The estimated market positions, as of June 30<sup>th</sup> are:

- Income Fund: \$1,135,312
- Permanent Building Fund: \$0
- Capitol Furnishings Fund: \$239,036
- Endowment Fund: \$17,624,773

### Proposed Budget for FY 2010, *Connie Smith*

Ms. Smith presented the following FY 2010 proposed budget for approval by the Commission:

|                                    | Personnel Costs  | Operating Expenses | Capitol Outlay   | Budget Total     |
|------------------------------------|------------------|--------------------|------------------|------------------|
| Permanent Building Fund (Outreach) | \$132,600        | \$56,100           |                  | \$188,700        |
| Capitol Income Fund (Commission)   |                  | \$327,200          |                  | \$327,200        |
| Special License Plates Revenue     |                  |                    | \$400,000        | \$400,000        |
| <b>Total Budget Request</b>        | <b>\$132,600</b> | <b>\$383,300</b>   | <b>\$400,000</b> | <b>\$915,900</b> |

Ms. Smith informed the Commission that \$80,900 in the outreach budget request is intended to fund the grand reopening event. Commissioner Hartgen asked how the budgets were developed and Ms. Smith responded that they are based on maintaining the current operations budget plus a 3% increase in personnel costs as recommended by the Division of Financial Management.

**MOTION: Commissioner Evan Frasure moved to approve the proposed FY 2010 budget request as presented. The second was by Commissioner Dolores Crow; the motion passed unanimously.**

After presenting the FY 2010 commission and outreach budget requests, Ms. Smith presented a recommendation from Commissioner Youtz requesting \$400,000 spending authority from the specialty license plate revenues for a special restoration project, such as the Great Seal of Idaho mosaic in the garden level rotunda floor, the refurbishment of statuary hall or a special landscaping project. She clarified that this \$400,000 line item request provides spending authority for revenue that will have already been collected and that this budget request does not designate which project to fund. The Capitol Commission would need to determine the appropriate use of the funds during FY 2009. Future license plate revenues could be used to support the ongoing maintenance and repairs of the Capitol building, as authorized in HB 355 in the 2008 legislative session.

Commissioner Patano asked and Ms. Frew clarified that these projects are already funded in the project budget, but funding them through this source will increase the contingency budget for the project which has been depleted by the distemper paint clean up and plaster repairs.

**MOTION: Commissioner Evan Frasure moved to approve the proposed request for \$400,000 spending authority from the Capitol specialty license plate revenue, to be designated in the next few months for a one-time construction project. The second was by Commissioner Janet Gallimore; the motion passed unanimously.**

## Capitol Restoration Updates

### Project Status, *Jan Frew*

Ms. Frew asked Mr. Mallon to review the Lemley+3D/I July 2008 Program Report. Mr. Mallon reported that Jacobsen Hunt Joint Venture, the Construction Manager At Risk (CMAR), is installing mechanical, electrical, Plumbing (MEP), fire protection rough-ins, and structural work, and removing distemper paint on all floors of the building. Plaster repair, painting, window sash replacement, millwork, and marble restoration also continue throughout the building. The drywall subcontractor began installing drywall in the fourth floor and is working downward in the building. Framing, wallboard, taping and finishing were completed on most walls above the first floor and most of the ceilings are framed above the second floor. Scagliola restoration is complete throughout most of the building and the focus is now on the first floor rotunda. In July, distemper paint removal or encapsulation continued on the fourth floor. The distemper paint removal may be finished during August.

The State of Idaho (project owner) awarded the contract for phase 3, the wings tenant improvements, to the CMAR. The CMAR commenced awarding subcontracts to successful

bidders for phase 3. The CMAR and CSHQA (project Architect/Engineer) continue to meet regularly to coordinate construction activities.

McAlvain has completed the structural shells and the connections at both the east and west wings. Waterproofing and flood testing are ongoing. Construction on the new stairs into garden level rotunda and the south entrance stairs are in process, with the treads and risers either being completed or being cast. Completion of the south entry next spring will open up the garden level rotunda significantly.

McAlvain started, and successfully tested, the new emergency generator for the Capitol building and the wings. They will connect the wings to permanent electric power, a major milestone, in early August (2008). Waterproofing installation is complete and the majority of the east wing has been flood tested and covered with drain mats.

Commissioner Patano asked for a description of the covering on the wings and Mr. Mallon explained that after the waterproofing material is installed, geofoam will be installed at a depth varying from three to 18 inches to establish the needed grade, and then an earth-composite material that is lighter weight than standard topsoil is placed on top. A professional landscaper will then finish the grounds above the wings.

#### **Schedule Update, *Jim Mallon***

Mr. Mallon reported that the substantial completion date in November, 2009 continues to be closely monitored. Construction of the tenant improvements in the east wing will begin before the scheduled date of Sept 11, 2008. Substantial completion of the wings core and shell construction is scheduled for December 10, 2008.

The CMAR noted the following four issues that are pushing the Capitol's schedule into negative float territory:

- marble selection (close to being resolved)
- finding matching replacement glass (being fabricated)
- catwalk platforms (redesign and prefabrication due to changes required because of the fire suppression system)
- distemper paint clean-up

Commissioner Hartgen asked how the unexpected need for new marble affected the schedule and Mr. Mallon explained that the CMAR originally intended to use a majority of "recovered" marble in the Capitol restoration but much of the marble in the Capital was so damaged over the years that it is not usable. Finding marble to match the original has been a lengthy process because the quarries are so old that they are either unavailable or the marble has changed and is no longer a good match. Commissioner Hartgen asked that the record show that the \$1.5 million cost to restore or replace the marble is an unexpected cost to the project.

The July 2008 construction summary/schedule update indicates that the Capitol restoration is 17 work days behind schedule, attributed mostly to the distemper paint discovery. Mr. Mallon said that when the CMAR has completed the removal/encapsulation of the distemper paint, they will reconcile the schedule.

### **Budget Review, *Jan Frew***

Ms. Frew referred to the DPW 30-month Budget Report as of July 31, 2008. She reported the construction expenditures for the Capitol restoration project are \$20,812,069 and total expenditures for the restoration project are \$26,807,380. The construction expenditures for the wings expansion are \$20,048,792 and total costs are \$21,330,801. The remaining budget for the entire project is \$74,361,818. She added that the project team is working hard to stay within the budget in spite of challenges like the distemper paint issue.

Commissioner Hartgen asked Ms. Frew for a status update of the Guaranteed Maximum Price (GMP) and Ms. Frew explained that the McAlvain contract for the wings core and shell was already in place and the contract amendment with Jacobson Hunt incorporating the final GMP has been executed at \$84,239,072, including both restoration and the tenant improvements of the wings. When asked by Commissioner Hartgen if the project is on time and within the budget, Ms. Frew responded that it is.

### **Design and Construction Committee Review, *Andy Erstad***

Mr. Erstad informed the Commission that because the GMP has been executed, the meetings will be held only when needed. The meetings are now construction updates and status of project phases and schedule. Commissioner Erstad reiterated that at this time the project is on schedule and on budget.

Ms. Frew also reported on her recent trip to Salt Lake City, Utah where she reviewed the historic style railings used in Utah's Capitol restoration, which are also being considered for our Capitol. She reported that she is very satisfied with the wear on the railings. She also toured the shop of the subcontractor who is refinishing the historic doors to be reinstalled in the Idaho Capitol. The project team reviewed mock-ups of the desks for the House and Senate chambers and answered the subcontractor's questions. The team will return to review additional mock-ups again at a later date.

### **Schedule Update, *Jan Frew***

Ms. Frew asked John Emery to report on the project schedule, and Mr. Emery explained that work is progressing from the top floors of the building down. He reported that finish work, including paint, trim work and marble restoration will begin at the end of August. Marble selection is complete on all floors except the garden level. He also noted that it has been challenging to find matching marble, even in the same quarries from which the marble was originally taken.

Mr. Emery also said that the distemper paint issue was the biggest schedule challenge, and that over 50 people are working in the building to remove or encapsulate the distemper paint, causing a delay in work progress on the fourth floor. The many plaster problems have also been a challenge to the schedule.

The third floor is framed and mechanical and electrical systems are installed, and finishes on the third floor should begin by the end of October. Finishes on the second floor are scheduled to begin by the end of the year; first floor finishes begin by end of February; and the garden level finishes will begin in March. The east wing tenant improvements are likely to begin earlier than

scheduled, which will help recover some time. The west wing tenant improvements will begin about two or three weeks after the east wing.

Mr. Emery said that they are working on an accelerated schedule and explained that this historic building has many secrets which are being discovered during this restoration. They are dealing with these challenges in the best and most timely manner possible.

#### **Legislative Space Allocation and Design Committee Report, *Robyn Lockett***

Ms. Lockett reported that the legislative Space Allocation and Design Committee toured the Salt Lake Capitol in August. She explained that the purpose of the trip was to discuss the relocation experience with Utah legislators to learn about problems, issues and/or recommendations from them since the Utah Legislature recently underwent a similar transition. They also observed how the Utah legislature operates their dining room.

Her committee also looked at Utah's display technology in hearing rooms, including their drop down projection screens, and their "welcome room" where all tours begin and end. The Utah Capital Curator met with the group and offered protocol ideas for Capitol Commission's Art, History & Culture Committee. She said that the grand reopening in Utah was quite impressive, with several small open houses cumulating into a grand event.

Commissioner Hartgen asked Ms. Lockett to compile her meeting notes from the tour into a summarized checklist and to present it at the next Capitol Commission meeting.

Commissioner Erstad asked if the relocation schedule for Idaho's legislators and elected officials to return to the Capitol is realistic and Ms. Lockett replied that the timeline is very aggressive but the relocation team (Robyn Lockett and Kelly Berard) is working hard now to make it successful. Ms. Berard added that this process will be a good test in coordination and that they have developed a detailed schedule for occupancy.

## **Public Outreach, Art & Culture**

### **Public Relations/Outreach Activities, *Sandy Patano***

Ms. Patano reported that:

- Mr. Daniel is scheduled to make community presentations at Rotary Clubs, the Coeur d'Alene library and Kiwanis Clubs in northern Idaho at the end of August.
- The Capitol restoration exhibits are near completion. Two will be installed in Treasure Valley, and the other two are planned as traveling exhibits, one for eastern Idaho and one for northern Idaho.
- The Spokesman Review published a story on Washington State's Capitol restoration project budget over-runs, and compared it to Idaho's on-budget Capitol restoration project.
- Hannah Naito from Channel 6 News reported positively about the project's progress and the budget contingency increase.

Mr. Daniel presented a photo album showing the Capital Restoration process that he developed it during a 40-minute tour with Commissioner Frasure, and he recommended that Commissioners consider using this tool to keep their local areas informed about the project's progress. He provided the photo album to the President Pro Tempore and various media across the state, especially those cities in outlying areas.

### **Art, History & Culture Committee (AHCC), *Commissioner Janet Gallimore***

Commissioner Gallimore reported that the AHCC has been working on “templating” exhibit space and developing an image index for historic photographs. They have developed a draft work plan for the coming year, which includes the following goals:

|                |   |
|----------------|---|
| September 2008 | Complete matrix for potential space allocation for artworks   |
| October 2008   | Develop a request for proposals (RFP) for garden level exhibit review   |
| November 2008  | Issue the RFP for garden level exhibit review   |
| January 2009   | Update the exhibition guidelines and develop benchmarks for exhibit designs and woodcraft projects  |
| March 2009     | Complete plans for historic photograph displays for hearing rooms, integrate artwork and media displays in the garden level and the tour-gathering site |

Chairman Hartgen asked and Commissioner Gallimore explained that although installation of the displays and exhibits will depend on occupancy dates, she will present the timeline for installation at the September meeting. Commissioner Hartgen also noted that he has referred a request to honor historic people in the restored Capitol to the AHCC.

### **Historical Photos Web Link, *Linda Morton-Keithley***

Ms. Morton-Keithley told the Commission that staff has been organizing the Idaho historical photographs for easier access. She gave a demonstration of the new web-based access system, agreed to provide the commissioners with their own link to the web site while it is in production phase, and asked them to review the site.

### **Monthly Meeting Schedule, (*Acting*) *Chairman Steve Hartgen***

Regular meetings are tentatively scheduled for 10:00 am on the third Wednesday of each month at the Idaho State Historical Society unless the Commission is touring the Capitol. Next meetings are scheduled for:

- September 17 at Idaho State Historical Society
- October 15 (tentative) at Idaho State Historical Society
- November 19 (tentative), meeting and tour, at JR Williams Basement Conference Room

## **Adjournment**

**Commissioner Andy Erstad moved to adjourn the meeting. The second was by Commissioner Dolores Crow. Chairman Hartgen adjourned the meeting at 11:55 am.**

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Becky Henke, Communications Assistant