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# Idaho State Capitol Commission

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## Official Minutes, October 15, 2008

A meeting of the Idaho State Capitol Commission was held on this date Idaho State Historical Society main conference room, Boise, Idaho. (Acting) Chairman Steve Hartgen called the meeting to order at 10:05 a.m.

### **Attendees**

#### **Members Present:**

Stephen Hartgen

Andrew Erstad

Dolores Crow

Evan Frasure (via teleconference)

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

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

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

#### **Members Absent:**

Sandy Patano

#### **Others Present:**

Representative Max Black, Idaho State Legislature

Gary Daniel, Communications Liaison, Idaho State Capitol Commission

Becky Henke, Communications Coordinator, Idaho State Capitol Commission

Jan Frew, Executive 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

Ken Swanson, Idaho State Historical Society

Michelle Lynch, Idaho State Historical Society

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)

Peter Morrill, Idaho Public Television (IPTV)

Jeff Tucker, IPTV

Bruce Reichert, IPTV

# General Commission Business

## Approval of Minutes

Commissioner Dolores Crow requested that minutes be corrected to reflect that she was absent for the September meeting.

**MOTION:** Commissioner Mike Gwartney moved to approve the minutes from the September 17, 2008 Capitol Commission meeting as corrected. The second was by Commissioner Jeff Youtz; 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 September 30, 2008 during her presentation, both available to the Commission.

Ms. Smith reported expenditures against budget for the Capitol Income Fund (CIF) and the Permanent Building Fund (PBF), as follows:

	<u>September Expenditures</u>	<u>Total YTD Expenditures</u>	<u>FY 2009 Balance</u>
Personnel Costs-PBF	\$11,390	\$33,853	\$147,810
Operating Costs-CIF & PBF	\$2,728	\$44,318	\$312,970
Total Expenditures-CIF & PBF	\$14,118	\$78,171	\$844,080

She reported a balance of \$4,912,907 in the Capitol Furnishings Fund.

Addressing the FY 2008 Sources and Uses of Funds spreadsheet as of September 30, 2008, Ms. Smith reported total available funds are as follows:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$1,790,488	\$298,887	\$5,176,456

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

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$1,162,466	\$4,658	\$263,078

The estimated market positions, as of August 31<sup>st</sup> are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>	<u>Endowment Fund</u>
\$1,159,234	\$0	\$263,078	\$17,409,140

Commissioner Erstad asked why the balances for the Capitol Furnishings Fund were different on the Budget Worksheet and the Sources and Uses of Funds Report. Ms. Smith responded that the Budget Worksheet shows the spending authority only and the Sources and Uses of Funds Reports includes the interested earned.

# Capitol Restoration Updates

## **Capitol Wood Project Update, Representative Max Black**

Rep. Black passed around samples of the elm, oak and ash wood from the trees that were harvested from the Capitol grounds. An abundance of wood is now ready for use and the approved woodworkers in the volunteer program are picking up their allotments.

He reported that many woodworkers are volunteering their time and labor to make items such as replica historical wood lecterns, Lewis and Clark writing table, long rifle, fiddle and bowls and some of the items are planned for use in a traveling exhibit. Commissioner Janet Gallimore suggested laser cutting the State seal into some of the wood for displays in each lobby. Commissioner Youtz commented that the hearing rooms will already have a built-in dais, but that the meeting rooms will need lecterns.

Rep. Black recommended that the Commission or one of its committees decide which projects should be built and then have standard patterns for the items designed and given to the craftsmen, who are volunteering their time. He will work with Ken Swanson at the Historical Society to ensure the designs are historically accurate. Rep. Black and John Maulin agreed that CSHQA will design the furniture. Commissioner Youtz asked Rep. Black to also include Kelly Berard and Robyn Lockett in the planning.

Rep. Black also said that there will be a small cost to plane and sand the wood. Commissioner Gwartney suggested that the Design and Construction committee oversee the production of the items and that the Capitol Commission should be able to fund the cost of planing and sanding the wood. Commissioner Erstad asked Rep. Black to work directly with Mr. Swanson and to report their progress to the Design and Construction Committee.

## **Project Status, Jan Frew**

Ms. Frew asked Mr. Mallon to review the Lemley+3D/I *September 2008 Program Report*.

Mr. Mallon reported that Jacobsen Hunt, McAlvain, and CSHQA continue to work together to closely coordinate the project. In September McAlvain turned over the east wing to Jacobsen Hunt to begin tenant improvements. They will turn the west wing over in October. The elevators have been installed in the building, as well as the mechanical, electrical and plumbing (MEP).

Evergreene is restoring the plaster on the third and fourth floors. The distemper paint cleanup continues with completion projected during October. The contractors are installing drywall on the first floor, replacing exterior windows at the garden level and installing the historic interior stairs.

Mr. Mallon reported that stabilization and repair of the east portico is complete. Commissioner Hartgen asked how the porticos were damaged and Mr. Mallon responded that the damage occurred during adjacent staircase removal. He also said that the west portico was not damaged as extensively as the east portico.

## **Schedule Update, Jim Mallon**

Mr. Mallon reported that by the end of September Jacobsen Hunt's schedule showed the project 38 days behind schedule. Jacobsen Hunt recovered seven of those days during the first week of October. After the distemper paint is stripped or encapsulated on all levels, Jacobsen Hunt can adjust the schedule more realistically. The report continues to show a substantial completion date of November 2009. Lemley+3D/I is still confident that the November substantial completion date is achievable but continues to closely monitor that date.

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

Ms. Frew referred to the contract report, page 18 in the September 2008 program report, and reported total expenditures paid-to-date as \$58,128,893. The total value of all current contracts is \$121,859,380.00, which includes the contractor contingency. Ms. Frew reminded the group that the project management team is still diligently working to maintain the \$120 million budget.

Ms. Frew referred to the DPW Project 30-month Budget Report, page 19 in the September 2008 program report, and summarized the following:

	<u>Capitol Restoration</u>	<u>Wings Expansion</u>
Total year to date expenditures	\$30,726,310	\$22,545,567
Construction expenditures	\$20,812,069	\$20,048,792

Commissioner Hartgen asked Ms. Frew the status of the local fees and she replied that the project will be charged at least \$1.029 million in local fees. She added that the Boise City parking meter costs were negotiated down to \$50,000 and the project team continues to work to lower the Ada County Highway District fees. The amount budgeted will cover the costs, but she does not expect a significant savings.

Ms. Frew updated the Commission about potential change orders, page 20 of the September 2008 program report. She said that the fan coil units under the windows in the Capitol must be modified for approximately \$51,000. Other change orders include the door hardware and replacing the conduit in the lighted urns outside the Capitol. She is looking for possible savings elsewhere or using the contractor's contingency to fund these change orders.

She also addressed the payout schedule, page 22 of the September 2008 program report. She pointed out that the report shows a larger than projected payout during September, but also pointed out the many months when the payout was below the projection. This approximately \$6 million in payouts catches up for earlier slow months, as is indicated on the chart by the projected and actual accumulated payouts showing on track.

## **Other Design & Construction Elements**

### **Capitol Historic Furniture Restoration Report, Ken Swanson**

Mr. Swanson presented the bid schedule restore approximately 600 pieces of historic furniture. Division of Purchasing, Idaho State Historical Society (ISHS) and the relocation team wrote the bid solicitations by type of furniture.

Following is the bid schedule:

- Oct. 14, 2008 - Bid solicitations published
- Oct. 28, 2008 - Pre-bid conference
- Oct. 30, 2008 - Questions due
- Nov. 3, 2008 - Response to questions
- Nov. 14, 2008 - Bid closing date
- April 1, 2009 - First phase furniture returned
- May 1, 2009 - Second phase furniture picked-up
- Aug 1, 2009 - Second phase furniture returned

Commissioner Hartgen asked if Mr. Swanson expected the work to be done by local vendors and Mr. Swanson responded that he did not know but hoped that local vendors will take groups of furniture to restore.

## Public Outreach, Art & Culture

### **Utah Grand Re-opening Celebrations Process, *Jeff Youtz and Robyn Lockett***

Ms. Lockett presented an overview of the Utah 2008 rededication celebration. She said that there were many small ceremonies and a public open house ran from January 5 to January 12, 2008 leading up to the rededication ceremony, which was broadcast live statewide.

Approximately 2,800 people, including all former legislators, executive officers and their spouses, attended the invitation-only ceremony. Additionally, one randomly selected family from every county was invited. Fireworks followed the ceremony.

Utah utilized 2,000 volunteers for the weeklong event, who were recruited by high schools and universities across the state. Instead of having someone lead tours, the public toured the building at their own pace and volunteer guides stationed in each room answered questions and provided history related to each room. Various choir groups performed every hour of the event in the rotunda.

Commissioner Youtz suggested that the Utah rededication provided a good model for Idaho's grand reopening ceremony and said that planning for the event should begin this winter. Commissioner Hartgen asked the commissioners which committee should lead this effort and consensus was that the Outreach committee should take the lead. Commissioner Youtz suggested that a volunteer group also be involved in the planning.

Commissioner Hartgen asked that this topic be on the November commission meeting agenda. Commissioner Youtz told the commissioners that legislature starts on Monday January 11, 2010 and the commissioners discussed the following tentative 2010 celebration dates:

January 7 – Media Day  
January 8 – Legislator and contractor tours  
January 9 – Celebration event  
January 11-23 – Public open house and tours

Mr. Daniel suggested that the Military Division, which plans the governor's inauguration ball, could help with planning and security at the reopening ceremony, and if contacted early enough, may be granted some funds for the ceremony. Commissioner Gwartney asked Mr. Daniel to work with him to present the proposal to Adjutant General Lafrenz.

Commissioner Youtz volunteered to develop a rough draft of a timeline for the next commission meeting. Commissioner Gwartney suggested that the planning be delegated to the Outreach Committee, and that Commissioner Patano present grand re-opening ideas at the next commission meeting.

### **Public Relations/Outreach Report, *Gary Daniel***

Mr. Daniel reported the highlights of September's outreach activities as follows:

- The Boise school district has two high-tech kiosk information systems available for the commission. They are in the process of improving the kiosk that was located in the Capitol Annex last legislative session and putting the same information on the two donated kiosks. This project does not cost the commission anything because it is a learning experience for the students.
- Several successful tours of the Capitol were conducted in September.
- Very little media activities occurred this month. Mr. Daniel expects that this activity will pick up again after the elections.
- Filming for the Idaho Capitol restoration project documentary continues.
- The AHCC and Outreach committees worked together to create two additional banner

displays, which are on display throughout the state.

Mr. Daniel showed the commissioners excerpts from the Utah documentary and discussed options for Idaho's project. Commissioner Youtz said that the legislature has an interest in producing a similar documentary, with a long version to capture the details of the project and a shorter version to be shown at the beginning of tours of the Capitol.

Peter Morrill, Jeff Tucker and Bruce Reichert, from Idaho Public Television (IPTV) joined the discussion. Mr. Morrill said that IPTV has been filming the documentary in high definition since the beginning of the project. He envisions the project to be a 30-minute program, completed in time for the grand reopening. He also anticipates a shortened version to be shown in fourth and eighth grade classrooms. He called the documentary the "State's Campfire" because the Capitol is where the people of Idaho come together, and said that he wants it to have long-term viewing, beyond the "sizzle" of the restoration project.

Mr. Morrill said that IPTV has not yet succeeded in finding funding for the project. Federal guidelines restrict them from accepting funding from any private entity involved in the project, although they can receive funding from the Idaho Community Foundation. Commissioner Erstad asked Mr. Morrill how much he estimates the cost of the documentary to be and when he needs the funds. Mr. Morrill responded that a \$70,000 budget could include a 30-minute program, 400 DVDs available to schools and libraries, and creation of a website. He said that IPTV will need the funds over the next 16 months.

Ms. Smith informed the commission that Mr. Daniel has already allocated \$30,000 from the outreach budget specifically for the documentary. She also suggested that the commission consider using carry forward funds. The commissioners agreed to find the funding for the project.

Mr. Reichert, who has been assigned to produce the documentary, said that he will be sending emails to the commissioners requesting their ideas about what is important to be included in the documentary. IPTV has a history of working with commercial stations to air significant programs, and they might consider airing this documentary.

At the November commission meeting, IPTV will present the scope, content, and reach and come of the project, as well as their projected budget. Commissioner Youtz and Ms. Smith will review the Capitol Commission and outreach budgets and will present how much funding is available for the documentary and reopening celebration. Mr. Daniel said that he also requested a separate allocation from the outreach budget for the grand reopening. He requested a cost estimate for the Utah rededication ceremony from Commissioner Youtz and Ms. Lockett. The commission will wait until these presentations are made before it makes a motion about funding the documentary.

#### **Art, History & Culture Committee, *Commissioner Janet Gallimore***

Commissioner Gallimore reported the activities of the Art, History & Culture Committee (AHCC). She said that ISHS staff completed the draft Request for Proposals (RFP) for exhibition planning in the garden level in September. She will send the RFP via email to the Commissioners to review in the next two weeks.

Commissioner Gallimore also reported that Senator Fulcher has been invited to replace Senator Bastian on the advisory committee. The next meeting of the AHCC is scheduled on November 17. They will discuss:

- The exhibition RFP
- Computer database of historic images
- A proposal from Plein Air Painters of America for the first temporary exhibit in the Garden Level
- Locations for wood exhibition cases
- How the AHCC fits into the grand reopening and the museum store

- The annual work plan status

The AHCC has been discussing the new gift shop, who will run it and what items will be sold. The Legislative Relations Committee may be involved with the process.

Commissioner Erstad reiterated that the subject of the gift shop should go to the Design & Construction Committee for discussion because it alters the original program. Ms. Frew explained that while there is some design flexibility, it's important not to re-make decisions that affect construction. Commissioner Erstad agreed, saying that program area changes affect both schedule and budget.

#### **Monthly Meeting Schedule, *Commissioner Steve Hartgen***

Regular meetings are tentatively scheduled for 10:00 am on the third Wednesday of each month at the ISHS unless the Commission is touring the Capitol:

- November 19, meeting and tour, at JR Williams Basement Conference Room
- December 17 (tentative) at Idaho State Historical Society
- January 21 (tentative) at Idaho State Historical Society

## **Adjournment**

**MOTION: Commissioner Andy Erstad moved to adjourn the meeting. The second was by Commissioner Dolores Crow; the motion passed. The meeting adjourned at 12:05 p.m.**

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Becky Henke, Communications Coordinator