
Idaho State Capitol Commission

Official Minutes, July 15, 2009

A meeting of the Idaho State Capitol Commission was held on this date at the JR Williams West Conference Room, Boise, Idaho. Chairman Andrew Erstad called the meeting to order at 9:35 a.m.

Attendees

Members Present:

Andrew Erstad
Stephen Hartgen
Sandy Patano (via teleconference)
Evan Frasure
Dolores Crow
Janet Gallimore, Executive Director, Idaho State Historical Society, and Ex-Officio Member
Jeff Youtz, Director, Legislative Services Office, and Ex-Officio Member
Mike Gwartney, Director, Department of Administration, Secretary/Ex-Officio Member

Others Present:

Gary Daniel, Communications Liaison, Idaho State Capitol Commission
Becky Henke, Communications Coordinator, Idaho State Capitol Commission
Tim Mason, Division of Public Works
Jan Frew, Executive Project Manager, Division of Public Works
Joe Rutledge, Division of Public Works
Kelly Berard, Relocation Project Manager, Division of Public Works
Connie Smith, Fiscal Officer, Dept. of Administration
Robyn Lockett, Relocation Specialist, Legislative Services Office
Michelle Lynch, Idaho State Historical Society
Sarah Tyler, Idaho State Historical Society
Rich Bauer, Lemley+3D/I
Jim Mallon, Lemley+3D/I
John Emery, JHJV

General Commission Business

Approval of Minutes

MOTION: Commissioner Frasure moved to approve the minutes from the June 17, 2009 Capitol Commission meeting as written. The second was by Commissioner Sandy Patano; the motion passed unanimously.

Budget and Funding Issues

Revenue & Expenditures Report, *Connie Smith*

Ms. Smith referred to the FY 2009 Budget Worksheet and the FY 2009 Sources and Uses of Funds reports for the period ending June 30, 2009 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>June</u> <u>Expenditures</u>	<u>Total YTD</u> <u>Expenditures</u>	<u>FY 2009</u> <u>Balance</u>
Personnel Costs-PBF	\$ 11,206	\$ 144,045	\$ 37,618
Operating Costs-CIF & PBF	\$ 13,378	\$ 311,014	\$ 46,274
Total Expenditures-CIF & PBF	<u>\$ 24,584</u>	<u>\$ 455,059</u>	<u>\$ 467,192</u>
Capitol Furnishings Fund *		\$ 4,338	\$ 0

* Capitol Furnishing Fund: \$4,909,040 was transferred back to general fund.

Ms. Smith reported that the Capitol Commission paid the Endowment Fund Investment Board (EFIB) fees for last quarter in the amount of \$11,589. The total EFIB fees for the year amounted to \$60,124, which was \$3,176 less than budgeted. She reported that the FY 2009 balance of the appropriation after expenditures was \$327,200 in the Capitol Income Fund and \$56,100 in permanent building fund. Unspent personnel costs were \$37,618. The unexpended FY 2009 appropriation will carry forward into FY 2010.

Addressing the FY 2009 Sources and Uses of Funds spreadsheet as of June 30, 2009, Ms. Smith reported total available funds are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$ 1,881,556	\$ 298,887	\$ 252,245*

*The balance of the Capitol Furnishing Fund shown on the Sources and Uses of Funds spreadsheet includes accumulated earnings and the transfer of \$5 Million to the general fund.

The total cash balances after liabilities are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$ 1,253,534	\$ 4,658	\$ 247,908

The estimated market positions, as of May 31, 2009 are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>	<u>Endowment Fund</u>
\$1,269,964	\$0	\$ 247,908	\$ 14,524,011

Idaho Capitol Commission FY 2010 Budget, *Connie Smith*

Ms. Smith presented the proposed FY 2010 budget, which includes the grand opening budget of \$75,000, the garden level historical exhibit budget of \$150,000, the projected special license plate revenues of \$400,000 and the FY 2009 carry forward funds that rolled over into FY 2010.

Commissioner Gwartney asked if the Arts, History and Culture Committee (AHCC) reviews requests for purchasing artwork and if they have a budget for that purpose. Commissioner

Gallimore responded that the AHCC has developed a process for displays in the Capitol, but that they do not have a budget to purchase artwork. Commissioner Youtz suggested that the \$400,000 license plate revenue could be used for the purpose of purchasing art, and he confirmed that the Capitol Commission has spending authority for \$400,000 in license plate revenues. Commissioner Gallimore said that the AHCC will discuss acquisition needs for artwork at their next meeting and will report back to the Capitol Commission in August.

Commissioner Youtz commented that the AHCC has already scheduled the first three temporary exhibitions, which are the Plein Air Painters, the annual watercolor exhibit and a photography exhibit.

MOTION: Commissioner Dolores Crow moved to accept the Capitol Commission FY 2010 budget as presented. The second was by Commissioner Mike Gwartney; the motion passed unanimously.

Capitol Restoration Updates

Project Status, *Jan Frew*

Chairman Erstad asked Ms. Frew to report on the project status. Ms. Frew asked Mr. Mallon to update the commissioners. Mr. Mallon summarized following work activities reported in the monthly program report:

- Fourth floor: Finish work is complete.
- Third floor: Finish work is complete and workers are accomplishing the punch list items.
- Second and First floor: Workers are very close to completing painting, millwork and marble finishes on these two floors and are installing the carpet.
- Garden level and wings tenant improvements: Workers are beginning to install the marble floor and lay out the mosaic of the Great Seal of Idaho in the rotunda floor. They have completed installing the marble flooring, carpet, access flooring, ceiling grids and tiles, lighting fixtures and the skylight in the east wing and have almost completed installing and inspecting the millwork. They have also completed painting finishes.
- All Levels: Workers have almost completed installing and refurbishing elevators. They have balanced the hydronic systems and have started balancing the air systems. In three weeks workers will reach the telecommunication milestone for Ethernet activation between the Capitol and Capitol mall.

The replacement part for the damaged electrical component has been ordered and workers are scheduled to replace the part in mid-August. The contractor has taken steps to ensure that there is no further water infiltration into the conduits.

Mr. Mallon reported that Jacobsen Hunt is performing within the allowance amounts budgeted for accelerating the project. As they accelerate the work, they are recapturing days lost to previous delays. The program managers have fewer concerns about the project completion on the target date.

Commissioner Hartgen asked if the committee rooms are wired so that Idaho Public Television (IPTV) can stream from the committee hearing rooms like they do from the chambers. Commissioner Youtz reported that the House, Senate and JFAC will continue to stream video and audio for public viewing, but the legislature has not yet decided to stream the meetings in the other committee hearing rooms. The committee rooms are wired for streaming, but the Legislative Council will decide this

policy issue. The cost of providing audio streaming is relatively small, but video streaming requires the purchase of cameras, which substantially increases the cost.

Budget Review, Jan Frew

Ms. Frew referred to the Program Budget Summary on page 21 of the monthly program report. The project is budgeted at \$127,500,000, including contractor contingency.

She reported status of the project contracts, as follows:

<u>Contractor</u>	<u>Contract Amount</u>	<u>Paid to Date</u>
Restoration (Jacobsen Hunt, Construction Manager At Risk)	\$ 85,697,797	\$ 63,733,092
Wings Core & Shell (McAlvain, Design-Build Contractor)	\$ 27,419,782	\$ 26,425,104
Wings Tenant Improvements (Jacobsen Hunt, CMAR)	\$ 8,967,605	\$ 5,631,428
*Furniture, Fixtures and Equipment	\$ 5,329,731	\$ 209,630
Total program contracts and expenditures paid to date:	\$ 127,414,915	\$ 95,999,254

** Ms. Frew noted that the contracts for furniture, fixtures and equipment have not yet been awarded, but the report reflects the contracts that will soon be in place.*

Ms. Frew pointed out to the commissioners that the detailed Contract Fund Allocation Report, page 22 of the monthly program report, shows the current amount of all contracts is \$127.4 million.

She then referred to the DPW Project 30-Month Budget Report, page 23 of the monthly program report, and summarized the following expenditures against budget:

	<u>Capitol Restoration</u>	<u>Wings Expansion</u>
Total project budget:	\$ 85,492,660	\$ 37,007,340
Total year-to-date expenditures:	\$ 63,917,071	\$ 31,868,263
Total remaining budget:	\$ 26,714,665.32	
Construction contract expenditures:	\$ 53,776,184	\$ 30,021,689

Ms. Frew reminded the commissioners that while the total project budget (not including the \$5 million furnishings budget) is \$122.5 million, the project managers continue to work diligently toward the \$120 million goal. Within the next two months, Ms. Frew will report back with details on the projected budget totals.

Commissioner Gwartney thanked Ms. Frew and the project management team for their effort to bring the project expenditures to the \$120 million goal. He also thanked Ms. Berard and Ms. Lockett for their success in furnishing the Capitol for less than the budgeted amount.

Schedule Update, John Emery

Mr. Emery reported that the acceleration schedule has been so successful that the project is now only 13 to 14 days behind schedule from the original completion date. He also said that Jacobsen Hunt and CSHQA meet every morning, which has facilitated gaining days on the schedule. He also meets with the subcontractors every Wednesday to decide which subcontractors will work on an accelerated work schedule that week.

Commissioner Hartgen asked Mr. Emery if he thinks the building will be turned over to the owners as scheduled by November 13, 2009 and Mr. Emery responded that Jacobsen Hunt will turn the building over by that date. Commissioner Youtz asked when the legislature can begin moving items back into the building and Mr. Emery and Ms. Lockett both responded that some of the historic furnishings will be returned to the building as early as the end of September.

Mr. Emery summarized the following work activities in the Capitol:

Fourth floor:	The architect has completed the punch list.
Third floor:	The architect developing the punch list and has asked the fire marshal to inspect the building. Workers have already accomplished over one-half of the punch list items. When workers complete the north wing, CSHQA will begin their inspection to develop the punch list for that area.
Second floor:	Workers will complete the finishes on the second floor in one more month and then CSHQA will inspect and develop the punch list for that floor.
First floor:	All trades are finishing their work on the first floor and will then move to the garden level.
Wings and Garden level:	Workers have completed installing drywall and painting, and have started installing the millwork in the garden level. Workers are touching up finishes in the east wing. The west wing lags behind the east wing about two weeks.
Exterior:	Workers have cut the new south entrance and are installing the new curbs, gutters and driveways. Crane work is required for the next part of the project and after it is completed workers will finish pouring the concrete for the south entrance. Workers have completed repairs to the parapet and the masonry work on the roof.

Mr. Emery reported that a subcontractor operating a backhoe hit the exterior of the north side of the building and a portion of the sandstone was chipped off. The accident was caused by an equipment malfunction and the subcontractor will repair the damage.

He also reported that as the workers excavated to install drains around the exterior of the building, they discovered a six inch hole with a wooden plug from many years ago. This has been the source of a mysterious leak into the building for years. The contractor will repair the hole so that it no longer leaks.

Mr. Emery told the commissioners that Jacobsen Hunt has worked diligently to reduce the costs of the restoration and expansion, and he feels optimistic about the budget. He said that the change orders to date are valued at less than \$500,000.

Ada County Highway District (ACHD)/State Street Modifications Update, Jan Frew

Ms. Frew reported that ACHD will be reconsidering their approval of the commission's request to modify use of State Street. Ms. Frew will attend a second public hearing on July 22, 2009. She noted that if ACHD again rules in favor of adding only the four parking places adjacent to the church, the extension of the Capitol grounds along State Street will not begin until the Spring 2010.

Commissioner Frasure said that the four parking spaces adjacent to the church will make traffic on State Street more dangerous for visitors to the Capitol. Commissioner Youtz suggested that the Capitol Commission consider asking for additional modifications, such as speed bumps and/or a lowered speed limit at a later time.

Other Design & Construction Elements

Capitol Furnishings/Window Treatment Bid Update, *Kelly Berard*

Ms. Berard updated the commissioners on the furnishings project, which is on schedule and within budget. She reported that the bid for window treatments has been awarded to a local company for approximately \$197,000, which is under the budgeted amount. Ms. Berard and Ms. Lockett are now preparing to add a panel system to the bid.

Commissioner Hartgen asked for an update on how the wood worker's projects will be used to furnish the Capitol and Ms. Berard said that several pieces have been commissioned for use and several pieces have been made for display in the Capitol. Commissioner Hartgen told Ms. Berard that Representative Black wants to use all of the harvested wood for projects and more wood is available for use. Ms. Berard said that she will follow-up with Representative Black to fully utilize the resources from the Capitol wood restoration project.

Public Outreach, Art & Culture

Public Relations/Outreach Report, *Sandy Patano*

Commissioner Patano asked Mr. Daniel to report on the last quarter outreach activities. Mr. Daniel reported the following activities:

- The Spokesman-Review published valuable North Idaho print coverage in the weekend edition and also mentioned the project in its Eye on Boise column.
- The Idaho Statesman published print coverage in April, May, June and July.
- The Secretary of State's office highlighted the Capitol restoration and expansion project in the 2009 edition of the Idaho Blue Book, which included a long dedication to the professionals involved in the Capitol project.
- Mr. Daniel gave several community presentations in the Capitol mall area. The presentations were well attended, in part because the communications team used state e-mail lists to notify state employees about the presentations.
- During Idaho Archeology Month (May), groups filled the meeting room at two community presentations and demonstrated that people are still interested in the project.
- The traveling banner exhibits are displayed across the state and there is a waiting list for the displays. Commissioner Youtz said that the exhibits in the Capitol Annex can now be moved since the legislature is no longer in Boise.
- Mr. Daniel shared information about how to respond to blogs and said that most blogs do not require a response. He said that if any Commissioners have a specific issue or need assistance with regard to public communication, please contact him.
- The team working on the documentary, which covers the entire history of the Capitol, made extensive progress in April and May. They are producing a "tease" or short segment of the documentary which will be ready for viewing at the September Capitol Commission meeting. The segment will be posted on the documentary's website. During the end of July, they will shoot a segment using an actor to play the role of John Tourtelotte, the architect of the Idaho State Capitol.

- Mr. Daniel developed several short video clips for the Commission’s web site that are now available. These videos piggyback off YouTube(TM) but the viewers stay on the Capitol Commission website.
- Mr. Daniel also set up a Twitter account and plans to send new updates and announcements through this online communication service. Channel Seven is following the Commission’s Twitter site. The communications team advises the Governor’s office of everything presented on the web site or via Twitter that may become a news story. At this time the site has only 22 followers, but that number will increase.

Grand Re-opening Celebration Update, *Sandy Patano*

Commissioner Patano said that the event plan encompasses a two week period and she presented the events planned for the Grand re-opening celebration week, as follows:

- Monday, January 4: Set up begins
- Thursday, January 7: Reception for contractors and workers, legislative staff and spouses, key volunteers and staff volunteering for the event and their families
- Friday, January 8: Reception for legislators and spouses, elected officials and spouses, Commissioners, vendors and sponsors
- Saturday, January 9: Grand re-opening event
- Sunday, January 10: Capitol Speaker Series and tours begin
- Week of January 11: Tours, musical entertainment, Capitol Speaker Series continue for the week

She said that the actual rededication on Saturday, January 9 will likely be scheduled around noon and will include the following:

- Music by the 25th Army Band
- A “fly over” by the Idaho National Guard
- The Governor will introduce special guests, will then make a formal dedication proclamation
- Music by soloists and other musicians

The Capitol Speaker Series will run once or twice on Sunday, January 10, along with restoration guided tours, which begin on Saturday afternoon. Both the Capitol Speaker Series and the guided tours will continue during the following week. Commissioner Youtz said that this event plan will work well from the legislative standpoint.

Commissioner Gwartney reminded the commissioners that the committee has spending authority for \$75,000. Commissioner Gwartney asked Commissioner Patano to create a tentative invitation list for each of the events and present the list to the Commission at next meeting.

Commissioner Patano commended Marie Atwell and Heather Price from Shows Etc. and the Celebration Committee for helping to develop this schedule.

MOTION: Commissioner Evan Frasure moved to approve the draft event plan and to proceed with payment to SHOWS ETC. The second was by Commissioner Janet Gallimore; the motion passed unanimously.

Arts, History and Culture Committee (AHCC) Report, Janet Gallimore

Commissioner Gallimore reported that one vendor appealed the award for the Garden Level Exhibition Request for Proposals (RFP), but the appeal was cleared and Catapult3 was awarded the contract. She said that the Capitol Commission has already worked with this vendor on the banner exhibits. The content of the garden level exhibitions will include the history of the state Capitol and Idaho government, and educational information on how Idaho government works.

Commissioner Gallimore and Catapult3 will revise the work plan and schedule so that the exhibits are completed by the grand re-opening event. The AHCC will review the revised plan and schedule and then present the revised plan to the Division of Purchasing. The Idaho State Historical Society (ISHS) staff, Ms. Frew and Mr. Daniel work together to develop the content of these exhibits and the contractor will make an initial presentation to the Commission at the August or September meeting.

Commissioner Gallimore said that she, Commissioner Youtz and Ms. Lockett are working with ISHS staff to intersect educational programming with these exhibits, and to develop an interpretive plan that can help guide publications. They discussed how these publications will work with the grand re-opening.

Capitol Gift Shop Work Plans, Jeff Youtz and Janet Gallimore

Commissioner Youtz updated the commission that he and Commissioner Gallimore are still reviewing many options and budget issues, so they will make a more formal presentation at next meeting. They have identified several merchandising specialists through the Museum Store Association, all of which are highly recommended.

Commissioner Patano asked if the Capitol Commission needs to find an entity that will help fund the gift shop and guarantee that the proceeds come back to the Capitol Commission. Commissioner Gallimore responded that it isn't necessary to set up a non-profit and that the proceeds will fund educational programs.

Commissioner Hartgen asked if models are available to guide the Idaho Capitol's gift shop set up and Commissioner Gallimore said that they are considering models from the Museum Store Association.

Capitol Curator Position, Janet Gallimore

Commissioner Gallimore presented the job description for the Capitol Curator position and asked Ms. Henke to make the job description document available to the commissioners after the meeting. She said that this position will be working closely with Ms. Lockett.

Commissioner Youtz suggested that the position should be funded by the Capitol Commission, because it will be difficult to obtain an FTP and general funding for the position. He also said that the position could be located in the Division of Public Works (DPW). Commissioner Gallimore recommended that this position be located at the ISHS, but said that funding the position would be an issue for the ISHS because their agency is already losing two positions. Commissioner Gallimore will provide a budget outline in advance for the next commission meeting.

Capitol Display: Fabric Murals, Janet Gallimore

Commissioner Gallimore shared information about the fabric murals formerly displayed in the Capitol from a fact sheet she prepared. She asked Ms. Henke to make the fact sheet available to the Commissioners after the meeting.

She explained that State of Idaho owns the fabric murals, which were originally contracted for display in the Capitol. Commissioner Gallimore has reviewed the requirements of Visual Artists Rights Act (VARA) and the murals can be moved. To preserve the work and because they are not consistent with the new look of the building, the murals will be relocated. The goal is to relocate them to the University of Idaho because it is the premier art school in Idaho. Commissioner Gallimore, as the AHCC chair and representing the Capitol Commission, will work with the Idaho Arts Commission and will then meet with the artist to present the new display options.

Commissioner Hartgen asked what location at the University of Idaho would receive the murals and Commissioner Youtz explained that the university has not yet chosen a space. The murals are so large that it is challenging to find a venue large enough for them. The School of Art and Architecture is looking for a venue where they will be protected and where the status of the artwork will be elevated.

Commissioner Erstad requested that a recommendation for the exact location be made for the approval of the Capitol Commission before the murals are relocated.

Commissioner Gallimore thanked the Capitol Commission and the Department of Administration for help to match federal funds for the nationwide State Historic Preservation Grant. The grant was awarded to the State of Idaho because of the historical nature of the Capitol Restoration project and the Historical Society was given a four year match of federal funds for the project. Commissioner Gallimore said this is an unprecedented success.

Monthly Meeting Schedule, *Chairman Erstad*

Regular meetings are now tentatively scheduled for 9:30 a.m. on the third Wednesday of each month:

- August 19 (meeting and tour), at JR Williams West Conference Room
- September 16 (tentative), at the Capitol Annex, Room 204
- October 21 (tentative), at JR Williams West Conference Room

Adjournment

MOTION: Commissioner Jeff Youtz moved to adjourn the meeting. The second was by Commissioner Mike Gwartney; the motion passed. The meeting adjourned at 12:15 p.m.

Becky Henke, Communications Coordinator