
Idaho State Capitol Commission

Official Minutes, August 19, 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 9:40 a.m.

Attendees

Members Present:

Andrew Erstad, Chairman

Stephen Hartgen

Sandy Patano

Dolores Crow

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 Present:

Evan Frasure

Others Present:

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

Kelly Berard, Relocation Project Manager, Division of Public Works

Connie Smith, Fiscal Officer, Dept. of Administration

Brigette Teets, Webmaster, Dept. of Administration

Representative Anne Pasley-Stuart

Robyn Lockett, Relocation Specialist, Legislative Services Office

Michelle Lynch, Idaho State Historical Society

Sarah Tyler, Idaho State Historical Society

Peter Morrill, Idaho Public Televisions (IPTV)

Jeff Tucker, IPTV

Ray Lockary, SILC

Vivian Otero-Epley, ISBA

Rich Bauer, Lemley+3D/I

Jim Mallon, Lemley+3D/I

Dave Blenker, CSHQA

John Emery, Jacobsen Hunt Joint Venture (JHJV)

Ray Libonati, JHJV

Dave Fackrell, JHJV

Approval of Minutes

MOTION: Commissioner Sandy Patano moved to approve the minutes from the July 15, 2009 Capitol Commission meeting as written. The second was by Commissioner Dolores Crow; 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 July 31, 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>July & Total YTD Expenditures</u>	<u>FY 2009 Balance</u>
Personnel Costs-PBF	\$ 11,164	\$ 147,955
Operating Costs-CIF & PBF	\$ 8,528	\$ 374,772
Total Expenditures-CIF & PBF	<u>\$ 19,692</u>	<u>\$ 1,306,027</u>

Ms. Smith reported that the personnel costs appropriation in the amount of \$36,619 and operating costs appropriations in the amounts of \$56,100 (PBF) and \$327,200 (CIF) were carried forward from FY 2009. The legislature re-appropriated the remaining interest earned on the FY 2009 Capitol Furnishings appropriation in amount of \$256,112.

Ms. Smith also reported that the Capitol Commission paid a semi-annual fee of \$4,083 to the Department of Administration for administrative/fiscal services. The Capitol Celebration Committee spent \$2,500 for event planning services.

Addressing the FY 2009 Sources and Uses of Funds spreadsheet as of July 31, 2009, Ms. Smith reported total available funds are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$ 1,910,197	\$ 302,578	\$ 248,207*

*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>
\$ 855,797	\$ 31,260	\$ 0

The estimated market positions, as of June 30, 2009 are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>	<u>Endowment Fund</u>
\$ 871,040	\$ 0	\$ 0	\$ 14,521,241

Request for approval to Purchase Capitol Security Cameras, *Connie Smith*

On behalf of the Division of Public Works, Ms. Smith requested that Capitol Commission approve the estimated expenditure of \$47,500 to purchase additional security cameras for the

Capitol mall and the equipment to link to the existing security center. Ms. Frew explained that this is a one-time expenditure, with upkeep and maintenance costs assigned to the Division of Public Works. She said that the original budget for the project included security items but this funding will upgrade the original plan to the newest technology recommended by Capitol Mall Security and the Idaho State Police. Commissioner Gwartney recommended this expenditure from the Capitol Income Fund.

MOTION: Commissioner Sandy Patano moved to approve the purchase of additional security equipment as presented. The second was by Commissioner Jeff Youtz; the motion passed unanimously.

Approval of the Agenda

MOTION: Commissioner Sandy Patano moved to approve the agenda as published for the August 19, 2009 Capitol Commission meeting. The second was by Commissioner Jeff Youtz; the motion passed unanimously.

Capitol Restoration Updates

Project Status, *Chairman Erstad*

Chairman Erstad asked Ms. Frew to report on the project status. Ms. Frew asked Mr. Mallon to review the Lemley+3D/I July 2009 Program Report. Mr. Mallon summarized work activities by area, as follows:

- Third floor and above: Workers have completed finish work and continue to correct punch list items.
- Second floor: The Construction Manager At Risk (CMAR) is conducting in-house inspections of the subcontractors' work and compiling their punch list items.
- First floor and garden level: Workers are completing all categories of architectural finish work.
- Wings Tenant Improvements: Workers continue the finish activities and have almost completed installing the marble.
- Exterior: Workers are landscaping the grounds, installing marble cladding on the new east stair tower and landing, and replacing the roof.
- All Levels: Workers started up and balanced the main HVAC system, worked on the telecommunications equipment rooms, and tested the fire extinguishers. The elevator subcontractors refurbished the two rotunda elevators.

Commissioner Hartgen asked Mr. Mallon to update the commission about the wings' leaks and Mr. Mallon responded that the leaks have all been repaired and no other leaks are noted. Workers have also installed the French drains.

Ms. Frew reported that the Ada County Highway District (ACHD) has approved the Commission's request to modify parking on State Street, which also includes widening the north Capitol grounds area and adding planters. Ms. Frew and CSHQA are developing a plan for this project, and work is scheduled to begin in the Spring.

Budget Review, Jan Frew

Ms. Frew referred to the Program Budget Summary on page 18 of the Lemley+3D/I July 2009 Program Report. She reported that the project is budgeted at \$127,500,000, including contractor contingency. Following is her report on the status of the project contracts:

<u>Contractor</u>	<u>Contract Amount</u>	<u>Paid to Date</u>
Restoration (Jacobsen Hunt, CMAR)	\$ 86,314,810	\$ 66,044,702
Wings Core & Shell (McAlvain, Design-Build Contractor)	\$ 27,419,782	\$ 26,445,649
Wings Tenant Improvements (Jacobsen Hunt, CMAR)	\$ 8,991,644	\$ 6,377,516
Furniture, Fixtures and Equipment (various vendors)	\$ 2,182,749	\$ 1,079,191
Total program contracts and expenditures paid to date:	\$ 124,908,985	\$ 99,947,058

She then referred to the DPW Project 30-Month Budget Report, page 20 of the monthly program report and summarized the following:

	<u>Capitol Restoration</u>	<u>Wings Expansion</u>
Total project budget	\$ 85,492,660	\$ 37,007,340
Total year-to-date expenditures	<u>\$ 66,228,681</u>	<u>\$ 32,639,184</u>
Total remaining budget:	<u>\$ 23,632,134</u>	
Construction contract expenditures	\$ 57,877,767	\$ 30,776,940

Ms. Frew also 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.

She explained to the commissioners that a new project budget report has been added to the monthly program report on page 21. This report summarizes the expenditures from the \$5 million Furniture, Fixtures & Equipment budget. The report as of July 31, 2009 summarizes the following expenditures to budget:

	<u>Amount Budgeted</u>	<u>Amount Obligated</u>	<u>Amount Expended</u>
Equipment:	\$ 500,000	\$ 105,944	\$ 90,023
Warehouse Costs:	\$ 120,000	\$ 117,387	\$ 117,387
Utilities:	\$ 10,000	\$ 6,756	\$ 6,756
Furnishings:	\$ 4,094,800	\$ 1,952,660	\$ 865,023
Project Contingency	<u>\$ 250,000</u>	<u>\$ 0</u>	<u>\$ 0</u>
Project Totals:	\$ 5,000,000	\$ 2,182,749	\$1,079,190

Ms. Frew said that the Potential Change Order Report, page 22 of the monthly program report, indicates that the project is within the \$120 million budget goal as of July 31.

Commissioner Gwartney acknowledged the relocation team for their good work in keeping the furnishings cost within the budget.

Schedule Update, *John Emery*

Ms. Frew commended Mr. Emery on his company’s dedication to the schedule. Mr. Emery reported that, thanks to the accelerated work schedule, the work is now only 10 days behind the original timeline. He said that workers may begin moving in furnishings and equipment as early as next month. He summarized the following work activities by areas in the Capitol:

General:	Workers have installed the lights on the eagle and have replaced the door to the fifth floor attic. The supplier sent the incorrect glazing for the interior doors in the first shipment. The correct glazing should arrive about September 12.
Fourth floor:	The fourth floor is complete. Workers are polishing the marble and resolving a few hardware issues. They have completed installing 95% of the gallery seating.
Third floor:	Workers have completed work on the third floor except for some remaining glazing.
Second floor:	Workers are completing punch list work on the north and west wings. They will begin work in the east wing after the north and west wings are complete.
First floor:	Workers have finished the east and west wings and are completing minor finish work in the north wing and rotunda areas.
Wings and Garden level:	Workers have installed the marble on the garden level floors and they continue to install millwork and finishes. They are preparing to install the radius marble for the rotunda. They have installed the marble entrances. They have completed the painting and installed the plaster and the tile floors in the rest rooms. The kitchen is in the final stages for inspection, after which workers will install the equipment.
Exterior:	Workers are pouring concrete at the south entrances and installing the granite and sandstone at the south entrance.

Mr. Emery reiterated that completing this project on time is his top priority and said that he has given some contractors notice that parts of their contract will be given to other companies because they are not able to meet the schedule requirements.

Commissioner Gwartney thanked Mr. Emery for a great job containing the project cost and meeting the project schedule.

Public Outreach, Art & Culture

Public Relations/Outreach Report, *Sandy Patano*

Commissioner Patano asked Mr. Daniel to report on the outreach activities for the month. He reported that the Capitol Commission website has been redesigned according to the template from the Governor’s Office. He showed the commissioners a new option called “Inside Look” on the site, which includes project photos, construction camera time-lapse photos and project video clips. He thanked JHJV for their cooperation with the photographers.

Commissioner Patano introduced Peter Morrill, general manager of Idaho Public Television. Mr. Morrill shared two video clips from the Capitol documentary. He said that a completed

production will be used at the rededication celebration. IPTV will add video of the celebration event before the statewide television broadcast in March. Commissioner Patano thanked Mr. Morrill and IPTV for their work. She also thanked Mr. Daniel, Ms. Henke and Ms. Teets for the outreach and website work.

Mr. Daniel reported that he has asked Carol Schroeder, who worked for the Capitol Commission previously, to help with the Commission meetings and minutes during the next few months. He said that Ms. Schroeder also volunteered to help with the rededication event.

Celebration Committee Update, *Sandy Patano*

Commissioner Patano reported the celebration committee's progress planning the rededication event. She said that the invitation plans for the celebration event includes the following:

- The website will have an invitation inviting the public to attend Saturday's event.
- "Save the date" cards will be sent electronically to past and present legislators, constitutional officers, commission members, event sponsors, and the project team for the Friday and Saturday evening special events.
- Invitations will be mailed for the Friday and Saturday events.

Commissioner Youtz recommended limiting invitations to the special evening receptions to current legislators and to offer invitations to former legislators for the Saturday celebration. Commissioner Hartgen suggested that it's important to invite everyone to the event, including representatives from every community, including city council members and county commissioners.

Commissioner Patano said that the invitation lists for the special evening events must be limited due to the logistical challenge to accommodate everyone and coordinate the janitorial services to prepare the building for the next day's events. The commissioners discussed the size of the special evening events and Commissioner Patano suggested that the invitation list include only current and former legislators who have served since 1998, when the legislature first authorized the project. Commissioner Patano will present a more definitive list and plan at the next meeting.

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

Commissioner Gallimore presented the following four action items for the Commission's approval:

1. **Capitol Curator Program** – The AHCC recommended that the Capitol Commission fund a position of Capitol Curator during FY 2011 in the following estimated amounts:
 - Personnel Costs - \$56,000
 - Operating Expenses - \$12,000
 - Office/Storage facility rental - \$36,500

The total annual expense for the program is estimated at \$104,500. The position will be located at the Idaho State Historical Society (ISHS) and funds will be appropriated to the ISHS from Capitol Commission income fund until it can be supported with general funds.

Commissioner Hartgen asked what the plan is if general funds do not become available. Commissioner Youtz responded that using Capitol endowment funds is appropriate

because this position is directly associated with mission of the Capitol Commission. He said that the Capitol Commission will review this program allocation on an annual basis. Commissioner Crow clarified that the funds will be allocated to the ISHS to be used only for the Capitol Curator Program.

MOTION: Commissioner Jeff Youtz moved to approve the Capitol Curator Program with an annual budget of \$104,500, on a year by year basis, until it can be funded by the general fund. The second was by Commissioner Gallimore; the motion passed.

2. **Idaho State Capitol Commission Guidelines** – Commissioner Gallimore presented the revised Guidelines for Objects of Art, Memorials, Statues, & Exhibits at the Idaho State Capitol and its Grounds to the commission. She said that the revised guidelines explain:

- how collections will be managed
- how exhibitions will be displayed and removed from the building
- how the temporary exhibition process will work
- how to apply for temporary exhibitions
- personal space use guidelines

Commissioner Gallimore said that these guidelines will protect the building and give clear guidelines to Capitol tenants. She reported that the AHCC recommends adoption of these revised guidelines.

MOTION: Commissioner Jeff Youtz moved to accept the revised Guidelines for Objects of Art, Memorials, Statues, and Exhibits at the Idaho State Capitol and its Grounds as presented. The second was by Commissioner Dolores Crow; the motion passed.

3. **Capitol Fourth Floor Rotunda Designation** – Commissioner Gallimore presented an AHCC recommendation that the new Fourth Floor Rotunda Space Usage Guidelines be accepted by the Capitol Commission. She said that the document details how the fourth floor rotunda space will be available for use by the public during the legislative session.

Commissioner Hartgen asked that the AHCC add specific wording in the guidelines that says that the “railings and columns may not be used in any way for display purposes.” Commissioner Hartgen also asked how the Idaho governor’s portraits will be displayed in the Capitol and Ms. Lynch responded that at the last meeting the Commission agreed to work with the Governor’s office to coordinate how those portraits are displayed. Commissioner Gwartney agreed to work with the Governor’s office.

MOTION: Commissioner Mike Gwartney moved that the fourth floor rotunda be designated as the site for tradeshows/special presentations and to accept the guidelines as presented. The second was by Commissioner Patano; the motion passed.

4. **Capitol Building Comprehensive Exhibition Plan and FY 2010 Special Exhibit Schedule** – Commissioner Gallimore presented the revised Exhibition Plan, which will designate areas where exhibition items will be displayed in the Capitol. The plan gives detailed descriptions of items allowed for each area.

Commissioner Gallimore also presented the FY 2010 Special Exhibit Schedule, as follows:

- First exhibit – Plein Air Painters
- Second exhibit – Idaho Photography
- Third Exhibit – Idaho Watercolor Society
- Ongoing throughout the year – Items made from the historic trees

The AHCC will program the temporary exhibits a year in advance. This schedule will involve the community in art work displays in the Capitol.

Commissioner Hartgen asked Commissioner Patano if the Louise Shadduck bust will be displayed in Statuary Hall and she responded that the bust belongs to the Capitol Commission and can be displayed wherever the Capitol Commission chooses.

MOTION: Commissioner Jeff Youtz moved to accept the proposed Capitol Building Comprehensive Exhibition Plan and the FY 2010 Special Exhibit Schedule. The second was by Commissioner Dolores Crow; the motion passed.

Garden Level Exhibitions, *Janet Gallimore*

Commissioner Gallimore presented the proposed Capitol garden level rotunda exhibit plan and the installation schedule. She reported that a subcommittee is working with Catapult3, the garden level exhibition contractor, and the State Historical Society. They are designing the layout and themes for the exhibition. The AHCC will ask for an action item to approve the final plan at the September Capitol Commission meeting. The project is scheduled for completion on December 15, 2009.

Commissioner Hartgen asked when the historical themes and details will be reviewed by Capitol Commission and Commissioner Gallimore responded that she will send out the final plan for the Commissioner's review. The AHCC will review the final plan before she sends it out to the full commission. Commissioner Erstad asked that it be posted on the commissioners' exclusive web site for review.

Idaho Capitol Gift Shop, *Jeff Youtz*

Commissioner Youtz explained that the Idaho Capitol gift shop will be managed by the Legislative Services Office and its mission is 1) to be self-supporting and 2) to generate income to support Capitol Commission's stewardship over the Capitol after the restoration project is finished.

Commissioner Youtz asked the Capitol Commission to fund the estimated at \$44,000 in upfront costs for the point of sales system, shelving and display equipment and the beginning inventory. The Legislative Services Office will fund the ongoing costs.

MOTION: Commissioner Janet Gallimore moved to approve the Capitol Gift Shop plan and to approve using \$44,000 on a one-time basis from the Capitol license plate fund to cover the one-time set-up costs for the gift shop; the Legislative Services Office will bear the ongoing annual costs. The second was by Commissioner Sandy Patano; the motion passed.

Other Business, *Chairman Erstad*

Chairman Erstad reported that Commissioner Hartgen received an email asking about accessibility in the restored Capitol and he requested that the Commissioners refer these kinds of questions from constituents to Ms. Frew, as she is the expert in the field and will be able to answer questions in depth.

Monthly Meeting Schedule, *Chairman Erstad*

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

- September 16, at the Capitol Annex, Room 204
- October 21 (tentative), at JR Williams West Conference Room
- November 18 (tentative; meeting and tour), at Capitol Annex, Room 204

Adjournment

MOTION: Commissioner Sandy Patano moved to adjourn the meeting. The second was by Commissioner Jeff Youtz; the motion passed. The meeting adjourned at 11:45 a.m.

Becky Henke, Communications Coordinator