
Idaho State Capitol Commission

Official Minutes

July 28, 1999

A meeting of the Idaho State Capitol Commission was held on this date in the Senate Caucus Room, Room #350, Idaho State Capitol Building. Chairman Eiguren called the meeting to order at 8:35 a.m.

Attendees

Members Present:

Roy Lewis Eiguren, Chairman

Pam Ahrens, Director, Department of Administration, and Secretary/Ex-Officio Member

Sondra Dahl-Hansen

Andrew Erstad

Steve Guerber, Director, State Historical Society and ex-Officio Member

Stephen Hartgen

Louise Shaddock

Absent and Excused:

Skip Smyser

Carl Bianchi, Director, Legislative Services Office and Ex-Officio Member

Others Staff Present:

Donna Hartmans, Capitol Architect, Arrow Rock Architects

Jeff Shneider, CSHQA Architects

Jerry Lowe, CSHQA Architects

Jan Frew, Senior Project Manager, Division of Public Works

Mike Despot, Manager, Facilities Services

Joanna Guilfooy, Deputy Attorney General, Department of Administration

Rick Thompson, Internal Management Systems Administrator, Department of Administration

Jan Cox, Administrator, Division of Purchasing

Lyle Gessford, Purchasing Officer, Division of Purchasing

Pat Wynn, Communications Manager, Department of Administration
Marta Watson, Analyst, Division of Financial Management
Diane Garcia, Management Assistant, Department of Administration

Approval of Minutes

MOTION: Mr. Erstad moved the minutes of the May 7, 1999 Idaho Capitol Commission meeting be approved as written. Mr. Hartgen seconded the motion and the Commission passed it unanimously by the members present.

Approve Commission Website Development

Ms. Roberta Rene and Mr. Jeremy Chase from Elgin, Syferd, Drake Communications presented the latest version of the Idaho Capitol Commission website to the Commission for final action.

The website will ultimately be located on the Department of Administration's server and maintained jointly between the State Historical Society and the Department of Administration. Ms. Rene explained how the members are able to access the test site and asked that they individually review its contents for changes or modifications. The official address will be www.idahocapitol.org

Yet to be added to the site, Ms. Rene explained, is the timeline for the restoration project to be provided by the Capitol Master Planners. Additionally, once the fundraising consultant is selected, a more detailed fundraising page will be added to include a donation form and direct e-mail, as well as a page listing individual donors. Finally, a video of the Governor will be taken for the website, and possibly one of Ms. Hartmans and/or Audra Sims, tour coordinator. The site will continue to grow as the master plan proceeds and more projects are initiated.

Chairman Eiguren proposed a public announcement be made to unveil the website near the Labor Day weekend. Subsequently, the site will be available to the public, after it has been presented to the Governor and Leadership.

Report by Capitol Architect

Subcommittees and Chairs

Ms. Hartmans provided an updated chart delineating the nine subcommittee members and their chairs. All but the fundraising chair has been assigned.

Volunteer chairs for the other eight committees include:

Terry O'Rourke, Boise	Electrical Subcommittee
Con Mahoney, Idaho Falls	Mechanical Subcommittee
Steve Stout, Boise	Environment Subcommittee
Brent Ballif, Pocatello	Construction Subcommittee
Robert Baron, Moscow	Space Quality Subcommittee
Judy Bedal, Emmett	Space Use Subcommittee
Marc Johnson, Boise	Communications Subcommittee
Jan House, Boise	Social Subcommittee

A brainstorming session has been scheduled for August 4th as an opportunity to bring together the committee chairs with members of the Commission, Capitol architect, and master planners. Subsequently, the next Commission meeting on September 24th will be a full-day session with half of the day devoted to a work session involving the same players with the addition of all subcommittee members.

Director Guerber suggested an article soliciting volunteers to participate on the subcommittees be provided to the Historical Society for publication in the next edition of the newsletter, "Mountain Light". It is distributed to 5,000 recipients statewide.

Master Planning Process

An RFP was been issued and a selection process conducted to select CSHQA/Isthmus as the master planners for the Capitol Building, Ms. Frew reported. A telephone poll was taken immediately after the selection committee ranked the firms, and a mail ballot was also sent to each of the members asking for their vote of approval of the final ranking. Attached are the returned mail ballots.

The RFP process utilized is based on competition. The call for proposals was published in 4 newspapers throughout Idaho and posted on the Internet. Four teams submitted proposals—Hummel Architects, CSHQA/Isthmus, Ehrlich Rominger/HDR, and SERA.

The committee that interviewed and selected the team consisted of Carl Bianchi, Andy Erstad, Pam Ahrens, Skip Smyser, Mike Despot, and Donna Hartmans, along with herself, she said. The committee felt all of the four teams were capable of conducting the master plan; however, it attempted to identify the team most capable to provide the leadership necessary and to have the work done in the timeframe required by the Commission. After the phone poll and the mail ballot votes were taken, the selection was taken to the Permanent Building Fund Advisory Council for approval.

Mr. Shneider addressed the Commission by explaining CSHQA is one of the oldest firms in the valley enjoying over 110 years of operation. He said the firm began to track this project about 6 months ago and interviewed prospective team members to be involved. He illustrated a flow chart depicting the relationships of each of the different entities involved in the project, as well as the individual team members themselves. (See attachment)

This project requires some specific expertise, he said, due to the involvement of legislative bodies, elected officials, etc. CSHQA paired-up with Isthmus Architecture, Inc., preservation specialists from Wisconsin, which has expertise in capitol restoration projects, and will work along with the actual contractors on the project. The team also includes a landscape designer, communications coordinator, preservation specialist, architectural historian, production specialist, and various engineers.

The firm of JP Cullen & Sons, Inc. is the scheduling and budget expert, he said. Additionally, a group of specialty consultants will be engaged to address the building envelop/masonry, scagliola/decorative finishes, information technology, fire protection, appraising, and security.

A master contract was designed for the master planners that includes at this time, a minimal master plan document and related research, due to limited funding. As more specific areas of work are identified for further investigation, research and design, task orders or amendments will be added to the master contract as funding becomes available. An example is the exterior masonry work--\$600,000 is available to begin this process, so the contract will be amended to proceed with further research and investigation on this part of the project. Arrangements have been made for many of the consultants to be in town next week for a kick-off work session, he indicated.

The time frame is tight, and his only concern, he said, is that the project owner be quick decision-makers so that all schedules can be met and the project kept on track.

Mr. Lowe pointed-out the first deadline the firm is working toward is August 20th for recommending initial projects for FY2001 funding. The objective, he said, in identifying the first round of projects is to pinpoint work on the exterior of the building. This type of work will be at minimal risk for modification later as the interior construction proceeds. Next week when the team convenes, the masonry specialist will identify masonry work, and perhaps window replacements that can be undertaken as soon as moneys are available.

By the last of November, he continued, the firm has been asked to come up with a preliminary draft master plan presentation for a Legislative Interim Committee; and in January, a draft master plan presentation will be prepared for the Legislature with the final version due in June of 2000. The firm will soon be asking direction from the Commission to help assemble the responsible people from each tenant agency and others to sit down with the firm to review their space needs, etc.

MOTION: Mr. Erstad moved the Commission approve CSHQA Architects/Isthmus Architecture as the master plan architect for the State Capitol Building. Director Guerber seconded the motion and the Commission passed it unanimously by the Commission members present.

Chairman Eiguren noted he has spoken with all of the elected officials who reside in the Capitol. They understand, he said, within the next several months there will be a very comprehensive study of space planning and long-term office use in the building, which is part of this master planning process.

Approval of Small Project Flow Chart

In light of the upcoming master plan for Capitol projects, Mr. Despot provided a copy of a flow chart (see attached) delineating steps a project requested through Administration's Facilities Services would follow. The purpose of the chart is for determining whether or not a proposed project is work that can be done by Administration staff, or whether it is work that would be best included as part of the master plan. The Commission's architect committee had reviewed the chart prior to this meeting, he indicated, and proposed that the project dollar limit for in-house work be established at \$30,000, consistent with what is defined as a small project for the Department's processing purposes.

The intent today is to identify direction for Administration in the day-to-day operation of the Capitol Building, prior to and during the renovation/restoration process. Basically, he said, the flow chart indicates if the proposed work is less than \$30,000 and has no historical impact on the structure, the Department would complete the work after the Capitol architect and director of the Department is notified. However, should the work either be over \$30,000, have historical impact, or both, the project would then be officially sent as a request to the Capitol Commission for review and consideration for inclusion into the master plan. Currently, he said, there is no approval process in place for completing small projects.

MOTION: Mr. Erstad moved the Commission approve the small project flow chart as presented with the limitations established within. Mr. Hartgen seconded the motion and the Commission passed it unanimously by the members present.

Report on Status of Gold Room Remodel

Mr. Despot reported a meeting has taken place with Ms. Frew, Ms. Hartmans, Speaker Bruce Newcomb, President ProTem Jerry Twiggs, and Director Bianchi and himself, at which time leadership expressed desire to conduct work within the Gold Room. However, it is unclear at this time whether the work involved is simply re-decorating or a remodel. Chairman Eiguren noted he spoke with Leadership who indicated they would soon begin preparing plans for Commission review.

Mr. Hartgen cautioned Commission about proceeding with Capitol remodel work until the master plan has been completed. Chairman Eiguren pointed-out the statute under which the Commission operates requires the reconstruction of any nature, whether or not it involves historical attributes, is approved by the Commission. Leadership did bring this project to his attention, he said. He suggested Administration staff continue to work with Leadership in the design of the plan to be presented to the Commission for approval.

Because this is one of the initial projects to be conducted under the direction of the Commission, it may be viewed as a signature project, Mr. Hartgen commented. As a result, the Commission should assure it is in line with the overall master plan. Director Guerber echoed those concerns and added the Gold Room area may be part of a larger restoration project slated for that floor. The State should not spend money on a project now that may end up being redone later. Chairman Eiguren responded that Leadership is continuing a long-term process undertaken years ago to renovate the fourth floor of the Capitol. They understand plans need to be done in compliance with the master plan of the Capitol.

To facilitate timeliness, Mr. Erstad offered the architecture committee to address these periodic project issues on behalf of the Commission since it meets on a regular basis. The committee has the option to bring projects to the attention of the full Commission if the issue cannot be resolved within itself, which is comprised of himself, Director Guerber, Director Ahrens, Mr. Despot, Ms. Frew, and Ms. Hartmans.

MOTION: Mr. Erstad moved pursuant to its statutory obligations, the Commission delegates to its architectural committee and the architect of the Capitol, the authority to review, approve and reject all plans to construct, reconstruct, remodel and renovate the Capitol prior to the completion of the master plan. Mr. Hartgen seconded the motion and the Commission passed by unanimously by the members present.

Harrison Tree

On the southeast lawn of the Capitol, Mr. Despot reported, stands a Water Oak tree planted by President Harrison in 1891. In 1991, he said, he became aware the tree was dying. Apparently, the problem resulted from improper trimming that took place in the early 1980's. No one has made the decision to take the tree down; however, a red sunset maple was planted next to the tree about 8 years ago in anticipation of some day filling that space. A safety concern manifested recently when a large 10" diameter branch fell off of the tree. He asked permission from the Commission to remove the tree for aesthetic, as well as safety, reasons.

This is a very sensitive subject, Director Ahrens added, and should the Commission agree to its removal she would like the historical society involved in deciding what could be done with the wood once the tree has been removed. Director Guerber indicated he would like to discuss the options with his staff, such as utilizing some of the wood for a major fundraiser, and/or using some for a display or furnishing within the Capitol.

Ms. Shadduck expressed an announcement should be made that the tree is to be taken down and the wood used for something related to the Capitol. The public will have less of an objection if they know this a head of time, she suggested.

MOTION: Director Ahrens moved Director Guerber offer a report and propose a recommendation for the tree at the next meeting of the Commission on September 24th. Ms. Dahl-Hansen seconded the motion and the Commission passed it unanimously by the members present.

Report on Montana and Michigan Visits

Ms. Hartmans reported representatives of the Commission, Department of Administration, and herself visited two capitol restoration projects—Montana and Michigan. On June 22nd she joined Director Bianchi, Mr. Erstad, Director Ahrens, Director Guerber, Ms. Frew, Jeff Eagan from the Division of Public Works, and Ms. Garcia in a visit to the Capitol at Helena, *Montana*. This restoration project was in progress, and it was evident the Montana Capitol was in much worse shape than Idaho's Capitol, she said. Tenants of the building were temporarily relocated to various locations throughout the city, prior to "gutting" the structure's interior. Leasing space, and wiring that space for communications was a huge added cost. The state has 18 months to complete the project since its Legislature meets bi-annually—the project is slated to be complete in 2001.

The amount of interior work to be completed in the Montana Capitol for the estimated \$23 million, is impressive, she said. All systems will be upgraded, wall

paintings that were covered up will be restored, and building artifacts that have been stored throughout the state restored and placed back into the structure. The exterior work amounted to \$3 to \$4 million. The state raised only about \$500,000 in contributions, Director Ahrens remarked. The remainder of the funds came from state appropriations.

A Commission oversaw the Montana project and master plan. Input from the public through public subcommittees was also accomplished. The number one piece of advice offered from individuals involved in the Montana project was to be sure to keep everyone informed through continual public relations. The State of Michigan also offered this advice. Mr. Erstad noted several unexpected issues were uncovered in the course of the Montana project, and we need to be mindful that this could happen as part of our project as well, he said. We may uncover things that the “historic structures report” did not identify.

Later in June, Ms. Frew, Ms. Hartmans, and Mr. Lowe traveled to the *Michigan* State Capitol in Lansing where the restoration work has been completed. This Capitol was built in the 1870’s and includes nine acres of decorative painting that was recreated as a part of the project, Ms. Hartmans said. The cost was \$6 million to restore the paintings alone. Work was done in the building while the tenants remained, which posed a separate problem for the project team.

Michigan hired a general contractor as the construction manager who had the opportunity to conduct demolition on some of the areas they needed to take a look at. The contractor also did light carpentry—everything else was bid out. This project was done in phases over 3 to 4 years. They advised hiring a photographer to document the restoration process for the public relations aspect, and publishing a book at completion.

The project was funded with bonds totaling \$58 million. In order for our project to be successful, Ms. Frew said, Michigan staff suggested the work be accomplished at once, and not in separate phases. Mr. Lowe noted use of the Michigan Capitol is strictly for its full-time Legislature. The Governor’s Office and Lieutenant Governor’s Office are both off-site. The building is utilized in large part for ceremonial purposes, and it provides for many tours.

Review Draft Capitol Display and Usage Guidelines

At its previous meeting, Director Ahrens recalled, the Commission asked Administration to draft a set of display and public space usage guidelines for consideration. The Department’s Deputy Attorney General, Joanna Guilfooy, drafted the language to be consistent with the rules and state policies already in place, and clarified definitions for major, minor, and temporary displays. The

intent is for the Commission to take formal action at its next meeting in September. Once approved, the guidelines will be listed on the Commission website and made available to anyone interested in utilizing public space, or requesting displays.

Currently, there is a Capitol Display Committee composed of representatives from the Historical Society and Department of Administration that oversees the installation of temporary displays in the Statehouse. The guidelines propose continued utilization of a similar committee to make recommendations to the Commission on the approval of temporary displays.

Ms. Guilfooy added the fundamental point of the guidelines is for the Commission to adhere to statutory obligations of the Commission. At the same time the guidelines allow the display approval to proceed recognizing what is defined as minor and temporary.

Director Ahrens requested the Commission review the guidelines, forward comments back to Administration in order to be incorporated into a final set for adoption at the next Commission meeting. She noted the guidelines address public safety issues as well. Mr. Hartgen asked that Item #14 provide a bit more clarification, keeping in mind that the Capitol is a public building. Once adopted, Director Ahrens added, these guidelines must be administered fairly and equitably to every group that requests use of the Capitol.

Mr. Eiguren requested the Governor's Office as well as Legislative Leadership be asked to offer comment on the guidelines before they are adopted.

Fundraising

The RFP for identifying the Capital Campaign fundraiser was issued on July 9th and sent to 68 respective bidders, Mr. Gessford reported. In addition, it was posted on the Division of Purchasing's website as well as sent to the National Institute of Government Purchasers, National Association of Purchasing Managers, the State Association of Purchasing Officials, the National Governor's Association, as well as the Western Governor's Association with a request that they post the announcement on their websites.

The Division did not receive any questions on the RFP by the due date of July 22nd. The bid opening is scheduled for August 5th. The Commission agreed the selection committee, which will be formed to review and rank the RFP's, will consist of Stephen Hartgen, Steve Guerber, and Roy Eiguren.

Donations from Veterans' Groups

Chairman Eiguren indicated he will provide a report for the Commissioners on the results of donations from Veterans groups at its next meeting on September 24th. The Idaho Community Foundation is the entity that receives donated funds.

Statehouse Idaho Literature Festival

E-mail was received from Mr. Clay Morgan with a suggestion that the Commission consider as a fundraiser, a Literature Festival within the Statehouse to include a book-signing event, Chairman Eiguren reported. This idea will be forwarded to the fundraising consultant.

Idaho Community Foundation Follow-up

Director Ahrens suggested an effort be made to provide written text on the Capitol Commission project for the Idaho Community Foundation. Mr. Guerber and Chairman Eiguren indicated they would address this need.

Review FY99 and FY00, FY01 Budgets

FY99 Budget

Mr. Thompson reminded the members for FY99, \$198,800 was approved by the Legislature for the Capitol Commission. Since there was no operating history for the Commission, he said, the budget did not anticipate some expenses, and overstated others. For example, the home page development was more expensive than originally budgeted, and the Commission logo and letterhead was also not included in the original budget. Other items that were budgeted and not spent, such as the brochure design and development, were shifted over to cover those costs. Expenses for the Capitol Architect were also more than anticipated for FY99. A Capitol master plan project was established within the Division of Public Works and funding of \$120,000 was transferred to that project. A Request for Proposal for the battle flags restoration was issued prior to the end of FY1999, and funding for the contract was encumbered. Finally, \$1,600 was paid to the Idaho State Historical Society for design of the Capitol Kiosk.

FY00 Budget

The Commission received a FY2000 appropriation of \$238,000, he continued. Adjustments since the original budget include additions to reflect the completion of the Commission Web Site. The Capitol Architect fee was adjusted to reflect FY1999 expenditures and encumbrances, and an \$8,000 budget line item was established to fund the first phase of a fundraising contract. The Commission also

has incurred travel expenses of \$2,611 for visits to Lansing, Michigan and Helena, Montana.

FY01 Budget

For FY01, he said, the Commission will have approximately \$383,227 estimated cash available for operating and capital expenditures. Initial line items totaling \$67,000 include travel and meeting costs, office supplies, postage, photocopying, photography services and supplies, Home Page and brochure development, plus \$40,000 for the Capitol architect fees. The remaining funds, \$316,227, could be available for projects identified by the master plan consultant.

In order to submit the FY01 budget request to the Legislative Services Office by the September 1 deadline, Director Ahrens suggested CSHQA complete its initial budget recommendation for these funds by August 20th. Shortly thereafter the Commission can confer via conference call to approve a budget including the utilization of these moneys as well as Permanent Building Fund Advisory Council (PBFAC) moneys.

Mr. Lowe explained the initial projects that will be identified prior to the completion of the master plan, would include exterior building envelope work such as windows, flashings, masonry work, etc. The \$600,000 appropriated last year through the PBFAC for masonry work will be done at the same time the master plan is being completed. Next week, he said, the design team will begin conducting preliminary research on this work, and the actual masonry work will be schedule for next spring.

Historical Society Progress Report

Spanish American War Battle Flags

A conservator has been selected to conduct preservation work on the three Spanish American War Battle Flags that were displayed in the Capitol, Director Guerber reported. The flags will be shipped to Pennsylvania within the next week, but first they must be carefully wrapped in muslin. The bid came in at about \$19,000; however, there will be added costs for shipping, handling, etc. The conservator will not be able to begin the conservation process until about January 1, 2000. Anticipated completion date is June 30, 2000.

He pointed-out there were a number of items included in the cases along with the flags but will not to be part of the new display--2 flag poles, 2 ropes, 2 banners, 1

ribbon, and 1 parade carrying belt. He suggested those items be forwarded to the Military Museum to be included as part of its collection.

MOTION: Mr. Erstad moved the Commission, through the Historical Society, transfer the miscellaneous items that were included the case with the three battle flags, to the Military Museum. Mr. Hartgen seconded the motion and the Commission passed it by the members present.

Capitol Tour Program and Booth

Director Guerber reported the Historical Society's carpenter will construct the Capitol tour booth, slated for installation on the first floor of the rotunda. Ms. Hartmans completed the design.

The Historical Society tour program has also put together a survey to distribute to visitors of the Capitol soliciting comments not only about the tour program but also regarding facility accommodations and access. Results will be forwarded to the master-planning consultant.

Historical Furnishings

The long listing of possible original furnishings from the Capitol Building are in the process of being authenticated, Director Guerber explained. It is a procedure that will take some time since the items are located throughout state government.

Miscellaneous Items

2000 Legislation

Director Ahrens mentioned that at this time she does not recognize any need for the Commission to propose legislation in the 2000 legislative session, other than its FY01 budget requests. The members concurred.

Space Reports from Elected Officials

She also reported on responses from tenants of the Capitol Building, as a result of the Commission's inquiry into their perceived future space needs. To date, about half of the responses have been received—the other tenants are in the process of reviewing their space plans. This research will be utilized not only for the master planning of the Capitol Building, but for the Capitol Mall utilization plans as well.

She mentioned the agreement and funding for purchase of the Ada County House by the state is in place. As soon as the county has the go ahead for its new building, the state can move forward on the purchase. Consequently, since the state does not officially own the building yet, we will be unable to request any moneys for remodel in FY01, although the remodel will be folded into the overall master planning process for the Capitol Mall.

Meeting Dates for Remainder of 1999

The next meeting of the Commission, Director Ahrens said, will be a conference call anticipated toward the end of August, followed by an all day meeting on September 24th. Half of the day will be utilized for a work session involving the committee chairs and participants, as well as the Commission members. Tuesday, November 9th will be the subsequent half-day meeting of the Commission.

Adjournment

Chairman Eiguren adjourned the July 28, 1999 meeting of the Idaho State Capitol Commission at about 12:10 p.m.

Roy Lewis Eiguren, Chairman
Idaho State Capitol Commission

Diane K. Garcia, Management Assistant
Department of Administration