
Idaho State Capitol Commission

Official Minutes

July 17, 2001

A meeting of the Idaho State Capitol Commission was held on this date in the Senate Caucus Room, #350, Idaho State Capitol Building. Chairman Roy Lewis 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
Carl Bianchi, Director, Legislative Services Office, and Ex-Officio Member
Andrew Erstad
Steve Guerber, Director, Idaho State Historical Society, and Ex-Officio Member
Stephen Hartgen (via conference call)
Sandy Patano

Members Absent:

Will Storey
Skip Smyser

Others Present:

Jeff Shneider, CSHQA Architects
Jerry Lowe, CSHQA Architects
Allison McClintick, Policy Adviser, Office of the Governor
Jan Frew, Design/Construction Manager, Div. of Public Works, Dept. of Administration
Tim Mason, State Facilities Manager, Division of Public Works, Department of Administration
Jim Szatkowski, Outreach Coordinator, Division of Public Works, Department of Administration
Rick Thompson, Administrator, Div. of Internal Management Systems, Dept. of Administration
Lyle Gessford, Purchasing Officer, Division of Purchasing, Department of Administration
Marta Watson, Analyst, Division of Financial Management

Jeff Youtz, Supervisor, Budget and Policy Analysis
Jennifer Carrington, Analyst, Legislative Services Office
Thomas Fry, Registration Program Coordinator, Idaho Transportation Department
Donna Hartmans, Arrow Rock Architects
Bill Drake, es/drake
Jeremy Chase, es/drake
Jennifer Jones, es/drake
Diane Garcia, Management Assistant, Department of Administration

Approval of Minutes

Director Ahrens asked that the motion on page 7 of the May 23, 2001 Capitol Commission minutes clarify that the Commission approved "Option C", which was the recommendation of the Department of Lands for the management of the Capitol Endowment property.

MOTION: Commissioner Erstad moved and Commissioner Guerber seconded that the minutes of the May 23, 2001 Idaho State Capitol Commission meeting be approved as written with the inclusion of the above modification. The motion unanimously passed.

Chairman Eiguren noted that he had the opportunity to present the Commission's recommendation for the management of the Capitol Endowment property to the State Land Board in early June, and the members approved the recommendation.

Design/Construction

Project Management

At the last Commission meeting, a subcommittee consisting of Commissioners Storey, Erstad, and Ahrens was created to review the various issues involved in managing this project.

Commissioner Erstad reported that the subcommittee looked at the management approach involved in the delivery of the project from the construction standpoint, and considered how the Commission might orchestrate the process with the various entities involved. The group felt that a "Project Manager" would serve as a checks-and-balance and liaison between the Commission, Public Works, and the Building Authority. This position would not be involved with any of the actual construction, but would have some oversight of the design team as far as verifying the schedule and budget. Once the project proceeds into construction, the Project

Manager would then advise the Commission on the status of the budget and schedule from the construction point of view. Due to the very significance of this project, he said, the subcommittee feels a Project Manager would be of benefit in dealing with the “unknowns” of the work and the timely resolution of problems.

It was also recommended the Project Manager work with another proposed position, a Project Coordinator, who would coordinate the multiple subcommittees and provide the main source of communications throughout the entire Commission.

MOTION: Commissioner Erstad moved and seconded by Commissioner Ahrens that the Commission define the job description, develop a Request for Proposals, advertise, and put into place the selection process for the Project Manager position for the Idaho State Capitol Restoration Project. The Commission passed it unanimously.

Commissioner Ahrens noted that the final job description will be dispersed to the Commission members prior to being advertised.

Exterior Stairs Replacement/Masonry Repairs Project

Ms. Frew reported bids were opened for the first package of the restoration project on July 10th for the above referenced project. There were four bidders, she said, and McAlvain Construction of Boise proposed the low bid with a base of \$626,576 and unit prices totaling \$482,876 for a total bid of \$1,109,452. The budget for this project is \$1,190,000. The other three bidders were Jordan Wilcomb, CSDI, and Wright Brothers all of Boise.

Unit prices are flexible, she said, and are identified individually with an estimated quantity. The approximate \$80,000 difference in bid and budget can be utilized for unanticipated items.

The contract was issued on July 12th, and McAlvain now has 10 days to respond with all of its bonds and insurance certificates before a Notice To Proceed is issued, and work can begin. The completion date for the contract is May 1, 2002.

Mr. Lowe reported representatives from McAlvain intend to complete one set of stairs at a time so as much of the building remains accessible as possible since both the east and west stairs will be completely demolished and replaced.

Introduction

Commissioner Ahrens took the opportunity to introduce Allison McClintick, Policy Advisor for the Governor and assigned as liaison with the Department of Administration and the Capitol Commission.

Public Relations/Outreach

Public Relations Marketing Program Report and Recommendations by Subcommittee

Commissioner Patano, chair of the Public Relations/Outreach Subcommittee, reported the group met to discuss how to proceed with a preliminary plan in regard to interacting with the public and incorporating upcoming activities in an enhanced public profile. The Commission's communications/marketing consultant, es/drake, then provided to the members a proposal of ideas to incorporate over the next several months.

Mr. Drake and Ms. Jones of es/drake recommended **the first outreach event surround the actual start of the project construction with replacement of the stairs**. The event would have three broad themes, Ms. Jones explained. First it would be a celebration that after two years of planning, the work has actually begun. Secondly, it would be an event in which the public is invited to participate. Finally, the theme will emphasize that it was Idahoans who built the Capitol, and it is Idahoans who are restoring the Capitol for future generations of Idahoans.

The Governor, Commissioners, Legislators, school children, general public, as well as individuals whose relatives were involved with the creation of the Capitol would be involved. Officials would take ceremonial swings with sledgehammers at the steps to initiate the demolition of the stairs. To encourage a mingling of officials and the public after the ceremony, a cake decorated with a picture of the Capitol, would be served. The kick-off event is anticipated the end of July or early August.

The second outreach effort would be to start a launch of public information in a very earnest manner, Mr. Drake added. Posted on the Commission website would be information about everything there is to know about the Capitol Restoration Project. In addition to that, he recommended a press kit be created. Mr. Chase, also of es/drake, explained a benefit of the press kit is to reach citizens statewide. The kits would be filled with relevant information about the Capitol Commission, the restoration project, ways in which individuals can get involved, and human-interest materials. Included in the packet would be a series of simple one-page black and white fact sheets addressing such things as the Capitol

Commission; an explanation about preservation, restoration, and rehabilitation aspects of the project; and, the scope of work. Also included would be press releases on current events and a sheet on the Capitol history. A series of “Capitol Connections”, which are stories about individuals with legacies of the building, a sheet on Capitol trivia, and a project timeline would also be made part of the packet. This kit is to be updated consistently over the years of the project.

The other piece that the subcommittee felt strongly about is the need to reach out to the public with a tour of the state by Chairman Eiguren and Commissioner Smyser, Mr. Drake said. The two will travel to nine major cities—Idaho Falls, Pocatello, Burley, Twin Falls, Boise, Nampa, Lewiston, Moscow, and Coeur d’Alene. In each of the communities there will be four activities that occur. One is a meeting with the editorial boards of the major newspapers of the area, and secondly a broadcast event. The two will also participate in a major civic speaking engagement (Rotary Club, Kiwanis, Chamber of Commerce), and finally conduct a general open house for the public to talk one-on-one with the Commissioners. It is anticipated this be done during the week of August 13th. A PowerPoint presentation will be prepared for their use as well as press kits and any other requisite information.

The fourth piece of the plan is the production of a newsletter as a way to communicate critical information to key people interested in the project. Mr. Chase noted the plan is for a self-mailer newsletter, *Renewal News*, to be produced on a quarterly basis beginning Summer 2001. The first issue of the one-page front-and-back publication would include a message from Chairman Eiguren, mention of the kick-off event, a historical story about the building, information on the “road show”, and an attempt to elicit involvement and fundraising. The two-color design is fairly simple, he said. Commissioner Patano asked that the firm look into making the newsletter an electronic version as well so it can be e-mailed out, and also made available on the Commission’s website.

The final request of the subcommittee was to adjust slightly the Capitol Commission logo. The official Capitol Commission logo, subsequently, was modified to read “Capitol Restoration 2001-2005” instead of “Idaho Capitol Commission”. This design can now be used for project signage or press packet information, for example.

MOTION: Commissioner Patano moved and seconded by Commissioner Erstad that the Commission adopt the public relations outreach proposal and costs presented by es/drake. The motion passed unanimously.

Selection of Capitol Commission License Plate Design

Commissioner Bianchi thanked Tom Fry from the Department of Transportation (ITD) and Terry Knapp of Correctional Industries for assisting the Commission in the development of the license plates along with Mr. Chase of es/drake for the design work.

The Commission was asked to make a tentative selection of a plate design at this meeting to be provided to ITD and Correctional Industries for creating a sample plate for the Commission to view and approve. Six designs were then presented to the members—all designs included one of the two Commission logos with varying degrees of color and elements. For viewing the design at a distance, as would be the case for a license plate, the designers simplified the logo and better define its outline.

MOTION: Commissioner Patano moved and seconded by Commissioner Erstad that the Commission produce a sample license plate using the final design that was presented to the members. The motion passed unanimously.

Budget and Funding Issues

Report By Financing Subcommittee

At the previous meeting of the Commission, Chairman Eiguren requested Commissioner Storey chair a subcommittee with Commissioners Ahrens, Bianchi, and Erstad that would develop a financing plan for the Capitol restoration project. Mr. Thompson, Ms. Carrington, and Mr. Doug Dorn, the Commission's financial adviser, provided assistance to the group.

During its last session, Commissioner Bianchi explained, the Legislature authorized the Commission to enter into an agreement with the Idaho State Building Authority (ISBA) to bond for \$32 million of the \$64 million restoration project. The subcommittee has been gathering information from the ISBA and from bond counsel, for example, and researching interest rates, debt service, bond issuance premiums, and considering various options and timing for a bond issue. Also, it has been looking at identification of other sources of funds such as license plates, private donations, federal funds, and income from the Capitol Endowment Fund. These moneys would be used to reduce the need for bonding or for other appropriations.

The subcommittee has developed a number of options and will have a recommendation for a financing package ready for the next full Commission meeting. If a financing package is adopted at the next meeting, it could then be reviewed at the Legislative Council meeting scheduled for October 18th.

Report on Action by Land Board on Maximization of Land Trust Revenues

Chairman Eiguren noted that last October the Commission requested the Department of Lands conduct a review regarding possibly maximizing revenues the Commission could obtain from the Capitol Endowment lands. The endowment land balance is currently 7,222 acres with 2,938 acres of mineral estate. The revenue from those acres is perpetually dedicated to the purpose of restoring and maintaining the Idaho State Capitol Building.

Department of Lands Director, Winston Wiggins presented to the Commission at its May meeting the Department's recommendation of Alternative C (attached) that maximizes the revenue from those funds. It anticipates in the next 10-year period on a conservative basis, \$9 million to be payable into the Endowment Trust for the Capitol Income Fund amount for a total deposit of \$32,500,000 over the next 50 years. The Land Board did adopt this recommendation and it has been put into place, he said.

Private Sector Fund Raising Efforts

Commissioner Patano reported that the Fund Raising Subcommittee members feel that with an aggressive fund raising strategy and campaign, an additional \$2 million could be raised from the public. The subcommittee is currently reviewing the fund raising contract as it exists to see if it will fit with the subcommittee's campaign. The subcommittee will be prepared to give a report at the next Commission meeting.

Capitol Endowment Income Fund Balance Commission Operating Budgets

Mr. Thompson referred to the Commission's "Year-End Sources and Uses of Funds Statement for FY01". He pointed out that the Commission started out with about \$2,119,027, and over the year accumulated funds from interest income, rents/royalties/timber sales as well as received a \$32 million supplemental appropriation and long-term fund interest for total sources of funds of \$35,900,904.

Uses of funds over the year include \$128,419 of operating expenses, a \$5,000 license plate programming encumbrance, and \$849,000 for the Capitol Master Plan implementation for total uses of funds of \$982,419. This includes a transfer of \$67,000 to the master plan project, administered at the Division of Public Works. The cash balance as of June 30, 2001, therefore, is \$34,918,485.

To date, according to the Idaho Community Foundation, \$968.39 has been donated to the Capitol Restoration Funds, and \$1,101.37 to the Capitol Preservation Fund.

Mr. Thompson presented a proposed operating budget for FY02 to the Commission. Chairman Eiguren noted it is the intent of es/drake to have a complete communications budget to present to the Commission at its next meeting. Earlier in the meeting, the Commission agreed to proceed with the kick-off event, the newsletter and the state tour.

Access/Use/Administration

Appraisal of the Idaho State Capitol

Commissioner Ahrens reported that Administration's Insurance Management Office has been working with the state's outside insurance providers to do an appraisal on the Statehouse. Because of its complexity, the appraisal is taking additional time.

Report on the Archeological Dig

Commissioner Guerber noted that the planned dig on the Capitol grounds did not run as long as intended due to a leaking pipe that caused the excavation hole to fill with water. Some minor artifacts were discovered such as pieces of brick and a pork bone. Many people stopped by to volunteer or watch, he added.

Perhaps next fall, he said, another dig might be planned at the location where it is known the foundation for the original Territorial Capitol exists. This will be timed when school is in session to provide an educational opportunity.

Pictorial Documentation

Commissioner Patano reported it was the Communications/Outreach Subcommittee's recommendation that the communications service provider be asked to subcontract with a photographer to photograph the progress of the restoration project over the next four years. She stressed the importance of beginning the photography at the kick-off event, which was not included in the proposal es/drake presented, but will be included in the budget at the next meeting.

Update from the Design/Construction Subcommittee

Commissioner Erstad explained there was a partial submission of the schematic design by CSHQA Architects and those have been reviewed by Donna Hartmans. Her subsequent comments were issued to the Commission and to Public Works. CSHQA Architects was then asked to respond to those comments prior to proceeding with the next steps of design development and construction documents.

One component that has not been included in the schematic design to date is schematics for the executive branch, which are currently under development. Additionally, Public Works is working on finalizing the architect's contract for the next phase design services.

Adjournment

The July 17, 2001 Idaho Capitol Commission meeting adjourned at about 10:30 a.m.

Roy Lewis Eiguren, Chairman
Idaho State Capitol Commission

Diane K. Garcia, Management Assistant
Department of Administration