

---

# Idaho State Capitol Commission

---

## Official Minutes March 28, 2007

A meeting of the Idaho State Capitol Commission was held on this date in the East Conference Room of the JR Williams Building, Boise, Idaho. Major General Jack Kane, Commission Chairman, called the meeting to order at 9:40 a.m.

### Attendees

#### Members Present:

Major General Jack Kane, Chairman

Carl Bianchi

Andrew Erstad

Evan Frasure

Stephen Hartgen

Sandy Patano

Keith Johnson, Director, Department of Administration, Secretary/Ex-Officio Member

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

Keith Petersen, Interim Director, Idaho State Historical Society (ISHS), and Ex-Officio Member

#### Others Present:

Rick Thompson, Administrator, Div. of Internal Management Systems, Dept. of Administration

Tim Mason, Administrator, Division of Public Works (DPW), Department of Administration

Jan Frew, Deputy Administrator & Capitol Restoration Project Manager, DPW, Dept. of Administration

Kelly Schlieper, Relocation Specialist, DPW, Dept. of Administration

Gary Daniel, Idaho Capitol Commission, Communications Liaison/Coordinator

Diane Blume, Management Assistant, Department of Administration

Brigette Teets, Webmaster, Department of Administration

Becky Henke, Idaho Capitol Commission, Project Communications Assistant

Larry Johnson, Endowment Fund Investment Board

Robyn Davis, Relocation Specialist, Legislative Services Office

Dawn Hall, Division of Financial Management

Ken Swanson, Idaho State Historical Society

Steve Walker, Idaho State Historical Society  
Linda Morton-Keithly, Public Archives & Research Library Administrator,  
Idaho State Historical Society  
Rich Bauer, Lemley/3D International  
Jim Mallon, Lemley/3D International  
John Maulin, CSHQA Architects  
John Emery, Jacobsen Hunt Joint Venture  
Penny Dennis, McAlvain Construction

## **General Commission Business**

### **Approval of Minutes**

**MOTION: Commissioner Hartgen moved to approve the minutes of the February 28, 2007 Idaho State Capitol Commission meeting. Second by Commissioner Johnson, the motion passed.**

## **Budget and Funding Issues**

### **Revenue & Expenditures Report, Rick Thompson**

Mr. Thompson referred to the handouts titled FY2007 Budget Worksheet and Sources and Uses of Funds FY 2007. He reported that there have been no significant changes since the last report to the Commission in January.

### **Transfer from Endowment Fund for FY 08, Rick Thompson**

Mr. Thompson reported that the transfer from the Permanent Endowment Fund is typically based on the Commission's budget request. Last fiscal year the Idaho Capitol Commission requested a transfer of 5% of the interest earned. If that same rate was used for the FY 2008 transfer, the amount of the transfer would be about \$600,000. He recommended that the Commission make the decision for the amount of the FY 2008 transfer to be communicated to the Endowment Fund Investment Board by its next meeting on May 8, 2007. Chairman Kane asked Commissioners Johnson and Youtz to work with Mr. Thompson on a recommendation of the amount to transfer from the Endowment Fund.

### **Furnishing Appropriation, Jeff Youtz**

Section 3 of House Bill 277 appropriated \$5,150,000 from the General Fund to the Capitol Income Fund for the purpose of buying furnishings for the new wings and to refurbish the furniture now in the Capitol. \$150,000 will fund storage of Capitol furnishings during the restoration. This money will stay in the Income Fund and earn interest until needed. Chairman Kane requested that Mr. Thompson show these funds as a separate line item in the budget reports.

Commissioner Hartgen asked for clarification of the purpose of the \$339,000 appropriation in Section 6 of HB 277. Commissioner Youtz explained that this appropriation will go to the Department of Administration to address those technology

infrastructure items in the Capitol Mall such as broadband width and other technology issues. Department of Administration will monitor these funds. Commissioner Petersen thanked Commissioner Youtz for helping to get these funds for the Capitol.

## **Capitol Master Plan Updates**

### **Master Plan Design Review and Construction Schedule Progress Report, Jan Frew**

The Design team will present the plan for the restoration and underground wings addition and are asking for approval today to move forward with construction activities. The method of construction is design-build for the wings construction. The plans presented at the meeting are conceptual because all of the details have not yet been worked out. The first bid packages for the restoration will be issued at the end of April. The Design Build team has scheduled primary excavation for the new garden level wing footprints for mid-May.

### **Presentation by Lemley+3D/I, Jim Mallon**

Mr. Mallon presented a slide presentation showing the activities since the last report, floor plan designs, and the status of both budget and schedule. Presently, the team is working through the building code analysis and floor plan refinement. Mr. Mallon reported that tree relocation has commenced. Skylights have been added into the corridors accessing the new underground office space.

Commissioner Hartgen asked if the only ADA compliant exit was the elevator, and Mr. Mallon confirmed and stated that the Division of Building Safety has approved the elevator as the ADA compliant means for exiting the building.

The Design and Construction Committee met with the Design Build team March 27 and discussed the modifications in the floor plans. The Design and Construction Committee recommends that the skylights in the main corridor be lengthened and widened as much as possible, while protecting the Capitol-like appearance; that a skylight be installed over the main section of the dining room; and the mid-yard west entrance to the Capitol grounds be removed leaving entrance at the corners only.

Chairman Kane suggested that two skylights be installed over the dining room to balance the symmetry between the east and west wings. Commissioner Erstad agreed that the Design and Construction Committee will work with the Design Build team on symmetry on the grounds. Chairman Kane asked that the Design Build team provide a slide showing how the grade line will come out of the Capitol steps to the sidewalk at the next meeting.

### **Presentation of Floor Plans Design by CSHQA, John Maulin**

Before his scheduled presentation, Mr. Maulin first commented about the skylights in the main corridor of the wings. Leaving some ceiling space between the edge of the skylights and the wall will maintain continuity of a Capitol-like look in the wings. This space is required to house the fire sprinkling and night lighting systems. Commissioner Bianchi requested that the Design and Construction Committee be provided conceptual

side views of the skylights and sight views of the Capitol dome from the corridor at its next meeting. Mr. Maulin will pass this request to the McAlvain project manager.

Mr. Maulin also made the point that the larger skylight will give a picturesque view but will also provide a lot of daylight into the wings, which isn't necessarily the best type of lighting. One of the disadvantages of direct daylight coming into the corridor is the increased heat/cooling ventilation needs in the corridor. Mr. Maulin suggested that there will need to be some type of daylight diffusion system to address the temperature fluctuations in the corridor. Commissioner Hartgen asked how Texas solved this heating/cooling problem and Chairman Kane requested that Mr. Maulin provide that information at the next Commission meeting. Chairman Kane reminded the team that the project has a finite budget within which the solution must be found.

Mr. Maulin presented the conceptual drawings of the revised floor plans of the Capitol building. He began the presentation with the Garden Level, showing the Senate area in red, the House area in dark blue and the Media/IPTV area in light blue. Two small conference rooms are included on each side of the Garden Level. The center area will be open and will house concession and gift shop areas. Commissioner Hartgen asked if the media space in the Garden level is approximately the same amount as media previously operated from in the center of the basement and Mr. Maulin stated a slight increase overall in the new spaces.

The entire first floor has been allocated to the Legislative Services Office (LSO), with the exception of the southeast corner, in which the State Treasurer will continue to occupy. The second floor plans have been approved. The Governor will have offices in the west side, and the east side will be shared by the Lieutenant Governor, Attorney General, Secretary of State and the State Treasurer. There have been few changes to the third and fourth floors.

After Mr. Maulin completed his presentation, Mr. Mallon finished by reporting that the budget has not changed since the last meeting and the overall project schedule is still on target for completion in time for the 2010 legislative session. Mr. Mallon plans to have a more detailed schedule report in the next two to three months. Chairman Kane repeated that there is not additional money for this project; it must fit within the \$130 million appropriated to the project.

**MOTION: Commissioner Youtz moved to accept the master plan as presented and authorize the Division of Public Works and the Construction team to move forward with construction. Second by Commissioner Patano, the motion passed.**

Commissioner Youtz clarified for Chairman Kane and Commissioner Bianchi that his motion intends that the construction team continue to work the Design and Construction Committee on major issues related to construction and that the motion encompasses the Wings as well as the Capitol and its grounds.

Commissioner Hartgen reported that he has received questions from reporters about why the project was not considered as two projects; restoration of the State Capitol and a

Wings expansion. For the record, Commissioner Hartgen felt that considering it one project is not only most appropriate, but also most cost effective. The Commission agreed that, after considering the implications of alternate ideas, such as one two-story wings, this construction method is the lowest cost and best use of resources. The Idaho Capitol Commission has, by law, the responsibility to refurbish the Capitol and the Legislature has also given the Commission responsibility for the Wings expansion. The Commission will continue to use experts to help make the best decisions on the project.

### **2007 Legislative Session Report (HB218 & HB277)**

Commissioner Youtz confirmed that both HB 218 and HB 277 have become law. HB 218 directs the Capitol Commission to execute a new master plan, which, by statute, officially assigns the garden level, first, third and fourth floors of the Capitol to the legislature. It assigns second floor control to the Governor. Garden level wings are specified as single story. HB 277 is an appropriations bill.

### **Tree Removal/Wood Allocation Plan, Diane Blume**

Ms. Blume checked with other states while gathering background information for this project. For example, the state of Washington cut the wood into sections and gave certificates of authenticity with the auctioned wood chunks. She also solicited information from woodworkers.

There are two parts to the project; the first part is to remove the trees and transport the wood to the kilns where it will be cured. Experts from the woodworker trade will be present to oversee the project. The process to cure the wood will take about four months. The second part is to develop an appropriate process to distribute the wood. During the four months the wood is curing, letters could be written for proposals of things to make from the wood to be displayed in the Capitol or to be given as gifts from the Governor. The Harrison Tree (shown as #12 in the handout) is the only tree designated as historic from which enough wood could be harvested to make benches or other large pieces. Wood from the other trees could be used to make small artifacts, such as gavels.

Chairman Kane reported that there has not been any negative response from the public about the tree removal project and both the Chairman and Commissioner Hartgen commended Mr. Daniel for his good media work.

Commissioner Erstad clarified that the goal of this agenda item and Ms. Blume's presentation is to approve the plan to cure the wood and to let the Commission know that the Department of Administration will handle the distribution and use of the wood, with intent to retain as much as possible for use within the building.

**MOTION: Commissioner Youtz moved that the Department of Administration be allowed to make the necessary decisions to remove and cure the wood and report back to the Commission. Second by Commissioner Bianchi, the motion passed.**

## **Other Design & Construction Elements**

### **Swing Space Update, Jan Frew**

The swing space construction projects are on schedule. The first effort will be moving permanent staff into the Annex, which will be completed by the April 13 and 14 move dates. Installation of carpet will take place at the Idaho State Library over the next two weeks, after which that project will be complete. The Borah Building will be a dove-tailed operation, with the areas to be occupied first scheduled for completion first. Completion of work in this building will be close to the scheduled moves. The JR Williams Building basement IT room is complete; construction on the second floor is progressing on schedule; and the fourth floor construction is the most difficult to keep on schedule. The Attorney General's Office has just been notified that they will need space for an additional eight people in this space. Ms. Frew complimented Joe Rutledge for keeping the contractors on schedule, and Kelly Schlieper and Robyn Davis for keeping the relocation organized and on schedule.

### **Relocation Status, Kelly Schlieper and Robyn Davis**

Kelly Schlieper gave an update on the most recent revision to the move schedule. Moves will begin on the weekend of April 13 and continue every weekend through May 20. The building will be turned over to the Construction Manager At Risk (CMAR) on May 22. Four moving companies bid on the moving job and two companies were selected. The total cost of the two bids came in under the original estimate. The modular furniture and the electronic equipment, such as the copiers, must be moved by specific companies.

Robyn Davis, Legislative Services Relocation Coordinator, reported that the storage unit bids are in, and she recommended acceptance of the Kendall Street bid of \$350,000. This facility offers the lowest per square foot cost, easy access to the current State Records Storage Center, and relative proximity to the Capitol Mall. The Kendall Street unit will house furniture not scheduled for refurbishment, overflow records, and fixtures.

When asked by Commissioner Frasure if the extra four thousand square feet of storage space would be needed, Ms. Frew responded that it would be. She also noted that the CMAR will likely also lease additional space. The Commission Secretary will sign the lease for the storage space.

**MOTION: Commissioner Patano moved that the relocation team proceed with securing the lease at the Kendall Street location. Second by Commissioner Erstad, the motion passed.**

### **Historical Records, Linda Morton-Keithly**

Ms. Morton-Keithly reported that an off-site storage facility has been secured and records are being sorted boxes for ease of retrieval. Those items needing more security or more accessibility will be stored at the History Center.

At this time the ISHS has received between 500-700 cubic feet of materials, and have another pick up scheduled for today. The Secretary of State has 800 to 1,000 boxes of permanent records, some of which will be stored at the State Records Center. Commissioner Petersen complimented Ms. Morton-Keithly and her staff on a job well done.

### **Historical Furnishings, Ken Swanson**

Mr. Swanson reported that 98% of the artifacts have been moved out of the State Capitol and the furnishings are scheduled to be moved early next week. The removal has gone very well, without any damage to artifacts or workers. The next step will be to inventory everything and evaluate the need to refurbish the pieces, which will be stored in a working storage. As requested for display, items can be moved in or out over the next three years.

### **Donations – Display Cases, Ken Swanson**

The blue display cases located on the first floor of the Capitol were purchased by the Legis-Ladies. When they are removed, ISHS will take possession of them and make them available for use in communities, most likely in museums around the State. These display cases will not be returned to the State Capitol because after the restoration the displays in the State Capitol will focus on the State's or the Capitol's history. Commissioner Bianchi complimented Mr. Swanson's expertise.

Commissioner Hartgen asked if the flags on the second floor will be returned to the flag case after the restoration. Mr. Swanson explained that the flags actually belong to the State Adjutant General, but have been displayed in the State Capitol for many years. Mr. Swanson recommends that they be displayed in a flat space, similar to the Spanish American War flags that the Commission preserved and are now on display in the Lt. Governor's Office.

## **Public Outreach, Art & Display**

### **Public Relations/Outreach Activities**

Commissioner Patano reported that the Outreach Committee met last week and discussed how to improve outreach and communication with the public-at-large. The committee feels that it is important to converse with the public in the same way that they were kept informed during the tree removal process. Building a Frequently Asked Questions (FAQ) page on the web site is an important method of communication.

Before turning the time over to Mr. Daniel to present the draft community presentation, Commissioner Patano expressed her hope that some of the members of the commission will step up to the plate and offer to make some of the presentations around the State.

Mr. Daniel gave his draft presentation to the Commission and received the following feedback from them:

- Increase information on the history of the Capitol, possibly using some of former Commissioner Euguiren's prior presentation
- Increase the answers to "Why?" questions, and emphasize that this is a working Capitol for the people of Idaho and double-check all facts in the presentation
- Less information about funding source(s)
- Compare the population of Idaho 100 years ago to the population of Idaho now.
- Show the prudence of restoring and expanding the Capitol to maintain its use as a working Capitol, which is a good investment to the taxpayers.
- Show that this is not just another state building, but is of great historic value.
- Tie the end to the beginning with the message that when the restoration is complete, this will be a replica of the Capitol as it was 100 years ago (i.e. 1920's).

#### **Art and Culture Committee, Keith Petersen**

Commissioner Petersen thanked Commissioner Hartgen for agreeing to be on the Art and Culture Committee. He asked the Design and Construction Committee to keep a meeting place for the many school kids who come to tour the Capitol each year. He was concerned because he did not see a meeting place in the plans presented to the Commission. Commissioner Erstad agreed to revisit the issue at the Design and Construction Committee meetings.

#### **Groundbreaking Ceremony, Keith Johnson**

Commissioner Johnson reported that he has not had an answer from the Governor's office about his availability for a Groundbreaking Ceremony. He will continue to work with the Governor's office on a date for the ceremony. The Commission agreed that the Groundbreaking Ceremony will be low-key and that the big celebration will be the Grand Reopening Celebration. Ms. Frew informed the group that digging on the Wings will begin May 7.

## **Monthly Meeting Schedule**

It was agreed that the next commission meeting will be held by the end of the month, on the same day as the Groundbreaking Ceremony, which will be scheduled during the next two weeks, and that Commissioners Youtz and Johnson will work with Mr. Daniel to develop the event.

The meeting was adjourned at 12:30 p.m.

---

Prepared by: Becky Henke, Project Communications Assistant  
Idaho Capitol Commission