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# Idaho State Capitol Commission

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## Official Minutes

June 20, 2007

A meeting of the Idaho State Capitol Commission was held on this date in the Multi-Purpose Room of the Idaho State History Center in Boise, Idaho. Commission Chairman Jack Kane called the meeting to order at 9:35 a.m.

### Attendees

#### Members Present:

Major General (Ret.) Jack Kane, Chairman

Stephen Hartgen

Carl Bianchi

Andrew Erstad

Sandy Patano

Evan Frasure

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

Janet Gallimore, Executive Director, Idaho State Historical Society, and Ex-Officio Member

Mike Gwartney, Director, Department of Administration, Secretary/Ex-Officio Member

#### Others Present:

Becky Henke, Communications Assistant, Idaho State Capitol Commission

Teresa Luna, Communications Manager, Dept. of Administration

Rick Thompson, Administrator, Div. of Insurance and Internal Support, Dept. of Administration

Connie Smith, Fiscal Officer, Div. of Insurance and Internal Support, Dept. of Administration

Tim Mason, Administrator, Division of Public Works, Dept. of Administration

Jan Frew, Deputy Administrator and Capitol Restoration Project Manager, Division of Public Works, Dept. of Administration

Joe Rutledge, Assistant Project Manager, Division of Public Works, Dept. of Administration

Diane Blume, Management Assistant, Dept. of Administration

Brigitte Teets, Webmaster, Dept. of Administration

Robyn Lockett (formerly Robyn Davis), Relocation Specialist, Legislative Services Office

Dawn Hall, Budget Analyst, Division of Financial Management

Ken Swanson, Historic Sites Administrator, Idaho State Historical Society

Michelle Lynch, Idaho State Historical Society

Steve Walker, Idaho State Historical Society  
James Riley, Idaho State Historical Society  
Rich Bauer, Lemley+3D/I  
Jim Mallon, Lemley+3D/I  
John Maulin, CSHQA Architects  
Paul Lawrence, Jacobsen Hunt  
Greg Hahn, Idaho Statesman

## **General Commission Business**

Chairman Kane introduced and welcomed Mike Gwartney and Janet Gallimore as new commissioners. Commissioner Gwartney replaces Keith Johnson as the Director of the Department of Administration and Commissioner Gallimore, Director of the Idaho State Historical Society, replaces Keith Petersen, the interim director.

### **Approval of Minutes**

**MOTION: Commissioner Andy Erstad moved to approve the minutes of the May 24, 2007 Idaho State Capitol Commission meeting as written. The second was by Commissioner Patano; the motion passed.**

## **Budget and Funding Issues**

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

Mr. Thompson referred to the FY 2007 Budget Worksheet and 2007 Sources and Uses of Funds reports for the period ending May 31, 2007. He reported that the entire \$1,942 in carryover operating funds from FY 06 will be used during FY 07.

Actual Endowment Fund Investment Board (EFIB) fees were \$43,714 through the end of May and that the final invoice from the Department of Lands for FY 07 fourth quarter is \$17,000, and will be reflected on the June financial report. As requested by the Commission, the \$5,150,000 appropriation received this year for Capitol furnishings is shown as a separate line item on the FY2007 Budget Worksheet and the current actual expenditures from this appropriation are \$110,627 for annual charge for the storage facility. There were no other major expenditures during the month.

The Sources and Uses of Funds report reflects an almost \$1.1 million cash balance in the Income Fund, not including the \$5,150,000 appropriated by the 2007 Legislature for furnishings. The Endowment Fund has a book value of \$6.2 million and a market value of \$16.6 million dollars. Earnings from the Endowment Fund will be received by the Commission in July or August.

Mr. Thompson asked to table the report on the license plate and timber sales programs to the July Capitol Commission meeting in order to present a complete report including the entire fiscal year. The Commission concurred.

# Capitol Restoration Updates

## **Design/Construction Update, Jan Frew**

Ms. Frew reported that the project team is meeting regularly with the Commission's Design and Construction Committee. The work inside the Capitol building is underway. Hazardous materials abatement is complete and demolition work is just beginning. Work to protect the surfaces in the Capitol will occur before major demolition begins. The result of investigative work so far shows that there are some differences in actual structural elements than indicated by the historical drawings.

Consideration of the needs for paint stripping and scagliola repair has begun. Prequalification interviews are scheduled for firms interested in this restoration work.

The main excavation work will begin the end of June and it is expected that both wings will be excavated at the same time. A preconstruction conference with Jacobsen Hunt, the Construction Manager At Risk (CMAR), has been scheduled for the week of June 25<sup>th</sup>. They are currently issuing bids for Phase 1 restoration work.

Paul Lawrence, Project Estimator for Jacobsen Hunt, presented a worksheet to the Commission showing estimates and projections for phase one bids to date. Mr. Erstad noted that the handout showed that most line items are over the projected budget and asked how this will be addressed. Mr. Lawrence explained that bids on several items on the list have been above the projected budget and he is working with the design team and the vendors to bring the bids within budget.

Chairman Kane noted a disparity between the projection and the bid for photo documentation of the project. Mr. Lawrence explained that the photo documentation will be high quality to last for historical purposes and for the purpose of documenting the condition of the building. Commissioner Gwartney asked what the contingency rate was and Mr. Lawrence explained that the Jacobsen Hunt's estimate includes a 5% contingency. Commissioner Patano asked for confirmation and Mr. Lawrence confirmed that the photos would be the property of the State of Idaho. It was reiterated by members that the photographs would also be used to keep the public updated on the project. Ms. Frew said that she is comfortable with this approach and that it is part of the Jacobsen Hunt contract. Mr. Lawrence will submit information about the bids for the photographer to the Commission through Ms. Frew and the Commission agreed to revisit the topic of photo documentation at its next meeting.

Jacobsen Hunt reported that the first security company has been removed from the project because its performance was unsatisfactory. The second bidder has been hired at an increased cost.

## **Schedule Status Report, Jan Frew**

Jim Mallon reported that the overall project schedule will be updated and presented monthly and a detailed progress plan will be available to members as well.

- Construction on phase two of the Capitol Annex remodel is on schedule, with completion slated for September 7. The mezzanine will be completed on October 7.

- Schedule item #27: structural tests in the Capitol for new elevator/stairs are underway and will wrap up in the next week.
- Schedule item #35: procurement bid package #1 is almost complete and demolition has started.
- Schedule items #38 & #43: The phase two design for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and Garden Level tenant improvement and mechanical, electrical and plumbing (MEP), as well as the CMAR review are estimated to be completed by July 20<sup>th</sup>.
- Schedule item #77: The design development documents were submitted on schedule and the review is also complete.
- Schedule item #92: The CMAR contract has been extended two weeks and is expected to wrap up in the last week in June. This extension does not impact the overall schedule.
- Schedule item #102: Construction of Garden Level Wings is underway. Mr. Mallon reported that the trees have been removed and the wood was successfully salvaged for some projects by the state's wood-workers society. This event ultimately kicked off the construction of the Garden Level Wing.

Chairman Kane addressed an e-mail he received questioning the level of communications and degree of coordination with the state during the tree removal project was successful or if any communication was lacking. The Commission discussed the tree removal process. The project team reported that Representative Black coordinated the harvesting and had reported to them that he felt the tree harvest was satisfactorily done.

Diane Blume, who has been assisting with the harvesting project, agreed that Representative Black was content that there appears to be enough wood to distribute to interested woodworkers. Although the process happened more quickly than anticipated, Representative Black was able to arrive at the site in time to mark the priority trees that he wanted to salvage and to see that the wood is safely stored at an off-site location. Ms. Blume updated the Commission on the types of trees that were salvaged and reported that Representative Black is currently raising money to transport, saw, and kiln dry the hard wood.

Commissioner Erstad, Chair of the Design and Construction Committee explained that, according to their discussions, saving historical trees was important, but not all trees, because that would be too large an undertaking. He also mentioned that some trees were in poor health and the wood quality was not up to standards. A review of records will reflect the Design and Construction Committee's notes on the trees that were scheduled to be removed and saved. Commissioner Patano suggested that the issue may have been a lack of communication about the tree removal rather than the process.

Chairman Kane asked Ms. Frew to provide a report at the next meeting about the notification process involved with the tree removal project and whether the contractor carried out the project as intended.

On another topic, Commissioner Youtz asked that even though the move-in date to the Capitol is scheduled for December 31, 2009, to what extent will technical staff and

legislators have opportunity for early access in order to prepare for the upcoming session seven days later? Mr. Mallon replied that it is the intent that a more detailed schedule will be presented later giving legislative staff earlier opportunities to complete their preparations in time for the legislative session. A Commissioning Agent will be hired to ensure that all systems are functioning properly.

### **Street Closures, Jan Frew**

The Design and Construction Committee has been working with Contractors and the Ada County Highway District (ACHD) to create a street closure plan. Some fencing will be installed on Monday, June 25<sup>th</sup>. A traffic control plan was given to the Capitol Commissioners showing one lane of traffic and one lane of parking will be closed on 6<sup>th</sup> and 8<sup>th</sup> Streets. All lanes on Jefferson will be closed from 6<sup>th</sup> Street, reopening one lane only at the west entrance from Capitol Blvd. The east lane of Capitol Blvd. will be closed between Bannock and Jefferson Streets. State Street will be reduced to two lanes with no parking availability. A press release was sent regarding closure plans.

Saint Michael's Cathedral has expressed concern about losing four parking spaces it utilizes on State Street for handicapped parking and for special events such as funerals and weddings. The church is the only non-state-owned property that will be affected by these closures and the ACHD and Ms. Frew are working with church representatives. The Commission discussed safety issues and construction problems encountered by accommodating the church's request to retain the four State Street parking spaces, and also discussed other alternatives.

**MOTION: Commissioner Hartgen moved to make a formal recommendation to ACHD that no parking on State Street is allowed. The second was by Commissioner Youtz; the motion passed.**

Chairman Kane asked Commissioner Gwartney to communicate that recommendation to the ACHD.

The Design and Construction Committee is negotiating reduced or eliminated encroachment fees for both ACHD and Boise City. Rather than paying encroachment fees, the intent is to pay only the actual costs associated with these road closures. Commissioner Gwartney is handling the negotiations with ACHD and Commissioner Erstad is handling those with Boise City. Chairman Kane asked them to report back to the commissioners via email as soon as the negotiations are complete.

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

### **Public Relations/Outreach Activities, Sandy Patano**

The newly developed virtual tour will be available during the construction period to students who typically tour the building, and to the general public as well. The virtual tour has been modified so the detailed floor plans will not be included in the tour for security reasons.

### **Construction Log, Sandy Patano**

The Capitol Construction Log is a separate area on the website that is a running dialog about the project to keep the public informed. It will include links to press releases and some historical photos, for example.

### **Construction Camera Update, Brigitte Teets**

Ms. Teets reported that staff researched the best way to use construction cameras to document exterior work at the Capitol, methods for storing and accessing the photos, and the associated costs. She provided a PowerPoint presentation which included a map of optimum camera locations, and she demonstrated the camera view of the west lawn and the removal of one of the large trees on the west lawn. The Commission has several options, she said:

1. Purchase equipment and have existing staff manage the cameras, data storage and accessibility. This option would require a steep learning curve for staff, which does not currently have expertise in this area.
2. Lease the cameras and use Commission's server space
3. Lease Cameras and server space from an outside vendor who will provide camera services with internet access and manage data collection and storage. The proposed documentation would be indexed by date in order to be efficiently accessed.

The recommendation of the Outreach Committee is to lease the cameras and the computer imagery support, to avoid capital outlay costs for equipment, she explained. Specifications for the request for quotation must include that the vendor have experience in allowing remote users to monitor the project. Bids for these services have not yet been received but costs are estimated at approximately \$25,000. AT&T has offered to allow a camera to be placed in its building and is discussing providing a DSL line to the Commission site at no cost. Commissioner Gallimore felt that the price was reasonable for this critical record of the project. The desire to keep the project open to the public and provide as much access as possible and practical was reiterated throughout the group.

Commissioner Bianchi stressed that an outside contractor would be efficient and practical for this project. He also stressed that data needs to stay simple to keep the loading of the pictures quick for most users, which may cut down expenses as well. Commissioner Hartgen asked if the contractor's requirement for photo documentation of the project could be met by this camera installation and Commissioner Patano distinguished that there are two different reasons for documentation, 1) to communicate the project to the public and 2) as documentation of the construction process. Permanent archival photography is not included in this project. Commissioner Bianchi asked that the number of hits on the web site be tracked to ensure effective use.

There were two motions:

**FIRST MOTION: Commissioner Bianchi moved to get a cost proposal for a private contractor to provide the system with a fixed camera at the AT&T building and at both east and west ends of the Capitol showing the excavation. The second was by Commissioner Gallimore.**

Discussion was held regarding the timing for having the construction cameras in place to cover the excavation activities from the beginning. Concern was expressed that the previous motion would not allow installation of the cameras and gathering of data soon enough to record the first month of excavation because the final approval to put the cameras in place would happen at the July 19 Commission meeting. At this point a substitute motion was put before the Commission.

**SUBSTITUTE MOTION: Commissioner Gwartney moved to get a cost proposal for a private contractor to provide the system with a fixed camera at the AT&T building and at both east and west ends of the Capitol showing the excavation, and that up to \$25,000 be allocated to proceed with the installation of the equipment and to begin photo documentation. The second was by Commissioner Frasure; the motion passed unanimously.**

## **Upcoming Meeting Schedule**

The next meeting of the Commission is scheduled for Wednesday, July 19, 2007 at 9:00 a.m. in the east conference room of the JR Williams Building. The August 21<sup>st</sup>, 2007 meeting will be held in the auditorium at the Idaho Transportation Department headquarters at 3311 West State Street. The September meeting was set for Thursday, September 20<sup>th</sup> in the Multi-Purpose Room of the Idaho State History Center, located at 2205 Old Penitentiary Road, Boise, Idaho.

Commissioner Youtz requested that a tutorial on Capitol Commission finances be scheduled for the July or August meeting.

## **Adjournment**

The meeting was adjourned at 11:10 am.

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Becky Henke, Communications Assistant  
Idaho Capitol Commission