
Idaho State Capitol Commission

Official Minutes October 18, 2007

A meeting of the Idaho State Capitol Commission was held on this date in the First Floor Conference Room at the Idaho State Historical Society, Boise, Idaho. Chairman General Jack Kane called the meeting to order at 9:30 a.m.

Attendees

Members Present:

Major General Jack Kane, (Ret.), Chairman
Stephen Hartgen, Acting Chairman
Carl Bianchi
Andrew Erstad
Evan Frasure (via teleconference)
Sandy Patano
Jeff Youtz, Director, Legislative Services Office, and Ex-Officio Member
Janet Gallimore, Executive Director, Idaho State Historical Society, and Ex-Officio Member

Members Absent:

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

Others Present:

Gary Daniel, Communications Liaison, Idaho State Capitol Commission
Becky Henke, Communications Assistant, Idaho State Capitol Commission
Teresa Luna, Communications Manager, Dept. of Administration
Connie Smith, Fiscal Officer, Div. of Insurance and Internal Support, Dept. of Administration
Brigette Teets, Office of the CIO, Department of Administration
Tim Mason, Administrator, Division of Public Works, Department 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
Kelly Berard, Relocation Project Manager, Division of Public Works, Dept. of Administration
Rich Bauer, Lemley+3D/I
Jim Mallon, Lemley+3D/I
John Maulin, CSHQA Architects
John Emery, Jacobsen Hunt Joint Venture

Ken Swanson, Idaho State Historical Society
Michelle Lynch, Idaho State Historical Society
Robyn Lockett, Relocation Specialist, Legislative Services Office
Matt Freeman, Budget Analyst, Legislative Services Office
Dawn Hall, Division of Financial Management
Vivian Otero-Epley, Idaho State Building Authority
Lisa Johnson, Department of Lands
Larry Johnson, Endowment Fund Investment Board
Mark Snider, United Water of Idaho
Stephanie Raddatz, United Water of Idaho
Anna Webb, Idaho Statesman

General Commission Business

Approval of Minutes

MOTION: Commissioner Patano moved to approve the minutes of the October 18, 2007 Idaho State Capitol Commission meeting as written. The second was by Commissioner Erstad; the motion passed unanimously.

Budget and Funding Issues

Revenue & Expenditures Report, *Connie Smith*

Ms. Smith referred to the FY 2007 Budget Worksheet and 2007 Sources and Uses of Funds reports for the period ending September 31, 2007, both of which are available to the Commissioners.

The only major expense paid during September was \$24,937 paid for construction cameras, and was paid from FY 2007 carryover funds. All other expenditures were regular operating expenses.

Short-term interest earned totaled \$77,537. Of that amount, \$66,559 has been adjusted from the Income Fund back into the HB277 furnishings appropriation, as discussed at September Capitol Commission meeting.

Ms. Smith noted that because all funds are currently invested, the Permanent Endowment Fund will no longer show a cash balance, but will only show the estimated market position, which is \$16.7 million.

Land Board/Department of Lands Presentation, *Lisa Johnson*

Ms. Johnson addressed issues about Idaho Department of Lands and their management fees, asset management strategies and future plans for the public endowment assets.

Management Fees: Ms. Johnson explained that the Department of Lands continues to charge fees during “non-cutting” cycles because numerous field activities are still necessary during that time, such as planting, monitoring pest and wildlife damage, recording the tree inventory

and collecting statistics to measure growth and mark trees to be cut. The actual activities being conducted on the land do not affect the amount of the fees, which are correlated to revenues and expenditures, including both direct and indirect services. The direct costs are based on asset type, with timber being based on acres and minerals based on amount of revenue. The indirect costs include support services and are based on Department-wide full time equivalent (FTE) per asset type. The current philosophy is to keep the fees consistent over time.

Asset Management Strategies: The State Land Board guides the Department of Lands in decision making about asset management strategies. The Land Board has been charged with managing the land trusts “as a prudent investor would,” of which forest lands make up a majority of the Department of Land's assets (84%). The Department is researching ways to improve the performance of the Department's assets to minimize the dependence on forestry, which is a volatile asset. The goal of this project is to make the other assets perform better rather than selling the forest, which is the major income source.

Commissioner Youtz asked if any of the Capitol Endowment Lands are to be sold for development. Ms. Johnson responded, “Not at this time, but they could be if they under perform or meet other criteria for transition to higher and better use.” She explained, using the example that if there is grazing land in the path of a development and the land is not performing, then a higher/better use for the land may be to sell or lease the land.

As of now, there are no lands nominated for a higher/better use, but Ms. Johnson said the Commission would be advised if Commission endowed lands were nominated and would be given an explanation. Commissioner Hartgen specifically asked about the disposition of the Capitol Endowment property on the East side of Cascade Reservoir and Ms. Johnson agreed to look at the plan for that property specifically and give an answer back to the Commission. She also said that input is accepted and appreciated, but ultimately it is the Land Board's decision on what to do with State land assets.

Capitol Restoration Updates

Design/Construction Update, Jan Frew

Jacobsen Hunt Joint Venture, the Capitol Restoration Construction Manager at Risk (CMAR), reports that their subcontractors are underway with significant work on interior demolition, scaffolding, and historical salvage. Demolition in the Garden Level is complete and is nearly complete on the first floor. Demolition on the second floor is well underway and has begun on the third floor. Scaffolding is in place throughout the main rotunda all the way to the dome and in the Senate chambers. Scaffolding in the House chambers is not complete, but is underway.

Salvaging historical materials is continuing. Marble is being removed, inventoried and stored at a new storage area at the Department of Administration Federal Surplus storage yard. Storing the marble in this space saves valuable floor space in the Kendall Street warehouse, where floor space is running low. Additional fencing and moisture resistance has been added to the surplus yard.

McAlvain Construction reports that during the next month, excavation of the wings will continue around the remaining portico walls and some of the walls for the wings will be poured. As excavation for the wings continues, it will be a great time to monitor the web-cams to watch the progress.

Architect/Engineer CSHQA reports interior design of the wings is ongoing. Ms. Frew and the design team are meeting with the Legislative Space Allocation Committee on November 1, where the committee will take action and approve floor plans. The Capitol's expansion wings' design features, including floor plans, paint pallets and carpets are subject to Space Allocation Committee approval. Ms. Frew will report the results of this meeting to Capitol Commissioners. The discussion will bring the commissioners up to date on all materials and floor plan changes.

Ms. Frew and the design team have resolved the ceiling height issues with legislative leadership and they gave informal approval to go ahead with the design. Commissioner Youtz said that the legislature's concerns (about effective legislative hearing rooms) were fully addressed and they are satisfied with the final decision of 11 foot ceilings. Official approval will be given after the November 1 Space Allocation Committee meeting.

CMAR Jacobsen Hunt has received and is reviewing bids on several of the bid packages. Ms. Frew recommended that the Commission meet again in November to review the final budget estimate. Timing on awarding these bids and starting work is critical and she wants to keep the Commission fully apprised. The Commission discussed the meeting schedule and decided to meet on Thursday, November 15th at 9:30 a.m. and to take a tour after that meeting.

MOTION: Commissioner Bianchi moved to schedule the next meeting on November 15 and to tentatively cancel the December 13, 2007 Capitol Commission meeting. The second was by Commissioner Gallimore; the motion passed unanimously.

DPW Project 30-Month Budget Report, *Jan Frew*

Ms. Frew walked the Commission through the new format of the Program Budget Summary. As of September 30, 2007, restoration disbursements total approximately \$3.9 million, approximately \$3.8 million on the wings expansion. Commissioner Hartgen asked Ms. Frew to clarify what the Materials Testing expenditures are, and she responded that they are for a third party checks and balances program that checks concrete, steel welds, ground samples, waterproofing, etc. Testing companies do not work for the contractor, they work for the client.

The budget columns in the DPW Project 30-Month Budget are the projected expenditures. Estimates and expenditures for the Capitol Restoration and the wings expansion projects are now tracked separately. Costs above these projections are applied to project contingency funds. The November Capitol Commission meeting presents the first opportunity for an in-depth project budgeting discussion. The bid packages will have been received before the meeting and information will then be available regarding whether bids propose work to remain within the project targets. Commissioner Bianchi asked if cost overruns will be distinguished by whether they are from the restoration or the wings expansion. Ms. Frew explained that the budget report will make that distinction. Commissioner Youtz reminded the group that if it

looks like cost overruns will force a change of scope, there is the option of asking for additional appropriation.

Schedule Status Report, *Jim Mallon, Lemley+3D/I*

Mr. Mallon reported that the current schedule has been adjusted to reflect the loss of work during the suspension of construction. The adjusted schedule reflects a final completion date within a week of the previous schedule.

He said that tenant improvements in the legislative area will be approved at the November 1 meeting of the Space Allocation Committee, and then those recommendations are brought forward to the Legislative Council on November 2. Mr. Mallon reported that these approvals are critical to the schedule; any changes after that point will affect the project schedule. Chairman Kane requested that Commissioner Youtz alert the Commission as soon as possible if any issues surface. Commissioner Bianchi complimented the work of Ms. Frew, the design team and the Commission and said that he appreciated the positive relationship that has been established with the legislature.

Mr. Mallon updated the Commission on the schedule, referring to the schedule in the Lemley+3D/I monthly program report. He said that both design activity and artifact inventory work are complete. Jacobsen Hunt is working on item #40, issue and award for bid packages phase 2, dealing primarily with the interior design of the Capitol, tenant improvements and mechanical, electrical and plumbing, is on schedule. Phase 3, the design of tenant improvements in the Wings, is on schedule and ready for the November 1 and 2 meetings. Jacobsen Hunt will need authorization at the November 15 Commission meeting for item #88, Construction Manager at Risk procurement for Capitol restoration and tenant improvements for the wings. Ms. Frew explained that she will authorize any work which is within budget, but she will bring any items which are over budget or in which the scope of work will be reduced to the Commission for approval.

Mr. Mallon continued that Garden Level Wings Construction and the Capitol Restoration are proceeding on schedule. He complimented Jacobsen Hunt for their fine job of protection in the building.

Other Design & Construction Elements

United Water/Low Water Demonstration Garden, *Mark Snider*

Mr. Snider, Public Affairs Manager, explained to the Commission that United Water is working to foster proper stewardship of water resources. He presented a plan for a demonstration of a low water garden to be included in the landscaping for the Capitol, similar to the low water garden at the United Water Boise office. Mr. Snider presented pictures and a plant list and explained how the garden can save watering costs and looks appealing as well.

In April 2007, the Public Utilities Commission approved United Water's conservation plan. They even used the wording that United Water would expand its low water/xeriscape garden "to include placing some in landscaping areas of public agencies."

Mr. Snider explained that the Capitol is prominent and would be a perfect location to show a demonstration xeriscape garden, showing ideas and examples to visitors on how to manage and preserve water resources. The demonstration garden, which takes about one year to develop, is proposed to be located on only a small portion of Capitol grounds.

Mr. Youtz expressed his approval of the idea, saying that the Capitol grounds have always been and had the expectation of being lush and perhaps a mix of xeriscape with traditional landscaping would be perfect. Both Commissioner Patano and Chairman Kane agreed with this idea. Commissioner Hartgen asked if United Water would work with the Commission to establish a watering system that is successful in spite of the geothermal water source and Mr. Snider said United Water would be open to helping find a water system that works.

Mr. Snider added that United Water does have funding to pledge a cooperative partnership to work with the State on this project. He proposed that the garden would be designed and approved by Idaho Capitol Commission with assistance from United Water personnel on plant selection and design, installation and maintenance, as well as signage or brochures. Commissioner Gallimore added that the public interpretation aspect of this proposal is an extremely positive aspect of the project.

Chairman Kane tasked the Design and Construction Committee to look at the landscape guidelines and work with United Water to develop this proposal and bring a recommendation back to the Commission, and to then coordinate the garden with the Arts, History and Culture Committee.

Public Outreach, Art & Culture

Public Relations/Outreach Activities, *Sandy Patano*

Commissioner Patano reported on proactive public relations activities since last meeting:

- Positive reaction to the many wood projects created from the Capitol trees.
- The Pocatello NBC station produced a 3-minute story about the Capitol Restoration. Mr. Daniel showed the Commission the news clip and said that the key success in this is that it was aired outside of Boise.
- Commissioner Hartgen presented the community presentation to the Downtown Boise Rotary Club and the Mini-Cassia Chamber of Commerce.

The main question Commissioner Hartgen gleaned from his presentations was “Is the project on time and on budget?” He encouraged the Commissioners to participate in the community presentation, saying that Mr. Daniel has provided a polished Power Point slide show to assist Commissioners with the presentation.

Committees of the Commission, *Gary Daniel*

Mr. Daniel explained that in 1998 the Capitol Commission was created to address the use, control, security, operation, and maintenance of the Capitol while preserving its historical character and architectural uniqueness. He recommended that the following three

committees should be in place to report to the Commission:

1. **Arts, History, and Culture Committee:** Goal – On behalf of the Idaho Capitol Commission, recommend and implement policies, procedures and guidelines for the cultural/historical/art exhibitions, memorials, statues, in the Capitol and on its grounds; to coordinate with a Capitol preservation team to ensure the proper preservation of the building and its collection; insure that new materials align with the historic interpretive plan for the building and grounds.
2. **Design and Construction Committee:** Goal – On behalf of the Idaho Capitol Commission, provide oversight of the Capitol Building restoration and addition project and ensure its compliance with the Capitol Master Plan.
3. **Outreach and Communication Committee:** Goal – On behalf of the Idaho Capitol Commission insure effective communications to educate the citizens of the State of Idaho on matters and events involving the restoration of, and addition to, the Idaho State Capitol Building.

Chairman Kane directed that Commissioner Erstad continue to chair the Design and Construction Committee and Commissioner Patano continue to chair the Outreach and Communication Committee. He asked that the Arts, History, and Culture Committee be jointly chaired by Commissioners Gallimore and Bianchi. Committees may include Commission members, as well as ad-hoc appointees to offer input and expertise, but only Commissioners can vote. Committee chairs invite others to participate.

The Arts, History and Culture Committee will consist of Commissioners Gallimore and Bianchi (Co-Chairs), who will invite participation from legislators and the arts, history, and culture communities in Idaho. Their immediate issues are the disposition of the woodwork, policies on how to get art into the Capitol and funding sources for artwork.

Commissioner Gallimore will leave the Outreach and Communication Committee to co-chair Arts, History, and Culture Committee and Commissioner Frasure will join the Outreach and Communication Committee to help increase and improve communication in the Eastern part of Idaho. The Outreach and Communication Committee will consist of Commissioners Patano (Chair), Hartgen and Frasure.

The Design and Construction Committee will continue with Commissioners Erstad (Chair), Gwartney, Youtz and Bianchi.

Mr. Daniel presented a breakdown of suggested responsibilities for each Committee. Chairman Kane asked the Committee chairs to review the list and forward their recommendations to Commission staff for changes at the next meeting. Commissioner Bianchi suggested that the responsibility for Capitol furnishings and furniture replacement move from the Arts, History, and Culture Committee to the Design and Construction Committee because it is a budget item.

Airport Exhibit Update, Janet Gallimore

Ms. Gallimore introduced Ken Swanson to present options for the airport exhibit. Before

turning the time over to Ken, she notified the Commission that the Winged Victory statue is too fragile to be moved as an exhibit.

Mr. Swanson explained that moving physical items for an exhibit to a different location is impractical, expensive and unsafe for the artifacts. He demonstrated several types of exhibits that the Commission could choose for the airport and recommended a four panel presentation as a good option for Boise airport. If successful, replicas of the exhibit could be produced, customized and sent to various locations around the state. The Commission discussed the location of the exhibit and Commissioner Gallimore will finalize the location with airport staff. Mr. Daniel asked that the exhibit also have a system for receiving feedback from viewers. Chairman Kane asked that feedback be gathered from locating the exhibit in the baggage claim area and also in the concourse area, if possible.

MOTION: Commissioner Patano moved to create one four-panel exhibit as a prototype for exhibit at the Boise airport, with the goal that if it is successful, additional exhibits will be produced to use as traveling exhibits to other regions of the State; the second was by Commissioner Erstad; the motion passed unanimously.

Utah State Capitol Presentation, *Gary Daniel*

Mr. Daniel reported that the Capitol Restoration team toured the Utah State Capitol and gleaned the following six findings that Idaho can do to improve communications:

1. Strive for comprehensive coverage of the project by the media
2. Package the highlights of coverage for legislative education
3. Migrate the master plan online
4. Press stakeholders for continual feedback of the outreach program
5. Develop programs for students
6. Start plans for the grand reopening now

Commissioner Hartgen suggested that a special event for educating legislators be arranged in December or early January. Commissioner Patano reminded the Commission that the presentation to the Chamber Alliance on January 28th may include legislators as well as staff from the 20 largest Chambers of Commerce in Idaho. The Capitol Commission will hold a regular meeting at 9:30 am that morning, and then some Commissioners will attend a panel discussion at the Chamber Alliance meeting. Mr. Daniel will contact the Chamber Alliance to arrange the cooperative presentation.

Monthly Meeting Schedule, Chairman Kane

The next meeting of the Capitol Commission was rescheduled for November 15th, 2007 at 9:30 am at the Capitol Annex. A tour of the State Capitol construction site by the Commission will immediately follow the meeting.

Chairman Kane asked the Commissioners to keep the morning of December 13 open on their calendars in case it became necessary to hold a meeting in December.

The January meeting is tentatively scheduled for January 28, after which some members of the Commission will participate in a panel discussion at the Chamber Alliance meeting.

Adjournment

Chairman Kane adjourned the meeting at 11:45 am.

Becky Henke, Communications Assistant
Idaho Capitol Commission