
Idaho State Capitol Commission

Official Minutes December 20, 2007

A meeting of the Idaho State Capitol Commission was held on this date in the Capitol Annex, Room 211 at 514 West Jefferson, Boise, Idaho. Chairman, Major General Jack Kane, (Retired) called the meeting to order at 10:05 a.m.

Attendees

Members Present:

Major General Jack Kane, (Retired), Chairman
Stephen Hartgen, Ph. D.
Carl Bianchi
Andrew Erstad
Evan Frasure
Sandy Patano (via teleconference)
Janet Gallimore, Executive Director, Idaho State Historical Society, and Ex-Officio Member
Mike Gwartney, Director, Department of Administration, Secretary/Ex-Officio Member
Jeff Youtz, Director, Legislative Services Office, and Ex-Officio Member

Others Present:

Gary Daniel, Communications Liaison, Idaho State Capitol Commission
Becky Henke, Communications Assistant, Idaho State Capitol Commission
Connie Smith, Fiscal Officer, Div. of Insurance and Internal Support, Dept. of Administration
Marylou Daley, Dept. of Administration, Fiscal
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
Kelly Berard, Relocation Project Manager, Division of Public Works
Brigette Teets, Webmaster, Dept. of Administration
Robyn Lockett, Relocation Specialist, Legislative Services Office
Lloyd Knight, Division of Financial Management
John Maulin, CSHQA
David Blenker, CSHQA
Kevin Brown, Jacobsen Hunt Joint Venture
John Emery, Jacobsen Hunt Joint Venture
Dennis Sexauer, Jacobsen Hunt Joint Venture
Dave Fackrell, Jacobsen Hunt Joint Venture

General Commission Business

Approval of Minutes

Commissioner Jeff Youtz asked that his statement in the minutes from November 15, 2007 be corrected, replacing the first two sentences on page 6, paragraph 2 with: “Commissioner Youtz reported that he has spoken with the Pro Tem, the Speaker and members of the Legislative Advisory committee and they are comfortable using the \$6.7 in contingency funds in combination with the project savings to overcome the \$17 million deficit. They are also in agreement, that if necessary, the remaining \$10 million of the \$130 million authorized by HB 218 could become the new contingency fund.”

MOTION: Commissioner Gwartney moved to approve the November 15, 2007 meeting minutes for Idaho State Capitol Commission as corrected. The second was by Commissioner Erstad; the motion passed unanimously.

Budget and Funding Issues

Revenue & Expenditures Report, *Connie Smith*

Ms. Smith asked the commissioners if they preferred monthly or quarterly financial reports, and they said that they preferred to continue with monthly budget reports.

She referred to the FY 2007 Budget Worksheet and 2007 Sources and Uses of Funds reports for the period ending November 30, 2007 during her presentation, both available to the Commission. She explained that the month-end December report will be corrected to move \$54,873 FY2008 actual expenditures currently shown as Endowment Fund Investment Board (EFIB) fees expenditure to the Department of Land’s fees expenditure. The most significant for expense for November was \$27,436, paid to the Department of Lands. This expenditure is included in the \$54,873 actual FY 2008 total expenditures. The EFIB payment for the first half of the FY2008 will be paid in January. A payment of \$2,048 was made to the Bureau of Federal Surplus for storage lease space in which to store the marble, and this cost is incorporated into the Capitol Furnishings FY 2008 Actual Costs.

Ms. Smith pointed out that FY2007 funds were carried over from the Capitol Income Fund in the amount of \$167,005 and from the Permanent Building Fund in the amount of \$45,323. These funds are only available for use only in FY2008. If not used by the end of this fiscal year, they will be reverted back.

Addressing the Sources and Uses of Funds spreadsheet, she reported that the Income Fund earned \$5,342 in interest and the Capital Furnishings Fund earned \$26,739 this month. The cash balance of the Income Fund is \$1,248,542; the Permanent Building Fund cash balance is \$120,045; and the Capital Furnishings Fund has a cash balance of \$110,368. The estimated market positions are \$1,241,592 for Income fund and \$18,834,453 for the Endowment Fund as of October 31, 2007.

Capitol Restoration Updates

Commissioner Erstad explained that the Design and Construction Committee (DCC) has been meeting weekly to accomplish its responsibilities and keep the project on schedule. He stressed that his committee is working closely with the project team to mitigate budget issues, solutions to which include some cost-saving project changes. While material changes have to be made, the project scope has not been reduced.

He gave examples of these solutions, such as replacing damaged wood trim rather than restoring it, reducing the amount of marble used in garden level and wings, and reducing or eliminating some design elements in non-public hallways. These kinds of solutions could lower costs without losing the spirit of the project. He explained that the DCC has asked Jacobsen Hunt for a cost savings estimate for *not* renovating the “Contemplation Room” on the fifth floor.

Commissioners Gwartney and Youtz reiterated that the DCC is dedicated to keeping the original vision for the project and is protective of the project's quality, while staying within the \$120 million budget. They commended the contractor for a job well done in preparing and presenting these options. Chairman Kane confirmed the importance of remaining within the \$120 million budget.

Project Status, *Jan Frew*

Ms. Frew referred to the Project Strategy Update handout in the commissioners' meeting materials. She reminded the commissioners that some the bids received for the restoration work have exceeded the budget, so value engineering and scope reduction efforts have been underway. She thanked Jacobsen Hunt and Lemley+3D/I for their hard work compiling budget information over the last few weeks.

The CMAR has awarded subcontracts for mechanical, plumbing, fire protection, electrical and telecommunications. They also authorized garden level concrete, structural and miscellaneous steel, new elevators, windows, plaster and drywall have.

All primary contractors meet weekly with the DCC to exchange ideas advantageous to the project. The project team has been meeting three to four times a week to complete the following:

1. Identify areas of work that could potentially be deferred to a post-project timeframe.
 - Repair work on some of the existing marble
 - Repair work on some of the existing woodwork, not in high profile areas
2. Revise the scope of construction work where major cost-savings can be achieved.
 - New doors, instead of refurbishing
 - Using historic light fixtures and hardware in high traffic areas and high grade options in less populated areas
 - Wood trim

Ms. Frew distributed an executive summary and spreadsheet developed by Jacobsen Hunt and

asked Mr. Lawrence, Project Estimator for Jacobsen Hunt, to brief the commission on the budget update with cost options.

Mr. Lawrence reported that numerous options have been provided by Jacobsen Hunt Joint Venture (JHJV) for cost savings, and these are not final. Referring to the *Budget Update with Cost Options spreadsheet* and *Executive Summary*, he presented an overview of the projected cost savings, and he detailed how JHJV would realize reductions. For example, JHJV proposed that cost savings could be realized by replacing the interior doors rather than restoring them, or restoring only the doors in public areas. Similar costs savings could be realized in the areas of chair rail and trim systems, windows sashes and historical hardware. Exterior doors and marble were also key areas for cost savings. Draperies and blinds will be funded with the furnishings appropriation. Several cost savings options were provided in the area of historical lighting and fixtures, which the design team is still evaluating.

Elevators, mechanical, electrical and fire protection is underway. Using value options like re-using existing drive machines, etc. brought the modernization of the elevators estimate very close to the original budget.

The current final estimate for the restoration is \$73,377,635. Mr. Lawrence explained that his group continues to work diligently with the Design and Construction Committee to achieve the goal of reducing the costs in an effort to closer to the original \$65,680,788 Capitol Restoration budget.

Commissioner Erstad responded to a question by Commissioner Hartgen about marble cost reductions by explaining that the Design and Construction Committee's intent is to stay with the master plan and to finish on schedule. In public spaces, they want to maintain a historic view and try not to let many of the cost savings solutions affect the historical integrity of the project. For example, the Garden Level is the level that is really the new front entry, so marble is a necessity there to keep the grand essence of the building. The basic recommendation to the Commission is to keep marble in the floor on the Garden level and throughout the wings, and to offset the cost by reducing the amount of marble wainscot in non-public areas.

Budget Review, *Jan Frew*

Ms. Frew presented the new budget with updated costs for Capitol Restoration. She explained that the new construction contract amount is \$73.4 million and that leaves only \$478,000 in the contingency fund. She said that the intent of this plan is that the guaranteed maximum price will be \$73.4 million and that moving forward with this plan still falls within the \$120 million budget.

Commissioner Frasure stated for the record that the Capitol Commission endorses the work of the DCC and supports the decisions, recommendations, and reports from the Design and Construction Committee.

Furniture Restoration, *Ken Swanson*

Mr. Swanson thanked staff for the large job of completing the inventory of historical

furnishings and noted that the biggest challenge is the variety of colors, materials, and finishes on the furniture. He asked the commissioners to consider how they want to spend the money appropriated for furnishings. Some of the furniture is in better shape than others, so prices on restoration and refinishing will vary. The next steps will be for Mr. Swanson to compile the costs for furniture restoration and present them to the Commission at the February meeting. Mr. Swanson anticipates that it will take approximately 60 days to compile bids and develop a price.

Ms. Frew reported that Kelly Berard and Robyn Lockett are also developing a plan for the inventory and what the tenants of the building want to have returned to the building. They will also present their plan at the February meeting.

Commissioner Patano asked if there is a plan for the disposal of furniture not being returned to the Capitol and Commissioner Gwartney explained that the Department of Administration is streamlining the property disposal process for the State and that these items can be used elsewhere in the State system. If the items are dispersed into the local marketplace, it could create a bit of revenue for ongoing furniture costs. The main goal is to not to have to store the unused furniture.

Public Outreach, Art & Culture

Public Outreach and Communications Activities, *Commissioner Sandy Patano*

Commissioner Patano reported on several positive activities since the last meeting:

- Many hits reported on the virtual tour page of the website, along with positive feedback from teachers that they appreciate the virtual tour page and some suggestions for improving it.
- An article about the restoration is being written for the State Legislative Magazine.
- Removal of the Daughters of the American Revolution (DAR) tree went well from a public relations standpoint, and the DAR are excited to donate another tree after the reopening.

Ms. Patano reminded the contractors and subcontractors that all media contact and press coordination regarding this project should be coordinated through the Capitol Commission's Communications Liaison, Gary Daniel.

Mr. Daniel suggested moving two of the construction cameras that provide time-lapse footage of the East and West wings to the website. His suggestion is to move them to the top of the Capitol building in order to incorporate a larger view of the work area. The Commission supported this suggestion.

Art, History and Culture Committee, *Commissioners Carl Bianchi & Janet Gallimore*

Commissioners Gallimore and Bianchi updated the commissioners on the December 13th meeting of Arts, History, and Culture Committee (AHCC) with their advisory group, which includes Senator Stan Bastian, Representative Wendy Jaquet, Mr. Rick Ardinger, Executive Director of the Idaho Humanities Council and Mr. Michael Faison, Executive

Director of the Idaho Arts Commission. Other participants included Barbara Robinson, Jeff Youtz, Robin Lockett, Ken Swanson and Gary Daniel.

They reported the progress of the AHCC, which included defining the role of the advisors and establishing the AHCC vision for the Capitol. The committee discussed the woodworkers products made from the trees removed from the Capitol, the exhibition guidelines and the need for community engagement. Several recommendations were taken to the Design and Construction Committee.

Future AHCC activities include meeting with the project architect and creating “template areas” for exhibition. The staff will also begin reviewing and revising the exhibition guidelines.

Responsibilities - Committees of the Commission, *Chairman Kane*

Chairman Kane reviewed the final recommendation for the Idaho Capitol Commission’s committee structure, as follows:

Design and Construction Committee

Membership: Commissioners Bianchi, Erstad (Chair), Gwartney, and Youtz

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.

Committee responsibilities include, but are not limited to:

- Capitol Furnishings budget oversight for additions and furniture replacement
- Capitol Furniture allocation to restored and expanded areas
- Conditions of Capitol bldg exterior
- Exterior surface cleaning protocols
- Fire suppression
- Hardware restoration and preservation
- Implements space utilization plan per Legislative Leadership & Governor office direction
- Landscape guidelines
- Light fixtures
- Long range plan for future modifications and improvements to the Capitol Building and its grounds
- Maintenance access
- Marble restoration and preservation Mechanical systems throughout Capitol
- Preservation of original existing architecture & finishes
- Public Audio-Visual & Public Address systems
- Security System/Security Analysis
- Tenant improvements

Art, History, Culture Committee

Membership: Commissioners Bianchi and Gallimore, Co-Chairs

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.

Committee responsibilities include but are not limited to:

- Art Exhibits
- **Compliance with Capitol preservation plan***
- Cultural Exhibits
- Display cases for woodcraft
- Frequency of temporary displays (guidelines and protocol)
- Furniture restoration protocols
- Historic Interpretive plan
- Historical exhibits
- Memorial tree application process
- Memorials
- Permanent art collection
- Plan for future and continued oversight
- Review and update existing Use Guidelines
- Statuary policies
- Temporary display protocols
- Window treatment protocols

***Coordinates with Design & Construction Committee**

Outreach & Communications Committee

Membership: Commissioners Frasure, Hartgen, and Patano (Chair)

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.

Committee responsibilities include but are not limited to:

- Capitol Commission web site
- Capitol Commissions Communications Plan
- Capitol groundbreaking
- Capitol Restoration FAQ
- Capitol Virtual Tours
- Communication of Capitol expansion with Capitol mall tenants
- Communication of Capitol expansion with public
- Communication of Capitol restoration with Capitol tenants
- Communication of restoration with public
- Construction Camera program
- Crisis Communication plan
- Documentation of Capitol restoration project
- Educational resources about the Capitol
- Effective communication channels
- **Gift shop for memorabilia and souvenirs***

- Lead commission in special events planning
- Liaison with Historical Society events
- Media outlet relationships
- Monetary grants & donations to Capitol
- **Ongoing visitor bureau and tour program***
- Present formal approved public presentation for use by Commissioners and staff
- Public hearing and media access to legislature and executive branch after re-opening
- Public media contact by commission
- Tour program for media during construction
- Tour program for VIPs during construction
- Visitor and tenant way finding system--building directory download to cell phones

***Coordinates with Arts, History and Culture Committee**

The Commissioners agreed to this committee structure and membership. Chairman Kane announced that the committee structure will stand as presented.

Monthly Meeting Schedule, *Commissioner Kane*

The next scheduled meeting of the Capitol Commission will be held on January 28, 2008, at 10:00 a.m. at the Idaho State Historical Society, 2205 Old Penitentiary Road.

The commissioners discussed that there may not be a JFAC presentation by the Capitol Commission this year, but it was anticipated that at the end of the first week of the session the Capitol Commission may need to give an update to the legislature on the projects progress. Commissioner Youtz will work with JFAC and Ms. Frew on that presentation and will keep the commissioners apprised of the date and time.

Adjournment

MOTION: Commissioner Erstad moved and Commissioner Frasure seconded the motion that the December 20, 2007 meeting of the Idaho State Capitol Commission adjourn at 12:00 p.m.

Becky Henke, Communications Assistant
Idaho Capitol Commission