
Idaho State Capitol Commission

Official Minutes February 21, 2008

A meeting of the Idaho State Capitol Commission was held on this date in the basement conference room at the JR Williams Building, Boise, Idaho. Chairman Jack Kane called the meeting to order at 10:05 a.m.

Attendees

Major General (Retired) Jack Kane, Chairman
Stephen Hartgen
Evan Frasure
Sandy Patano
Dolores Crow
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

Members Absent:

Andrew Erstad

Others Present:

Becky Henke, Communications Assistant, Idaho State Capitol Commission
Tim Mason, Administrator, Division of Public Works, Dept. of Administration
Jan Frew, Executive Project Manager, Division of Public Works, Dept. of Administration
Joe Rutledge, Assistant Project Manager, Division of Public Works
Kelly Berard, Relocation Project Manager, Division of Public Works
Connie Smith, Fiscal Officer, Dept. of Administration
Teresa Luna, Communications Manager, Dept. of Administration
Brigette Teets, Webmaster, Dept. of Administration
Robyn Lockett, Relocation Specialist, Legislative Services Office
Lloyd Knight, DFM
Ken Swanson, Idaho State Historical Society
Michelle Lynch, Idaho State Historical Society
Vivian Otero-Epley, Idaho State Building Authority
Rich Bauer, Lemley+3D/I
Jim Mallon, Lemley+3D/I
John Maulin, CSHQA

David Blenker, CSHQA
John Emery, Jacobsen Hunt Joint Venture (JHJV)
Paul Lawrence, Jacobsen Hunt Joint Venture (JHJV)

General Commission Business

Approval of Minutes

MOTION: Commissioner Mike Gwartney moved to approve the minutes as written. The second was by Commissioner Sandy Patano; the motion passed unanimously.

Budget and Funding Issues

Revenue & Expenditures Report, *Connie Smith*

Ms. Smith referred to the FY 2008 Budget Worksheet and the 2008 Sources and Uses of Funds reports for the period ending January 31, 2008 during her presentation, both available to the Commission. She reported that personnel costs spent to date are \$79,718, which fully utilizes the FY2007 carryover. Personnel costs for the rest of the year will be expended from the FY 2008 appropriation, which has \$113,443 remaining.

Total operating expenditures of \$209,627 have been expended as of January 31, leaving a balance of \$583,908 remaining for the fiscal year. The most significant expense in January was the first half of the FY2008 Endowment Fund Investment Board (EFIB) fee of \$30,841. A balance of \$5,035,737 remains in the Capitol Furnishings Fund.

Ms. Smith informed the Commissioners that no expenses have been applied to the FY2007 operating carryover in the Capitol Endowment Fund (total FY2007 carryover of \$167,005) and that only \$24,937 has been applied to the Permanent Building Fund carryover of \$45,323. She recommended that the Commission reallocate some of this year's expenditures to the carryover funds in order for FY 2008 funds to be carried over in FY 2009.

Commissioner Gwartney requested that the commission allocate a portion of the 2007 carryover for use by Representative Max Black in the Capitol Tree Restoration Project. This allocation is intended to fund the cost of shipping the wood to craftsmen in locations around the state and other miscellaneous expenses associated with the project.

Commissioner Jeff Youtz moved to allocate up to \$5,000 from 2007 carryover funds to the Capitol Tree Project for woodworking activities. The second was by Commissioner Mike Gwartney. The motion passed unanimously.

Addressing the Sources and Uses spreadsheet, Ms. Smith reported that available funds in the Income Fund are \$1,889,432; available funds in the Permanent Building Fund are \$299,485; and \$5,190,750 is available in Capitol Furnishings Fund. The total cash balance, after liabilities, is \$1,395,127 in the Income Fund; \$255 in the Permanent Building Fund; and \$151,377 for Capitol Furnishings. The estimated market positions are \$1,396,156 in the Income Fund and \$151,377 in the Capitol Furnishings Fund. The estimated market position of the Endowment Fund is \$18,145,606.

Capitol Restoration Updates

Project Status, Jan Frew

Ms. Frew asked Jim Mallon to update the group on the activities at the site for the last month. He reported that the wings expansion is progressing “very well”, adding that the concrete foundation walls are complete except for the entry ramps; the main electrical service has been pulled across State Street; and McAlvain is laying the structural steel on the East wing this week. Mr. Mallon reported that this portion of the project is on schedule and may be gaining some time.

Mr. Mallon reported that the Capitol restoration demolition clean-up continues. He said that the scagliola restoration is complete in the Senate chambers; this work continues in the House chambers and has begun in the Governor’s ceremonial office. The restoration subcontractor, Evergreene, continues to prepare the column capitals for paint. He explained that the restoration team has accepted window replacement mock-ups with a few minor changes. Mr. Mallon reported that the Capitol restoration continues to progress on schedule.

Ms. Frew presented the final color palette selections for finishes in the building to the commission. Mr. Maulin explained the materials and colors chosen for marble, paints, carpets and draperies and said that all the colors chosen are appropriate for historical authenticity. Mr. Maulin explained that some of the original marble quarries are no longer available and Commissioner Hartgen asked how the marble will be acquired if the quarries are not available. Mr. Maulin explained that the restoration team will seek other quarries that match the original marble. Commissioner Hartgen followed-up by asking how that will affect the cost of these materials and Mr. Maulin responded that the cost actually went down.

Commissioner Hartgen also asked if the color palette had been shared with the tenants and Ms. Frew said that the commission was the first group to see the final color selections, but that the design team will also present the final commission-approved choices to the tenants.

Commissioner Patano asked how the team will document finish information for use with maintenance and repair in the building after the project is complete. Mr. Maulin explained that the final building documentation will include the information for maintenance work, and also that they will supply extra cans of paint to staff for future use at the end of the project.

Chairman Kane asked who will guarantee the color standard in the Capitol. Ms. Frew explained that once the restoration is complete, the Division of Public Works (DPW) is the caretaker of the building. She said that by statute, the Capitol Commission sets the standards for the building and DPW, as the facility manager, ensures that the standards set by the commission are met. If anyone wants to make

any changes to the Capitol in either public or private spaces, they must present their ideas to Capitol Commission for approval. She also explained that the architect/engineer provides a building use manual at the end of the restoration project to ensure a clear description of materials and products used in the Capitol restoration and establish appropriate maintenance procedures for the building.

Budget Review, *Jan Frew*

Ms. Frew referred to the Project 30 Month Budget which separates the costs into two projects: Capitol Restoration and Capitol Wings Expansion. She reported that as of January 31, a total of \$9,399,839.02 has been spent on the restoration and \$12,418,747.79 has been spent on the expansion, leaving \$98,181,413.19 in the balance for the entire project.

Ms. Frew reported that the project and program managers have received the 53 page Guaranteed Maximum Price (GMP) document, and are in the process of reviewing it. She said that after the final review is complete and the document is accepted, the 30-month budget will be revised to reflect the new budget amounts based on the GMP. This final budget will still be within the \$120 million budget. She informed the commission that the GMP submitted is predicated on the passage of the Title 44 legislation submitted by the Department of Administration to waive its application to this project. Mr. Mason reported that the legislation has passed the House and is now in the Senate State Affairs Committee, and may potentially pass through committee and the Senate by next week.

Commissioner Hartgen asked Ms. Frew if the project is still on schedule and she responded that a portion of the restoration is a couple of weeks behind schedule since the last meeting because the historic hardware and mill work issues are taking extra time to resolve. Ms. Frew explained that areas of the project such as these, without final cost information, have been placed in the budget as allowances, but the team is working hard to get the final cost estimates. The restoration contractor has been given approval to move forward on as many areas of work as possible to stay on schedule.

Capitol Items Protocol, *Commissioner Janet Gallimore*

Commissioner Gallimore presented the first draft of Idaho State Historical Society's (ISHS) guidance on historic materials retention/disposal for items in the Capitol. ISHS will ask the Commission for approval of the final protocol.

Commissioner Gallimore gave the example that due to cost factors, not all of the original doors are going to be reused in the restored Capitol; of the approximately 400 original doors in the Capitol, only about 200 will be reused during the restoration, leaving about 200 original doors to maintain and store for possible use in the future. She said that it is important to maintain reversibility from a preservation perspective, and that a decision to use these original doors could be phased in at a later date. The ISHS staff is reviewing the national standards for historic preservation, as well as benchmarking with other states' guidelines, so that the Capitol restoration project will be a good example of following appropriate practices for historical preservation.

Commissioner Gallimore summarized the first draft recommendations as follows:

- **DOORS:** Retain all doors and associated hardware.
- **WINDOWS:** Retain at least two complete sash units of each type/size of window and all window hardware.
- **WOODWORK:** Retain enough horizontal, vertical, sill and corner pieces to be able to reconstruct at least two complete window surrounds for each type/style of woodwork trim.
- **LIGHTING:** Retain all light fixtures from the original construction and the 1920s expansion. Retain two sample fixtures from the 1960/1970s remodeling.
- **MISCELLANEOUS:** Retain all push-button light switches, all brass light switch plates, doorstops, transom hooks, transom poles and any similar items.
- **OTHER:** Any items that are suspected of either being original or from an early time period should be set aside for ISHS examination.

Commissioner Gwartney asked if these protocols were presented to the Design & Construction Committee yet, and Ms. Frew said they had not yet been presented to the committee. She explained that she asked for ISHS help to develop these protocols because they will be helpful in maintenance of the Capitol after the restoration is complete. She and the ISHS are still working together on the protocol development.

Commissioner Youtz asked if space was available for storage of these items that are retained for possible future use. Commissioner Gallimore and Ms. Frew responded that they will develop a longer range storage plan.

Chairman Kane asked Commissioner Gallimore to report on the status of this project at each meeting, and said that the Capitol Commission will decide on the disposition of items at a later meeting. Ms. Frew said that as construction continues, the contractor will follow this protocol until directed otherwise by the Capitol Commission.

Furniture Update – Budget Presentation, Kelly Berard & Robyn Lockett

Ms. Lockett explained the funding source for furniture was the 2007 legislative session HB 277, which appropriated \$5,150,000 for Capitol Furnishings. This appropriation funded the purchase of new furniture and the restoration and refurbishing of historic furniture and artifacts for the restored Capitol and wings expansion. These funds also pay for the storage of furniture during the project. Commissioner Youtz said that at the time this budget request was made, JFAC was aware that it was a rough estimate of the needed funding because detailed cost information was not yet available.

Ms. Berard explained that the relocation team has assessed the building room by room and defined which tenant will be located in each room, whether legislative or elected official. Ms. Lockett presented pictures of the furniture choices and cost estimates for the Capitol, explaining that all of the furniture will be bid on by at least three vendors, many of whom are willing to provide a contract discount. Ms. Berard anticipated that the bid process should begin no later than January, 2009, with installation completed no later than September 2009.

Cost Estimates for furniture and equipment include:

Elected Officials' Space Capitol Proper (first and second floors)	\$ 365,483
Legislative Capitol Proper (Garden level, first, third, and fourth floors)	\$ 1,916,374
Wings expansion space	\$ 2,484,588
Furniture contingency fund at 10% (as a safety net and if costs escalate before items are purchased)	\$ 476,645
Furniture freight & installation at 10%	\$ 476,645
Window coverings for all spaces plus a 5% contingency (based on current cost estimates)	\$ 395,000
Kitchen equipment plus a 5% contingency (based on current cost estimates)	\$ 250,000
Audio/Visual Equipment (allowance, no cost estimates available at this time)	<u>\$ 500,000</u>
* Projected Total	<u>\$ 6,084,335</u>

**Total does not include restoration of historical furniture & artifacts*

Commissioner Hartgen asked if these figures included the Attorney General's office, and Ms. Berard affirmed that they did. She explained that any Attorney General's staff that permanently remains in their current space will keep the office furniture they are now using and new matching furniture will be purchased for the Capitol. Commissioner Hartgen then asked if these costs include furnishings for the former private areas in the Capitol (areas used by media and lobbyists). Ms. Berard said that furnishings for those private areas will not be provided by the State. He then asked how much of the old furniture will be returned to the Capitol and how much new furniture will be needed. Ms. Lockett responded that the new wings will require new furniture.

The commission discussed the appropriate time to ask for additional funding, if needed. Chairman Kane said that before the commission requests additional funds, the budget information would have to be firm. Commissioner Gwartney complimented the relocation team on their work and suggested that the next legislative session might be a more appropriate time to request more funding if needed, after the commission has been able to consider possible options for reducing costs.

Chairman Kane asked if suppliers were American companies, and Ms. Berard said that one of the potential vendors operates out of Post Falls, Idaho. Commissioner Patano asked the relocation team to refine the budget information and ensure that the furniture has an historic look, and to report back to the commission. Chairman Kane asked Ms. Berard and Ms. Lockett to update the commissioners at the April 2008 meeting.

Responding to a question about solid wood furnishings, she explained that the products have wood components, but the most important points in their purchasing is the durability and longevity of the item. Solid wood items are not a cost effective option in most of the applications.

Historical Furnishings & Artifacts Restoration Update, Ken Swanson

Mr. Swanson informed the commission that few Treasure Valley companies restore furniture, with only two companies responding to his request for bids to restore/refurbish approximately 650-800 pieces. The two bids were for \$150,000 and \$180,000, which he felt was a reasonable cost for that

many items. These responses included wood refinishing, transportation and delivery, but did not include reupholstering or restoration of the artifacts. He was optimistic that the final bids will be lower. Mr. Swanson said that he has not yet received any cost estimates for reupholstering, nor for the restoration of the artifacts. The Commission briefly discussed artifact restoration and photograph archiving.

Commission Gwartney also thanked Mr. Swanson for his work to compile this information. Chairman Kane requested that Mr. Swanson provide more information on these costs at the April commission meeting.

Public Outreach, Art & Culture

Public Relations/Outreach Activities, *Commissioner Sandy Patano*

Commissioner Patano reported that three presentations are scheduled in Meridian over the next month. She said that the Outreach Committee wants to schedule more presentations throughout the state, and asked Commissioner Frasure to help arrange presentations to civic groups in Eastern Idaho.

Webmaster Brigitte Teets said that since May 2007 the hits on the website have averaged about 2000 hits per month. Hits on the site are up this month, with 1600 visitors recorded from Feb 1 to Feb 21. The new time lapse video was added to the web site with help from Idaho Public Television, and has become the third most popular site. The construction cameras are most popular site.

Commissioner Patano also reported that the Capitol Restoration Project will be featured in both the *Lewiston Morning Tribune* and *Idaho Magazine* as the cover feature. At the invitation of the Outreach team, local affiliates for CBS, ABC and NBC sent camera crews to film the workers rappelling from the Capitol dome recently. This footage was aired in outlying areas across the state. Mr. Daniel has continued to conduct media tours; however, few legislators have requested tours. Mr. Daniel reported to Commissioner Patano that the media continues to show a high level of interest and Commissioner Patano thought that as the session comes to a close, the legislative tours will probably increase.

Commissioner Youtz reported that the national *State Legislature* magazine published an article which included our Capitol restoration. He agreed to forward copies of the article to the commissioners.

Art, History & Culture Committee, *Commissioner Janet Gallimore*

Commissioner Gallimore reported that the committee is working with Representative Max Black to begin to catalog all the tree harvesting pieces. She said that Representative Black and the woodworkers understands that the items they produce will not be permanent exhibits in the Capitol and that some of the items are intended to travel around the state on exhibit.

The committee is working with the architects and reviewing elevation drawings to determine where space will be “templated” for exhibits in the wings and garden level. The First Lady's 4th grade curriculum project, where the students will gather to explore the Capitol, will also be located in the garden level.

She also reported that the committee has created a Visual Artists Rights Act (VARA) Waiver, which will make it clear to artists that any items donated would become part of the State's collection, and that there is no guarantee that their work will be on permanent exhibition in the Capitol. It also makes clear that their art work could be used in offices and traveling exhibits. The waiver is being reviewed by the deputy attorney general.

Commissioner Hartgen asked Mr. Swanson to report on the status of the airport exhibit and he explained that he and Mr. Daniel are working on it and will update the commission at the next meeting.

Monthly Meeting Schedule, *Chairman Kane*

Next scheduled meetings:

- March 20, at the Idaho State Historical Society
- April 17, at the Idaho State Historical Society (Tentative, Commissioner Frasure reported that he cannot attend this meeting and Chairman Kane said he will consider an alternate date.)
- May 15, Tour, meeting at the JR Williams Basement Conference Room (Tentative)

Adjournment

Commissioner Frasure moved to adjourn the meeting. The second was by Commissioner Crow. The meeting was adjourned at 11:50 am.

Becky Henke, Communications Assistant
Idaho Capitol Commission