
Idaho State Capitol Commission

Official Minutes, November 19, 2008

A meeting of the Idaho State Capitol Commission was held on this date Idaho State Historical Society main conference room, Boise, Idaho. (Acting) Chairman Steve Hartgen called the meeting to order at 10:10 a.m.

Attendees

Members Present:

Stephen Hartgen
Andrew Erstad
Dolores Crow
Sandy Patano
Mike Gwartney, Director, Department of Administration, Secretary/Ex-Officio Member
Jeff Youtz, Director, Legislative Services Office, and Ex-Officio Member

Members Absent:

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

Others Present:

Gary Daniel, Communications Liaison, Idaho State Capitol Commission
Becky Henke, Communications Coordinator, 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
Brigitte Teets, OCIO, Dept. of Administration
Melissa Vandenberg, DAG, Dept. of Administration
Robyn Lockett, Relocation Specialist, Legislative Services Office
Ken Swanson, Idaho State Historical Society
Michelle Lynch, Idaho State Historical Society
Rich Bauer, Lemley+3D/I
Jim Mallon, Lemley+3D/I
John Maulin, CSHQA
Kyle Hemly, CSHQA
John Emery, Jacobsen Hunt Joint Venture (JHJV)
Kevin Brown, Jacobsen Hunt Joint Venture (JHJV)
Mark Snider, United Water
Peter Morrill, General Manager, Idaho Public TV
Ron Pisaneschi, Idaho Public TV
Bruce Reichert, Idaho Public TV
Jeff Tucker, Idaho Public TV
Teresa Luna, Admin
Lloyd Knight, DFM
Vivian Otero-Epley, ISBA

General Commission Business

Approval of Minutes

MOTION: Commissioner Jeff Youtz moved to approve the minutes from the October 15, 2008 Capitol Commission meeting as written. The second was by Commissioner Andy Erstad; the motion passed unanimously.

Budget and Funding Issues

Revenue & Expenditures Report, *Connie Smith*

Ms. Smith referred to the FY 2008 Budget Worksheet and the FY 2008 Sources and Uses of Funds reports for the period ending October 31, 2008 during her presentation, both available to the Commission.

Ms. Smith reported expenditures against the budget for the Capitol Income Fund (CIF) and the Permanent Building Fund (PBF), as follows:

	<u>October Expenditures</u>	<u>Total YTD Expenditures</u>	<u>Balance</u>
Personnel Costs – PBF (from FY 2008 carryover)	\$16,126	\$49,980	\$131,683
Operating Costs - CIF & PBF (from FY 2008 carryover)	<u>\$ 7,754</u>	<u>\$52,072</u>	<u>\$305,216</u>
<i>Major expenditures were \$4,503 for 2 sets of banner exhibits and \$2,240 for photography services.</i>			
Total Expenditures - CIF & PBF	<u>\$23,880</u>	<u>\$102,051</u>	<u>\$820,200</u>
Balance – CIF			\$628,022
Balance – PFB			\$294,229
Capitol Furnishings Fund	\$ 267	\$ 738	\$4,912,640

Addressing the FY 2008 Sources and Uses of Funds spreadsheet as of October 31, 2008, Ms. Smith reported **total available funds** are as follows:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$1,802,357	\$298,887	\$5,187,339*

The total cash balance, after liabilities, is as follows:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$1,174,335	\$4,658	\$273,961

The estimated market positions, as of August 31st are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>	<u>Endowment Fund</u>
\$1,185,305	\$0	\$273,961	\$15,977,621

**The balance of the Capitol Furnishing Fund shown on the Sources and Uses of Funds spreadsheet includes accumulated earnings.*

Ms. Smith told the commissioners that Larry Johnson from the Endowment Fund Investment Board (EFIB) is available to speak at the next commission meeting. The commissioners agreed to have Mr. Johnson give an update of the EFIB at that meeting.

FY 2010 Cash Flow Report, *Commissioner Jeff Youtz*

Commissioner Youtz presented a revised Capitol Commission Budget Summary report to the commissioners and reported that the FY 2009 beginning cash was \$1,896,500 in the Income Fund, \$298,887 in the Permanent Building Fund and \$5,280,879 in the Capitol Furnishings Fund. He pointed out that according to the projected expenditures in the report, the summary shows a very positive cash flow. He concluded that the commission has enough cash to fund both the documentary by IPTV, historical displays, and the grand reopening event.

Commissioner Hartgen asked how the amount of \$500,000 for the grand reopening was derived and Commissioner Youtz said that amount is a placeholder to show that there was no need for fund raising. Commissioner Patano said that during the first few months of 2009 the Outreach Committee will research the cost of the grand reopening event.

Commissioner Hartgen asked if there is any merit to passing up the endowment transfer in 2009 and Commissioner Youtz responded that when the commission declines the transfer, the principal builds up, which funds the maintenance of the Capitol. Commissioner Crow recommended that the commission take the EFIB transfer and return unused funds rather than foregoing the transfer. Commissioner Youtz agreed with her.

Commissioner Erstad noted that line item #10 – Historic Displays moves the projected \$157,200 expenditure from the Capitol Furnishings Fund to the Income Fund.

Capitol Restoration Updates

Capitol Restoration Update, *Commissioner Andy Erstad*

Commissioner Erstad reported that Design and Construction Committee met the previous day and he then asked Ms. Frew to report on the project status.

Project Status, *Jan Frew*

Ms. Frew asked Mr. Mallon to review the Lemley+3D/I *October 2008 Program Report*.

Summarizing the Lemley+3D/I monthly report for October, 2008, Mr. Mallon reported that:

- The design-build contractor, McAlvain continues working on the exterior of the Capitol, finishing up the main concrete stairs and forming up the historic sidewalks. The landscaping will be completed over the next few months, which gives the landscaping a season to mature for the Capitol's grand reopening. McAlvain continues to work through the punch list items for the completed wings core and shell.
- Project architect/engineer, CSHQA, inspects completed work with five to seven employees on site at any given time.

- The Construction Manager At Risk, Jacobsen Hunt, continued to work on all aspects of wings build-out and restoration finishes. Live commercial electrical power will run into the building by the end of December.
- CSHQA is inspecting the scagliola restoration throughout the building. Plaster restoration work is concentrated on the third and fourth floors. The marble contractor is reinstalling the restored marble and installing replacement marble on the third and fourth floors. Except for a few isolated areas, distemper paint remediation is complete. Millwork progressed from the fourth floor to the third floor.

Commissioner Hartgen asked Mr. Mallon for an update on the steel deflection reported at the last meeting. Mr. Mallon said that when the contractor removed the temporary screws in the studs, the deflection problem was resolved, but the problem did delay some framing work.

Program Schedule Update, Mr. Mallon

Commissioner Hartgen asked Mr. Mallon about the schedule delays reported to the Design and Construction Committee. Mr. Mallon said that in September the project schedule shows 38 days behind and in October the project schedule shows that delay was reduced to 23 days.

Mr. Mallon said that the project is still on schedule. The Jacobsen Hunt schedule shows that the permanent power schedule has slipped, but they are working to regain that time and he noted that this shouldn't affect the project's overall schedule. Jacobsen has ordered a replacement bus duct.

Commissioner Patano asked what design elements remain and Mr. Mallon responded that landscaping and irrigation design is the only design element left to complete. He said that when the design work is complete, the architect will focus on quality assurance and inspections. Ms. Frew added that the architect is also designing the furnishings and information technology solutions.

Commissioner Hartgen asked about changes in information technology design over the last couple of years and Ms. Frew responded that they have been monitoring new technology and making design changes throughout the project. They have added wireless web access and are currently working on updating the display technology. She also said that two types of voting boards are available to the legislature: (1) display boards triggered by buttons or (2) a laptop voting system. Commissioner Hartgen suggested that the improved technology in the restored/renovated Capitol could be a press release topic.

Budget Review, Jan Frew

Ms. Frew referred to the DPW Project 30-month Budget Report, page 20 of the program report and reported the year-to-date project financial information as follows:

Restoration expenditures:	\$39,506,095
Wings expansion expenditures:	\$24,555,527
Remaining budget:	\$58,438,378

She also reported that construction expenditures were \$32,751,857 for the restoration and \$23,127,567 for the wings expansion.

Ms. Frew reminded the group that the budget is listed at the \$122,500,000, but the project management team is diligently working to maintain a \$120 million budget.

The first project change order, which includes numerous small items, is in the net amount of \$228,000 and will likely be funded by the contractor's contingency. Jacobsen has approved the contingency use, but maintains that the contingency may have to be reinstated if other problems arise.

Ms. Frew also reviewed the pay-out schedule on page 24 in the program report, and said that it is on track.

Commissioner Youtz asked about the ceiling heights in the garden level rotunda on behalf of the Arts, History and Culture Committee. Mr. Maulin agreed to send the ceiling height drawings to Commissioner Youtz and reminded him that the ceilings are coffered.

Commissioner Youtz responded to Commissioner Patano's question about the snack bar/gift shop area. He said that the Legislative Council's Space Allocation Committee asked for the snack bar in the garden level rotunda to be redesigned as a gift shop and added space for a welcome room. These changes only add \$12,000 to the construction cost. The Space Allocation Committee is still discussing whether to make the legislative cafeteria in the garden level wings available for public use.

Construction Schedule Update, *John Emery, Jacobsen Hunt Joint Venture (JHJV)*

Mr. Emery reported that the project schedule remains very tight but Jacobsen Hunt believes they can achieve the current completion date.

Mr. Emery said that decisions on building character rather than major design decisions are urgent now, and quick response on building character issues is important. He added that the architect is doing a great job responding to these decisions daily. The architect also inspects each construction and restoration item as they are completed.

He explained that contractors are working from the top of the building down and from the west side to east side. On each floor, work flows from the west side to the east side, then to the north side and finally to the rotunda. Then they move down to next floor.

Mr. Emery reported the following detailed outline of progress in each part of the building:

Fifth floor:

- The work on this floor, which includes installation of the mechanical and electrical systems and catwalks for the building maintenance workers, is primarily complete.
- Scaffolding remains in main dome to finish replacing the light fixtures inside the rosettes in the rotunda. This work is being finished from the top down.
- When the rosettes are completed, the gilt stars in the top dome will be restored.
- When the dome stars are restored, which is expected to be completed in the next 10 days, the first two levels of scaffolding will be removed.

- As the rosette light fixtures are finished, the painters will paint each level of the dome. The painting will begin next week and will take approximately two months to complete down to the rotunda level.
- After those two levels are painted, the next levels of the scaffolding will be removed.

Fourth floor:

- All trades work on the fourth floor right now installing marble, plaster, millwork, restroom tiles and mechanical-electrical systems. Finish work contractors are completing their work.

Third floor:

- The contractor has finished painting and scaffolding is being removed from the senate chambers. Access panels will be installed at the end of November. Contractors will install carpet in the senate chambers just before Christmas. New senate desks will be delivered the first week of January.
- Jacobsen will begin removing the scaffolding in the house chambers at the end of November. Access panels will be installed in December. Carpet will be installed in January. Desks will be installed end of January or the first part of February. Gallery seating will be installed mid-February.
- JFAC: The contractor has ordered the replacement glass for upper levels, which is expected to be delivered in four to six weeks. In order to meet schedule, Jacobsen Hunt must remove the scaffolding before the glass is installed, so the contractor will install the glass using high lifts.
- Remainder of the rooms on the third floor: The west side rooms will be complete in March and the east side rooms will be done at the end of April.

Second floor:

- The west side is scheduled for completion at the end of May; the east side is scheduled in mid June, the north side is scheduled at the end of June and the rotunda is scheduled to be finished by mid July.

First floor:

- The west side is scheduled for completion at the end of July; the east side is scheduled in mid August and the north side and the rotunda are scheduled for completion by the first part of September.

Garden Level:

- Jacobsen Hunt has already begun the rough-in phase in the garden level. The west side will be complete by first part of October; the east side by mid October, the north side and the rotunda by first part of November, which puts completion right at the substantial completion date.

Wings Tenant Improvements:

- The completion date for the east wing is September; the west wing is mid-November, which is a very tight schedule.

Overall building:

- The man lift on the north side of exterior of the building is scheduled to be removed June 30. Beginning in January 2009, the rooms nearest the man lift will be finished as it is removed and completed in September 2009. The elevators are scheduled to be installed by mid-December 2008. The roof is scheduled to be installed from April to June of 2009. Exterior stone work will start between June and August 2009.

Mr. Emery concluded his report, emphasizing that the schedule is very tight. Jacobsen Hunt will be more confident about the schedule in two months when the result of the distemper paint issue is fully known. Clean up of that issue set the project schedule back 50 days, of which they have recovered 27 days at this point.

Commissioner Youtz said that Mr. Emery's report is a good encapsulated overview of the schedule and requested that Mr. Daniel prepare speaking points for legislators' questions about the schedule from this report.

Other Design & Construction Elements

Xeriscape Landscape Design Update, *John Maulin and Kyle Hemly, CSHQA*

Mr. Maulin and Mr. Hemly presented an update on the Xeriscape landscaping project. They reported that they have met with Mark Snider from United Water and discussed signage in the garden and publication of the brochures explaining the garden.

Mr. Hemly presented an update on the garden design. In the updated design, the total number of plants in the garden stayed the same. The number of types of plants is reduced to 68, so the garden requires fewer identification signs, reducing costs for placards and supplemental educational materials. He said that each of the 68 plant types will be numbered and the educational brochures will identify what the plant is by its identification number. The signage will also include an introductory garden message. Mr. Snider asked the commissioners for feedback on the historic wording and the location of the signs. Commissioner Hartgen assigned the Design and Construction Committee to work with Mr. Snider to develop the garden signage.

Ms. Frew reminded the commissioners that the initial budget was for standard landscaping. The alternative bid for xeriscape landscaping increased the cost of landscaping. The project team will continue to work with United Water to recover those costs. Mr. Snider agreed that United Water would help with the increased cost.

Public Outreach, Art & Culture

Public Relations/Outreach Activities, *Sandy Patano*

Commissioner Patano asked Mr. Daniel to report on this month's outreach activities. He reported the following activities:

- Mr. Daniel gave community presentations in McCall and Buhl. Mr. Daniel leverages the time commitment for community presentations by using the media to get information to the public.
- Media coverage by Idaho Statesman, KTVB-Channel 7 and NPR was prompted by a report to the AP about the damaged bus panel by an unknown person. Mr. Daniel responded by giving the media the facts and access, and reporting the project continues to be on-time and on-budget. Their subsequent accounts were balanced.
- The tour policy is being revised to limit the number of tours given and who will be

allowed into the building. Communication will continue about the project through the commission's web site and media.

- Two sets of banner exhibits have been completed. One exhibit is on display at the Coeur d'Alene library and the other will be exhibited in Pocatello at the beginning of December.
- Mr. Daniel reported that the construction cameras had an outage during October but are back online now.
- Commissioner Youtz has arranged for Leadership Boise to tour the Capitol using a new approach. Sixty people will be separated into four groups and will be guided through four stations in the Capitol. This model can be used to move large groups through the Capitol in a short time, such as legislators.

MOTION: Commissioner Gwartney moved to limit the tours of the Capitol to one per month of no more than 25 people. The second was by Commissioner Patano; the motion passed unanimously.

Idaho Public Television Documentary, *Peter Morrill, IPTV*

Mr. Morrill presented a proposal to produce a half-hour documentary and some additional services IPTV could provide for the grand reopening event and for educational displays in the Capitol.

Commissioner Patano asked if outside funding sources, such as the Idaho Community Foundation or the Idaho Humanities Council, should be sought. Mr. Morrill said that IPTV is open to resources that comply with the non-commercial use policies they are required to follow. Commissioner Erstad said that at the last meeting the commission discussed the \$30,000 already budgeted for this project and agreed to fund the other \$40,000, which eliminates the need to find additional funding resources. If the project is fully funded by the commission, IPTV can begin the documentary without waiting for funding.

MOTION: Commissioner Erstad moved that the Idaho Capitol Commission fund the entire \$69,700 proposed by IPTV for the documentary services, and any funding from outside sources will be credited toward that budget. The second was by Commissioner Crow; the motion passed unanimously.

Additionally, IPTV volunteered to air the grand reopening celebration events over public television and to provide the video to other media outlets for public use. Mr. Daniel recommended that IPTV be the single point to pool coverage of the grand reopening event. Commissioner Patano suggested that an IPTV representative be on the grand reopening planning committee.

Idaho Capitol's Grand Reopening Plan, *Commissioner Sandy Patano*

Commissioner Patano said the Outreach Committee is beginning to gather ideas about the event and will develop a cost estimate and budget. She asked the Idaho State Historical Society (ISHS) to create a pamphlet for self-guided tours of the Capitol.

She suggested that the commission prolong the timeline and dates for the event. She plans to:

- First: establish a committee
- Second: focus on developing an event plan

- Third: choose the timeline after the project schedule is better known
- Create a core of volunteers, including volunteers from the school system.

Commissioner Hartgen suggested that she also consider the participants of the Leadership Boise program. He said that January 8, 2010 is the best case scenario event date.

Art, History and Culture Committee, *Ken Swanson*

Ken Swanson asked Commissioner Youtz to report the activities of the committee.

Commissioner Youtz reported that the Arts, History and Culture Committee (AHCC) met at the Boise Watershed on November 17. Following are the activities of the committee:

- The AHCC and advisors toured the displays at the Boise watershed education center.
- ISHS staff is developing the RFP for developing exhibits for the restored Capitol.
- ISHS staff has completed the historic photograph database.
- The AHCC met with the Plein-Air Painters of America's Idaho artists to discuss displaying their art in the Capitol. The AHCC discussed a four-month rotating schedule for such displays.

Monthly Meeting Schedule, (*Acting*) Chairman *Steve Hartgen*

Regular meetings are tentatively scheduled for 10:00 am on the third Wednesday of each month at the ISHS, unless the Commission is touring the Capitol:

- December 17 at Idaho State Historical Society
- January 21 (tentative) at Idaho State Historical Society
- February 18 (tentative), meeting at JR Williams Basement Conference Room, tour following.

Adjournment

Commissioner Sandy Patano moved to adjourn the meeting. The second was by Commissioner Mike Gwartney. Commissioner Hartgen adjourned the meeting at 12:15 p.m.

Becky Henke, Communications Coordinator