Official Minutes, February 18, 2009

A meeting of the Idaho State Capitol Commission was held on this date in the JR Williams Basement Conference Room, Boise, Idaho. (Interim) Chairman Andrew Erstad called the meeting to order at 10:05 a.m.

Attendees

Members Present:
Andrew Erstad
Stephen Hartgen
Sandy Patano
Evan Frasure
Delores Crow
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

Members Absent:

Others Present:
Representative Max Black
Gary Daniel, Communications Liaison, Idaho State Capitol Commission
Becky Henke, Communications Coordinator, Idaho State Capitol Commission
Tim Mason, Division of Public Works
Jan Frew, Executive Project Manager, Division of Public Works
Joe Rutledge, Division of Public Works
Kelly Berard, Relocation Project Manager, Division of Public Works
Connie Smith, Fiscal Officer, Dept. of Administration
Robyn Lockett, Relocation Specialist, Legislative Services Office
Michelle Lynch, Idaho State Historical Society
Sarah Tyler, Idaho State Historical Society
Vivian Otero-Epley, Idaho State Building Authority
Rich Bauer, Lemley+3D/I
Jim Mallon, Lemley+3D/I
John Maulin, CSHQA
John Emery, JHV
General Commission Business

Capitol Wood Project, Representative Max Black
Representative Max Black presented a lectern and bench made from Capitol trees as part of the wood workers’ project.

Approval of Minutes

MOTION: Commissioner Jeff Youtz moved to approve the minutes from the January 21, 2009 Capitol Commission meeting as written. The second was by Commissioner Mike Gwartney; the motion passed unanimously.

Capitol Restoration Updates

Project Status, Jan Frew
Ms. Frew asked Mr. Mallon to review the Lemley+3D/I January 2009 Program Report. Mr. Mallon reported that CSHQA continues to review and process Requests for Information (RFI), Submittals, Construction Change Directives (CCD), Proposal Requests (PR), Architect Supplemental Instructions (ASI) and inspect work in place.

Jacobsen Hunt has removed most of the scaffolding in the JFAC room. They are waiting to receive one piece of replacement glass for the skylight before removing the remaining scaffolding. The original piece of glass was broken during installation. Jacobsen Hunt has removed the scaffolding in the rotunda down to the fourth floor. Mr. Mallon said that this is a key milestone, because when the rotunda scaffolding is completely removed, they can begin demolition of the garden level floor.

Jacobsen Hunt has also completed the mechanical, electrical, plumbing (MEP) rough-in on the second through the fourth floors. They are presently completing that rough-in work on the first floor and in the garden level. They have installed the access flooring in the Senate chambers and will install the desks next.

Mr. Mallon also reported that the second floor plaster cornice is the most complex plaster work and the subcontractor is installing it now. The marble subcontractor is installing the marble wainscot and base, and the marble flooring on the fourth floor.

During January, McAlvain continued to clear items on the punch list for the wings core and shell. They have installed the large skylight in the east wing and will install the west wing large skylight when they receive the replacement glass for a piece that was broken in that skylight. McAlvain also has installed most of the sandstone cladding and continues to install the granite on the east and west porticos. When they finish, they can frame the ceilings. These activities depend on the weather.

Jacobsen Hunt continues to make the tenant improvements on schedule. They have installed most of the drywall in east and west wings and the MEP rough-in is on schedule.
**Budget Review, Jan Frew**

Ms. Frew began her report by referring to the Program Budget Summary, page 17 in the January 2009 program report. She reported that there are three contracts in place on the project. She clarified that the total contract budget includes the contractor contingency. Following is her summarized report:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Contract Amount</th>
<th>Paid to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacobsen Hunt, Construction Manager At Risk</td>
<td>$85,519,860</td>
<td>$49,804,245</td>
</tr>
<tr>
<td>McAlvain, Design-Build Contractor</td>
<td>$27,418,309</td>
<td>$24,676,099</td>
</tr>
<tr>
<td>Jacobsen Hunt, Construction Manager At Risk</td>
<td>$9,061,292</td>
<td>$2,109,459</td>
</tr>
</tbody>
</table>

**Total program contracts and expenditures paid to date:** $121,999,461 $76,589,803

Ms. Frew then referred to the DPW Project 30-month Budget Report, page 19 in the January 2009 program report, and summarized the following information:

<table>
<thead>
<tr>
<th></th>
<th>Capitol Restoration</th>
<th>Wings Expansion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total project budget</td>
<td>$85,492,660</td>
<td>$37,007,340</td>
</tr>
<tr>
<td>Total year-to-date expenditures</td>
<td>$49,988,224</td>
<td>$26,601,577</td>
</tr>
<tr>
<td>Construction contract expenditures</td>
<td>$42,727,596</td>
<td>$24,988,517</td>
</tr>
</tbody>
</table>

**Total remaining budget:** $45,910,198

Ms. Frew said that the pay out schedule on page 23 in the January 2009 program report, is tracking close to the projection.

**Schedule Update, John Emery**

Commissioner Hartgen asked Mr. Emery to report on the status of the schedule. Mr. Emery reported that he thinks the project will be completed on schedule. He reported the following details:

<table>
<thead>
<tr>
<th>Floor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fifth floor</td>
<td>The new grating and the mechanical and electrical is completed.</td>
</tr>
<tr>
<td>Fourth floor</td>
<td>Statuary hall is almost complete and only some marble remains to be placed. Subcontractors are cleaning the marble, hanging the restored doors and installing the carpet. As soon as all of the carpet and doors are all delivered to the fourth floor, the temporary construction elevators will be removed. Fewer workers are on the fourth floor because the work in that floor is almost complete.</td>
</tr>
<tr>
<td>Third floor</td>
<td>Completion of the finish work on the third floor is two weeks behind the fourth floor. Millwork, tile and all finish trades are working on the third floor.</td>
</tr>
<tr>
<td>Second floor</td>
<td>Subcontractors are working on painting and millwork on the second floor.</td>
</tr>
<tr>
<td>First floor</td>
<td>Subcontractors are starting the painting and finish work on the first floor.</td>
</tr>
<tr>
<td>Garden level</td>
<td>Subcontractors will start framing and millwork in 10 days. The first marble shipment from Italy was wrong and it will take eight weeks for replacement marble to arrive at the project. The contractor will begin the excavation of the south entrance in the next couple of weeks, which will require a dewatering process. As soon as the excavation is completed, the contractor will begin the demolition of the garden level rotunda floor and will install the new floor. They will measure the new floor for the marble, which must be specially cut and will take two to three months.</td>
</tr>
</tbody>
</table>
Ms. Frew announced that the Idaho State Building Authority (ISBA) has authorized the use of $5 million bond funds for the furnishings and equipment.

Commissioner Erstad reported that the Design and Construction Committee discussed approaching the Ada County Highway District (ACHD) to maintain additional buffer – no parking area – on State Street between Sixth and Eighth Streets to provide a more secure and safe walkway to and from the Capitol. Commissioner Youtz and Commissioner Crow agreed, saying that for the safety of employees, they support any limit on use of that area of State Street, including closure.

**MOTION:** Commissioner Jeff Youtz moved to ask the Division of Public Works to begin research and discussion with the ACHD on the possibility of closing State Street at completion of the Capitol restoration project. The second was by Commissioner Sandy Patano; the motion passed unanimously.

Commissioner Gwartney will ask the Attorney General’s Office who has the authority to close State Street, then he and Commissioner Erstad will meet with the ACHD.

**Budget and Funding Issues**

**Revenue & Expenditures Report, Connie Smith**

Ms. Smith referred to the FY 2009 Budget Worksheet and the FY 2009 Sources and Uses of Funds reports for the period ending January 30, 2009 during her presentation, both available to the Commission.

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

<table>
<thead>
<tr>
<th></th>
<th>January Expenditures</th>
<th>Total YTD Expenditures</th>
<th>FY 2009 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Costs-PBF</td>
<td>$ 11,237</td>
<td>$ 83,794</td>
<td>$ 97,869</td>
</tr>
<tr>
<td>Operating Costs-CIF &amp; PBF</td>
<td>$ 2,740 **</td>
<td>$ 112,748</td>
<td>$ 244,540</td>
</tr>
<tr>
<td>Total Expenditures-CIF &amp; PBF</td>
<td>$ 13,976</td>
<td>$ 196,541</td>
<td>$ 725,710</td>
</tr>
<tr>
<td>Capitol Furnishings Fund *</td>
<td>$1,192</td>
<td>$ 4,338</td>
<td>$ 4,909,040</td>
</tr>
</tbody>
</table>

*This amount does not include the interest earned in the Capitol furnishings account. The $1,192 January expenditures is the last expenditure from this Capitol Furnishings source of funds. The remainder of bills for the Capitol furnishings will be paid using ISBA funds.*

Ms. Smith clarified that the $2,740** expended for January operating expenses includes the second half allocation for administrative support.

Addressing the FY 2009 Sources and Uses of Funds spreadsheet as of January 31, 2009, Ms. Smith reported total available funds are:

<table>
<thead>
<tr>
<th>Income Fund</th>
<th>Permanent Building Fund</th>
<th>Capitol Furnishings Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 1,835,034</td>
<td>$ 298,887</td>
<td>$ 5,224,216 *</td>
</tr>
</tbody>
</table>

*The balance of the Capitol Furnishing Fund shown on the Sources and Uses of Funds spreadsheet includes accumulated earnings.*
The total cash balance after liabilities are:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Fund</td>
<td>$ 1,207,012</td>
</tr>
<tr>
<td>Permanent Building Fund</td>
<td>$ 4,658</td>
</tr>
<tr>
<td>Capitol Furnishings Fund</td>
<td>$ 310,838</td>
</tr>
</tbody>
</table>

The estimated market positions, as of January 31, are:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Fund</td>
<td>$ 1,216,744</td>
</tr>
<tr>
<td>Permanent Building Fund</td>
<td>$0</td>
</tr>
<tr>
<td>Capitol Furnishings Fund</td>
<td>$ 310,838</td>
</tr>
<tr>
<td>Endowment Fund</td>
<td>$ 13,747,317</td>
</tr>
</tbody>
</table>

### Other Design & Construction Elements

**Historic Furnishings Update, Kelly Berard**

Ms. Berard provided the Commissioners with a Historic Furniture Restoration Partial Re-Bid handout and showed them samples of the historic furnishings real and faux leather upholstery options. She reported that the budget can accommodate the real leather choice for the chairs, which lasts much longer and can be repaired more easily than the faux leather choice. Commissioners Youtz and Patano agreed that the real leather was the best choice for long-term value and Commissioner Gallimore said that the real leather choice is more consistent with the historic furnishings. Commissioner Erstad directed Ms. Berard to proceed with the real leather upholstery.

### Public Outreach, Art & Culture

**Grand Re-opening Ceremony, Commissioner Sandy Patano**

Commissioner Patano updated the commissioners about the grand re-opening. She thanked Commissioner Gallimore for the historical information provided to her by ISHS. She reported that the committee is developing a budget and details for the event. Commissioner Youtz said that JFAC understands that there will be some expenses associated with the grand re-opening event.

**Public Relations/Outreach Report, Commissioner Sandy Patano**

Commissioner Patano asked Mr. Gary Daniel to report on outreach activities. Mr. Daniel first asked Ms. Frew to give the JFAC slide presentation to the commissioners. Commissioner Youtz reported that the Legislature was happy with the progress of the Capitol project, especially since the project is on time and on budget.

Mr. Daniel summarized the outreach activities for the month as:

- The JFAC slides were also presented to 125 participants of the Idaho State Historical Museum brown bag lunch series. Commissioner Hartgen and Mr. Daniel gave the presentation.
- Mr. Daniel thanked Representative Black for his help with the dedication of a tree given by the Governor and the First Lady in honor of the Special Olympics. The tree will be planted in Capitol Park.

Commissioner Erstad asked how the Outreach program is keeping this project in front of fourth grade students as part of the Idaho history curriculum. Mr. Daniel explained that the traveling Capitol educational trunk has already been shipped to several teachers this school year.

Commissioner Erstad asked Mr. Daniel what is happening with the community presentation program. Mr. Daniel reported that he is honoring all requests for community presentations but...
has shifted his attention to ramping up the Commission’s web-presence and assisting in the
documentary development, as this will be of assistance to the entire state and not just one group.
He also explained that he is constantly giving information to the media, which reduces visits to
the construction site. Commissioner Patano said that the Commissioners are the best presenters
and it is up to them to participate in the community presentations, especially outside of Treasure
Valley.

Commissioner Erstad requested that a more solid and proactive plan be established to actively
market the Capitol Restoration efforts around the state. Ms. Patano agreed and said that the
Commission should be focusing on the message about how the project is helping the economy.
She encouraged Commissioners to be proactive in their areas of the State and said she will
address the outreach program again at the next meeting.

Commissioner Erstad asked for a status update on the banner exhibits. Mr. Daniel reported that
the banners are exhibited in Pocatello and exhibit sites are changed by Commissioner Frasure.
The banners in North Idaho were first exhibited in the Coeur d’Alene library and then moved to
the College of Art and Architecture at University of Idaho by Division of Public Works staff.
They are now being exhibited in the library at the university. The third set of banners is on
exhibit in the Capitol Annex during the legislative session. Commissioner Patano recommended
that the banners be moved to a new exhibit site monthly and that the Commission web site
indicate where the banners are located.

Commissioner Erstad requested a report at the next meeting that includes (1) where outreach is
going, (2) who the target audience is and (3) who the links are.

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

Commissioner Gallimore reviewed the draft Request for Proposal (RFP) for the garden level
permanent exhibitions and asked the commissioners to approve the RFP. She said that the RFP
was developed working closely with the Division of Purchasing and will be released in March.

Commissioner Patano asked for clarification about how the columns will be used for exhibits
and Mr. Maulin described that the columns are a combination of sheetrock and marble
wainscoting and explained that they were designed for exhibitions and to display information for
visitors.

Commissioner Gallimore said that the main thematic areas should include building the Capitol
and the restoration, as well as the governmental history of the State of Idaho. These themes
directly fit the fourth grade curriculum for Idaho history. The target markets include the general
public and the fourth grade student field trips.

Commissioner Erstad pointed out the RFP involves a $200,000 budget and asked how it will be
funded. Commissioner Gallimore explained that the Legislative Services Office and the Idaho
State Historical Society have both been given appropriations for this purpose.

Commissioner Hartgen asked if the RFP includes revising the brochure. Commissioner
Gallimore said that it was not part of the RFP but she will work with the Outreach Committee on
revising the brochure.
MOTION: Commissioner Dolores Crow moved to approve the RFP for permanent exhibits in the garden level as presented. The second was by Commissioner Evan Frasure; the motion passed unanimously.

Commissioner Gallimore reported on additional Art, History & Culture Committee (AHCC) activities, including:

- Linda Morton-Keithley has completed the Capitol image catalog and she will give a demonstration to the Space Allocation Committee at their next meeting.
- The AHCC is reviewing the exhibit protocols for the Capitol building and the exhibit proposals. They will make a recommendation for the Capitol Commission’s approval at the next meeting. The committee is also coordinating temporary exhibits with the goal to schedule exhibits one year in advance.
- ISHS has inventoried the artifacts removed from the Capitol before the restoration and is reviewing the inventory of items to be returned after the restoration. This report will also be presented for approval at the next Capitol Commission meeting.

Commissioner Hartgen asked for an update on the garden level redesign to add the gift shop. Commissioner Youtz explained that the Legislative Services Offices will develop a coordinator position over the meeting room scheduling, dining room, gift shop and tour activities. These activities will be controlled by the legislature because the space is under their control. ISHS will assist with the gift shop management, but will require some additional staff.

Monthly Meeting Schedule, Commissioner Andy Erstad
Regular meetings are tentatively scheduled for 10:00 a.m. on the third Wednesday of each month at the Idaho State Historical Society unless the Commission is touring the Capitol. The next meetings are scheduled for:

- March 18, in the JR Williams West Conference Room
- April 15 (tentative), at Idaho State Historical Society
- May 20 (tentative), meeting and tour, at JR Williams Basement Conference Room

Adjournment
MOTION: Commissioner Sandy Patano moved to adjourn the meeting. The second was by Commissioner Evan Frasure; the motion passed.

The meeting adjourned at 11:35 a.m. and the tour of the Capitol construction site commenced.

Becky Henke, Communications Coordinator