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# Idaho State Capitol Commission

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## Official Minutes, March 18, 2009

A meeting of the Idaho State Capitol Commission was held on this date in the JR Williams West Conference Room, Boise, Idaho. Interim Chairman Andrew Erstad called the meeting to order at 10:00 a.m.

### **Attendees**

#### **Members Present:**

Andrew Erstad  
Stephen Hartgen  
Evan Frasure  
Sandy Patano  
Dolores Crow  
Mike Gwartney, Director, Department of Administration, Secretary/Ex-Officio Member  
Jeff Youtz, Director, Legislative Services Office, and Ex-Officio Member  
Janet Gallimore, Executive Director, Idaho State Historical Society, and Ex-Officio Member

#### **Members Absent:**

#### **Others Present:**

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  
Bill Burns, Dept. of Administration, Div. of Purchasing  
Brigitte Teets, Dept. of Administration, OCIO  
Robyn Lockett, Relocation Specialist, Legislative Services Office  
Lloyd Knight, Div. of Financial Management  
Linda Morton-Keithley, 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  
John Emery, JHJV

# General Commission Business

## Approval of Minutes

**MOTION:** Commissioner Sandy Patano moved to approve the minutes from the February 18, 2009 Capitol Commission meeting as written. The second was by Commissioner Mike Gwartney; the motion passed unanimously.

## 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 February 28, 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:

	<u>January</u> <u>Expenditures</u>	<u>Total YTD</u> <u>Expenditures</u>	<u>FY 2009</u> <u>Balance</u>
Personnel Costs-PBF	\$ 11,292	\$ 95,086	\$ 86,577
Operating Costs-CIF & PBF	\$ 72,840	\$ 185,588	\$ 171,700
Total Expenditures-CIF & PBF	\$ 84,132	\$ 280,674	\$ 641,577

Capitol Furnishings Fund \* \$ 4,338 \$ 4,909,040

*\* This amount does not include the interest earned in the Capitol furnishings account and does not reflect the amount reverted to the general fund.*

Ms. Smith reported the following notable expenditures: \$1,149 was spent for the banner exhibit in the Capitol Annex and \$34,850 was paid to IPTV for the first half of the documentary. The fiscal office will pay the second half payment for the documentary in May. The payment was made entirely from the Capitol Income Fund FY 2008 carry-over funds. No expenditures have been made from the Capitol Income Fund FY 2009 appropriation yet. Commissioner Gwartney asked clarification of the \$33,695 paid to the Department of Lands and Ms. Smith explained that it was the third quarter fees for managing the endowment lands.

Addressing the FY 2009 Sources and Uses of Funds spreadsheet as of February 28, 2009, Ms. Smith reported total available funds are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$ 1,844,977	\$ 298,887	\$ 5,233,539 *

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

The total cash balances after liabilities are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$ 1,216,955	\$ 4,658	\$ 320,161

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

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>	<u>Endowment Fund</u>
\$ 1,238,534	\$0	\$ 320,161	\$ 13,047,717

Ms. Smith reported that the Capitol Commission budget request was approved by the Joint Finance and Appropriations Committee (JFAC). JFAC also approved \$400,000 spending authority for specialty license plate revenue.

## Capitol Restoration Updates

### Project Status, *Jan Frew*

Ms. Frew gave the commissioners a copy of her letter to Commissioner Youtz informing him that Capitol tours will no longer be granted and access will only be allowed for work related activities. Commissioner Hartgen said that he has been asked by some legislators for one final tour at the end of the session before legislators return to their districts. Commissioners Youtz and Erstad both said any tours would disrupt the construction activities and affect the schedule. Commissioner Gwartney noted that Mr. Daniel has already prepared an update briefing and could present it to the legislators. Ms. Frew added that the Capitol Commission will still tour the project quarterly.

Ms. Frew noted that the press has been giving some attention to the project schedule. She said that the project management team is addressing schedule issues in work sessions.

Ms. Frew asked Mr. Mallon to review the Lemley+3D/I February 2009 Program Report. Mr. Mallon summarized the Lemley+3D/I program report, as follows:

- Third and fourth floors: finish work activities – carpet, doors, hardware, acoustics and plaster; desks have been installed in the chambers; and restoration of the historic stained concrete floors continues.
- First and second floor: mechanical, electrical and plumbing (MEP) and fire protection, trim work, marble, and paint.
- Garden level: MEP and fire protection systems
- Wings tenant improvements: Hanging wall board, MEP, and heating, ventilation and air conditioning (HVAC) systems

Mr. Mallon complimented CSHQA's work as they continue to inspect completed work and process construction documents. The contractor has removed the scaffolding and the shoring in the garden level. The parachute protective covering has been installed to protect the dome. The elevator subcontractor rigged the major components for the two new elevators in the Capitol building and commenced installation. McAlvain continues to work on punch list items for the wings core and shell project. Workers have completed installation of the skylights.

### Budget Review, *Jan Frew*

Ms. Frew referred to the Program Budget Summary on page 19 in the February 2009 program report. She reported that contracts in place total \$122,284,654, which does include the contractor contingency. Following is the status of the project contracts:

<u>Contractor</u>	<u>Contract Amount</u>	<u>Paid to Date</u>
Jacobsen Hunt, Construction Manager At Risk-Restoration	\$ 85,803,580	\$ 52,745,362
McAlvain, Design-Build Contractor-Wings Core & Shell	\$ 27,419,789	\$ 25,372,706
Jacobsen Hunt, CMAR-Wings Tenant Improvements	\$ 9,061,292	\$ 2,631,529
<b>Total program contracts and expenditures paid to date:</b>	<b>\$122,284,654</b>	<b>\$ 80,749,596</b>

Ms. Frew referred to the DPW Project 30-Month Budget Report, page 21 in the February 2009 program report and summarized the following:

	<u>Capitol Restoration</u>	<u>Wings Expansion</u>
Total project budget	\$ 85,492,660	\$ 37,007,340
Total year-to-date expenditures	\$ 52,929,341	\$ 27,820,253
Construction contract expenditures	\$ 45,540,208	\$ 26,145,781
<b>Total remaining budget:</b>		<b>\$ 41,750,405</b>

Ms. Frew reported that the payout schedule, page 25 in the February 2009 program report, still tracks on target.

**Schedule Update, *John Emery***

Mr. Emery reported the following activities in the Capitol:

Fourth floor:	Workers are polishing the floors, installing acoustical plaster (and also on the third floor) and hanging the draperies. Remaining electrical and mechanical work will tie systems on all floors together. Only personnel required to work on the fourth floor are allowed and they must wear boot covers to protect the flooring finishes.
Third floor:	Workings are installing marble and finishes in the House and Senate chambers. The carpet has been received but cannot be installed until the marble work is completed. Protection has been removed so workers can repair and polish the floors.
Second floor:	All trades are working on the first and second floors. Workers have installed the wainscoting on the walls and the tile flooring in all but one restroom.
First floor:	Workers are painting and installing or restoring the millwork.
Garden level:	Workers are completing framing in the garden level and beginning to paint the walls.
East and west wing:	The first load of millwork was delivered and workers have begun installing it. Work in the west wing is about two weeks behind the east wing.

Mr. Emery explained that the distemper paint remediation was the single most critical issue to the schedule, as it forced the estimated completion date to drift 50 additional days. Jacobsen Hunt has recovered 17 of those days, but the schedule is now creeping back up. He has accelerated the project to a six day work week for those contractors whose work is behind schedule through no fault of their own. The guaranteed maximum price includes enough contingency funds to accommodate the six-day work week.

He thanked the project management team for the support they have given in the field to keep the project on time. Mr. Emery said that he thinks the project will be completed on schedule and that the legislature will be back in the building for the 2010 legislative session.

Commissioner Hartgen remarked that since the press coverage announcing the project was 28 days behind schedule, legislators are asking him about the schedule. He commended the project team for their hard work to meet the schedule. He asked the commissioners to help others

understand the scheduling process and how the team has been working to effectively gain completion days during the process.

Commissioner Erstad reminded the project team that they had identified this meeting or the April meeting as the time when the Commission will be able to make decisions about project completion and the date for the grand re-opening ceremony. He asked Ms. Frew her opinion on when the commission should plan the re-opening ceremony in the absence of a firm completion date. Ms. Frew responded that the project team has committed that the 2010 legislature will convene in the restored Capitol, but in order to accomplish this, there will be an extended period of “punch-list activities.” These activities will be completed over the next few months after the legislature and elected officials move back into the building. She cautioned against planning the celebration in January because many items will not yet be complete. She suggested an event during the middle or end of the session. She said that she did not want the grand re-opening event to add more pressure to the team and also that the elected officials may be moving back into the building during the session.

Commissioner Patano said that she was concerned that if there was not an official event at the beginning of the session, there will not be a way to deal with the many people who will come see the restored Capitol as soon as it opens.

Commissioner Crow commented that it is not uncommon for businesses to have a grand opening event well after they first open and Commissioner Gallimore agreed. Commissioner Gallimore suggested that the committee plan and coordinate an event, but not announce the official date to the public until the Fall of 2009 when they have a better understanding of the schedule. Commissioner Patano, said that her committee can begin planning the event and they can also plan a “soft opening” with a grand re-opening event at a later date.

Commissioner Youtz agreed with the logistical ease of a grand re-opening celebration after the legislative session. Commissioner Patano added that if the ceremony was held at a later date, it would be more convenient to hold it outside.

## **Public Outreach, Art & Culture**

### **Capitol Curator Position, *Commissioner Youtz***

Commissioner Youtz recommended that a curator position be established to enforce and protect the integrity of the restored Capitol building. The duties of this position may include:

- Report to Capitol Commission and maintain integrity of the restored Capitol.
- Maintain a complete inventory of historical furnishings and artifacts.
- Recommend maintenance, restoration or storage requirements for the Capitol collections, displays or furnishings.
- Oversee and enforce protocols that the Capitol Commission adopts regarding displays or collections.
- Work with design professionals and Division of Public Works on architectural issues.

The commissioners discussed the position and compared how the State of Utah handles these responsibilities. Commissioner Patano explained that Utah has a Preservation Board that oversees their Capitol and she asked if the Capitol Commission is only tasked with oversight of the restoration project. Commissioner Erstad responded that the Capitol Commission was

established in perpetuity by the same legislation which provides for a Capitol architect. He asked if this request is for a curator to be hired in lieu of an architect and he suggested that the original legislation should be reviewed before a decision is made.

Commissioner Youtz will work with Commissioner Gallimore to review the code and to establish what is needed for this position. Commissioner Gallimore added that broader aspects to be considered are visitor services, educational programs and retail opportunities.

Commissioner Hartgen said that he doesn't think there are any legislative prohibitions for the commission to hire a curator and that placing the position at the Historical Society would be appropriate.

Commissioner Youtz said that he will return to the April Capitol Commission meeting with more information so the Commission can make a decision. He also said that the Legislative Services Office is planning on assigning a Visitor and Facility Services Coordinator position.

#### **Idaho Public Television (IPTV) Documentary Interviews, *Commissioner Sandy Patano***

Commissioner Patano explained that IPTV has interviewed some of the commissioners for the documentary and then Mr. Daniel played clips of interviews. These clips are part of the web site IPTV is developing about the documentary.

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

Commissioner Patano reported on outreach activities as follows:

- Commissioner Crow gave a presentation in Ontario, Oregon to the West Treasure Valley Rotary Club and other civic groups. Although Mr. Daniel worked diligently to publicize the event, attendance was lower than expected. Commissioner Patano thanked them both for their hard work. Mr. Daniel showed the commissioners the slideshow from the presentation.
- Mr. Daniel presented to the Telco-Pioneers in Boise, a group of approximately 100 people.
- Ms. Frew and Ms. Lockett presented to the "Legisladies" at the Idaho House for an event hosted by the First Lady and elected officials' wives. After the presentation, Ms. Frew and Mr. Daniel guided about 38 people on a Capitol tour.
- The banners in North Idaho are being moved from the University of Idaho to Lewis-Clark State College in Lewiston this week. The banners in Pocatello are now displayed at Idaho State University student union building, after having been displayed in the local high schools and at city hall. The Outreach Committee has a goal to move the banners monthly. Mr. Daniel is discussing statewide placement with the Idaho State Library Association.
- Mr. Daniel worked primarily on the web site this month. Service to the two construction cameras directed at the wings was discontinued because the wings were completed. Webmaster Bridgette Teets explained the changes to the State of Idaho web site format. She also explained the changes that will be made to the Commission's web site so it matches the state site, as suggested by the Governor's office.

**Outreach Plan, *Commissioner Patano***

Commissioner Patano reported that she is meeting with Marty Petersen and a potential event planner immediately following the commission meeting to discuss plans for the grand re-opening ceremony. She asked the commissioner for clarification about the budget for the event.

**MOTION: Commissioner Mike Gwartney moved that the commission authorize up to \$75,000 for the grand re-opening ceremony preparation. The second was by Commissioner Steve Hartgen. After discussion, the motion was withdrawn and the second concurred with the withdrawal.**

The commissioners agreed that a limit of \$75,000 from state funds was appropriate and that additional funds could be raised from outside sources. Mr. Daniel said that previously donations have been given to the Idaho Community Foundation and designated for the Idaho Capitol Commission. Commissioner Patano told the commissioners that Mr. Daniel has prepared a detailed project schedule for the event.

Mr. Daniel reported on media coverage for the month, saying that the coverage has been favorable and ran on Idaho Statesman's website as well as in The Business Review's Construction Monthly. He shared an article about increased tourism traffic in rededicated State Capitols. The Idaho State Historical Society is researching earlier tourism numbers in the Idaho State Capitol and they foresee an increase in visitors after the restored Capitol opens.

Mr. Daniel also reported that he has finished a project cataloging the project construction photos. He asked the commissioners to allow some lead time to obtain a copy of specific photographs because the cataloging is not comprehensive.

**Art, History & Culture Committee (AHCC), *Commissioner Janet Gallimore***

Commissioner Gallimore shared the Request for Proposals (RFP) for State Capitol exhibit design and fabrication. She reported that the RFP was released on March 12 and closes in April after the question and answer period. She also said that the selection committee consists of professionals with various levels of expertise.

Commissioner Gallimore also reported that the AHCC is reviewing the first draft revision of the Capitol exhibition protocols, developing the exhibition schedule and reviewing recommendations for the Capitol's artifacts. Their comprehensive work plan for FY 2010 integrates retail, exhibitions and educational programming.

Ms. Lynch presented a report to the commissioners detailing an inventory of the artifacts, their physical condition, history and ownership and the ISHS recommendation for disposition of each artifact. The AHCC recommends moving the George Washington and Winged Victory statues to the fourth floor rotunda on each side of the entry to statuary hall. They recommended encircling the statues with a velvet rope for safety. Commissioner Gallimore asked for the commission's approval, so they can begin planning for this labor-intensive move.

**MOTION: Commissioner Steve Hartgen moved to approve the relocation of the George Washington and the Winged Victory statues to the fourth floor, outside of statuary hall. The second was by Commissioner Dolores Crow; the motion passed.**

Commissioner Erstad asked the AHCC to reconsider displaying the George Washington statue without the display case, with concern for safety of the piece. Commissioner Gallimore said that the AHCC will consider the options.

Commissioner Erstad asked about the status of the tapestry murals that were hung on the fourth floor before the restoration. Commissioner Gallimore responded that the AHCC recommends not returning the murals to the Capitol because the lighting has changed on the fourth floor and will damage them and because they are no longer appropriate in the restored Capitol. The AHCC is considering alternative locations to display the tapestry murals and they will contact the artist when they have found an appropriate new location.

#### **Historic Images for Committee Rooms, *Linda Morton-Keithley***

Ms. Morton-Keithley gave the commission the same presentation that she recently gave to the Space Allocation Committee showing the digital photograph images that can be used in the meeting rooms. She will work with Natalie Miller, interior designer from CSHQA, to choose the images and frames. Commissioner Hartgen thanked Commissioner Gallimore, Linda Morton-Keithley and the AHCC for their work selecting the photographs.

#### **Display Case Presentation, *Commissioner Gallimore***

Commissioner Gallimore showed the commissioners the example of the vitrine that will be used to display artifacts and wood workers' items. She said that they are easily moved – or removed – for temporary displays.

#### **Monthly Meeting Schedule, *Commissioner Steve Hartgen***

Regular meetings are tentatively scheduled for 10:00 am on the third Wednesday of each month at the Idaho State Historical Society, unless the Commission is touring the Capitol. Following are the next scheduled meetings:

- April 15, at Idaho State Historical Society
- May 20 (tentative), meeting and tour, at JR Williams Basement Conference Room
- June 17(tentative), at the Idaho State Historical Society Main Conference Room

## **Adjournment**

**MOTION: Commissioner Sandy Patano moved to adjourn the meeting. The second was by Commissioner Dolores Crow; the motion passed. The meeting adjourned at 12:15 p.m.**

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Becky Henke, Communications Coordinator