
Idaho State Capitol Commission

Official Minutes, April 15, 2009

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

Attendees

Members Present:

Andrew Erstad

Evan Frasure, via teleconference

Sandy Patano

Dolores Crow

Mike Gwartney, Director, Department of Administration, Secretary/Ex-Officio Member

Jeff Youtz, Director, Legislative Services Office, and Ex-Officio Member

Members Absent:

Stephen Hartgen

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, 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

Robyn Lockett, Relocation Specialist, Legislative Services Office

Sarah Tyler, 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 Mike Gwartney moved to approve the minutes from the March 18, 2009 Capitol Commission meeting 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 2009 Budget Worksheet and the FY 2009 Sources and Uses of Funds reports, both for the period ending March 31, 2009, during her presentation. Both reports were 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>March</u> <u>Expenditures</u>	<u>Total YTD</u> <u>Expenditures</u>	<u>FY 2009</u> <u>Balance</u>
Personnel Costs-PBF	\$ 11,477	\$ 106,563	\$ 75,100
Operating Costs-CIF & PBF	\$ 33,860	\$ 219,469	\$ 137,819
Total Expenditures-CIF & PBF	\$ 45,338	\$ 326,032	\$ 596,219

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 that she has not yet transferred the \$5 million back to the general fund, which was approved last month. Commissioner Erstad asked what amount of the furnishings fund will be transferred back to the general fund and Ms. Smith said that it will be \$4,909,040. She also explained that the Commission paid \$29,284 for Endowment Fund Investment Board (EFIB) fees in March and she expects one more bill from both the Department of Lands and the EFIB before the end of the fiscal year.

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

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$ 1,854,003	\$ 298,887	\$ 5,240,765 *

**The balance of the Capitol Furnishing Fund shown on the Sources and Uses of Funds spreadsheet includes accumulated earnings. The FY 2009 reversion to general fund is not reflected.*

The total cash balances after liabilities are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$ 1,225,981	\$ 4,658	\$ 327,387

The estimated market positions are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>	<u>Endowment Fund</u>
\$ 1,224,728	\$0	\$ 327,387	\$ 12,145,548

Ms. Smith said that Mr. Larry Johnson from the EFIB will present an update at the May 20 Capitol Commission meeting. Commissioner Youtz recommended that the Commission consider taking the endowment fund transfer for FY 2010 at the May meeting.

Commissioner Frasure joined the meeting via teleconference at this time.

Capitol Restoration Updates

Project Status, *Jan Frew*

Ms. Frew asked Mr. Mallon to review the Lemley+3D/I March 2009 Program Report.

Mr. Mallon reported that CSHQA continues to inspect completed work and process construction documents and he complimented CSHQA's work as "the best performance" he has seen in 30 years of working in this field. McAlvain continues to complete their punch list activities on the wings core and shell. Mr. Mallon explained that throughout the project inspections and punch lists are completed as work is complete, which will reduce the punch list items at the end of the project.

Mr. Mallon summarized work activities from the Lemley+3D/I March 2009 program report, as follows:

- Fourth floor: Finish work is nearly complete. Workers have installed the railings and original balustrades in the former sitting areas on the fourth floor. Workers have almost completed installing the carpet and have completed the stained concrete floors.
- Third floor: Workers have set and wired the legislators' desks in both chambers and continue with millwork, plaster and marble finish activities. They have installed most of the trim around the electrical and data systems.
- Second and first floors: Workers have finished installing the drywall but the millwork, marble base, plaster and some painting finish activities remain. Fire alarm testing continues throughout the building.
- Garden level: Workers have removed the scaffold and the old concrete floor from the rotunda and have installed the new concrete floor slab. They cut the new southwest entry. Workers continued to install the mechanical, electrical, and plumbing (MEP) rough-ins, electrical trim and fixtures.
- Wings tenant improvements: Workers are installing and taping wallboard and telecommunications systems in the east wing and painting and finishing the west wing.
- Exterior elements: Workers have completed the sandstone cladding at the new entrances to the wings and have completed repairs to the sandstone on the historic porticos. They have also installed the ornamental handrails. McAlvain tied into the permanent irrigation's water supply and commissioned the landscape's irrigation system.

Commissioner Frasure asked Mr. Mallon if any leaks have been discovered in the wings and Mr. Mallon responded that a leak caused by a breach in the waterproofing material was discovered in the west wing. He said that workers have repaired the leak. Engineers are designing a back-flow plan to make water drainage more effective in this area. Mr. Mallon said that he is pleased that the problem was discovered early and repaired quickly. He also said that a minor leak was also discovered in the east wing and was fixed immediately with no damage.

Budget Review, Jan Frew

Ms. Frew referred to the Program Budget Summary on page 19 in the March 2009 program report. She reported that while the approved project budget is \$122.5 million, the project managers are committed to use only \$120 million of the budget. Ms. Frew summarized the Program Budget Report, as follows:

<u>Contractor</u>	<u>Contract Amount</u>	<u>Paid to Date</u>
Jacobsen Hunt, Construction Manager At Risk-Restoration	\$ 85,803,580	\$ 55,969,978
McAlvain, Design-Build Contractor-Wings Core & Shell	\$ 27,419,782	\$ 25,391,172
Jacobsen Hunt, CMAR-Wings Tenant Improvements	\$ 9,059,312	\$ 3,269,701
Total program contracts and expenditures paid to date:	\$ 122,282,674	\$ 84,630,851

Ms. Frew referred to the DPW Project 30-Month Budget Report, page 21 in the March 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	\$ 56,153,957	\$ 28,476,891
Construction contract expenditures	\$ 45,540,208	\$ 26,145,781
Total remaining budget:	<u>\$ 37,869,150</u>	

The May 30-Month budget report will show the \$5 million furnishings funds as a separate project. Ms. Frew referred to the Potential Change Order Report on page 22 and said that the project managers use this tool to manage the changes on the project. She then referred to the Pay Out Schedule on page 28 and reported that the project expenditures are tracking very close to the projection.

Schedule Update, John Emery

Mr. Emery reported the following activities in the Capitol:

Third and fourth floors:	Workers on the fourth floor are installing some of the last hardware and doors and will install the gallery seating in a few months. The temporary construction elevators have been removed from the fourth floor and will be removed from the third floor next month. The project managers require that all workers/visitors to the third and fourth floors wear footwear protection. Workers are cleaning the marble on all floors.
Second floor:	The temporary elevator will be pulled from this floor in a matter of weeks. Only one temporary elevator will be left in place, primarily for roof work. Some plaster work is being done, but should be completed in a matter of weeks. Workers are completing finish work, tile and wainscot installation.
First floor:	The rotunda area on the first floor is near completion. Workers are installing the historical lights and are working on the tile layout. They are still painting some of the interior offices and installing the remaining millwork.
Garden level:	The scaffolding in the garden level has been removed and a new concrete slab has replaced the original slab in the rotunda. Workers are measuring the floor for the curved marble flooring and the mosaic of the Great Seal, which is very precise work.
Wings:	Workers have completed the millwork in the east wing and will next begin the millwork in the west wing.

Mr. Emery explained that repairs to the roof will begin soon and some unknown conditions may be discovered there because the roof is 100 years old. He said that they will inspect the roof closely as they work.

Mr. Emery distributed a Weekly Substantial Completion Projection report detailing the schedule's timeline. The report shows that the project is about 21 days behind schedule and that Jacobsen Hunt must accelerate work to make up this time. Specific selected crews of about 50 people working on critical path tasks have begun working on Saturdays.

The cost of accelerating work to get the project back on schedule is estimated at approximately \$780,000, of which \$380,000 is already within the guaranteed maximum price and the other \$400,000 will be funded through the contractor contingency funds. Mr. Emery will report to the Division of Public Works weekly exactly which trades he has selected for accelerated work and cumulative cost of the acceleration. Mr. Emery also said that Jacobsen Hunt has added two new employees to the project.

Commissioner Erstad reminded the group that the Design and Construction Committee meets as often as needed and notes from the meeting are available to the commissioners.

Public Outreach, Art & Culture

Public Relations/Outreach Report, *Commissioner Sandy Patano*

Commissioner Patano asked Mr. Daniel to review March outreach activities:

- Mr. Daniel gave presentations to the Eagle/Garden City Rotary and the Boise Exchange Club during March.
- The Idaho Statesman and the Idaho Press Tribune published print coverage.
- Reporters from the Idaho State Journal and the Lewiston Morning Tribune visited the Capitol. They said that they will run features after the legislative session ends.
- Mr. Daniel responded to a question received on the KTVB-TV web site about the safety of the new skylights over the wings.
- The IPTV documentary continues to make progress.
- Mr. Daniel sent notice through the Idaho Library Association that the Commission has banner exhibits available for display at the libraries around the state. Several libraries have reserved the displays.
- Mr. Daniel and Ms. Teets, Webmaster, are working with the AccessIdaho team to develop online tours of Capitol restoration and expansion project through videos posted on the Commission's website. The Commission web site currently links to the State of Idaho web site video gallery.
- The Secretary of State will feature the Capitol Restoration project in the next Idaho Bluebook. Mr. Daniel made over 100 high quality photos available for their project. He said that the product may be distributed on CD rather than a print book, depending on budget.

Commissioner Youtz said that several senate staff members have requested updates to the virtual tour and he asked if it will be posted to the Commission's web site. Mr. Daniel responded that video will be available in high definition format. Commissioners Youtz and Gwartney asked when the videos will be published and Mr. Daniel responded that it would be available in the

next four to six weeks. Commissioner Erstad asked if the video will show the progress of the project every week or two and Mr. Daniel explained that he is working with the CIO's office and AccessIdaho, who is developing the templates for all State web sites. Commissioner Gwartney offered to work with Mr. Daniel and AccessIdaho to get the video access available on the Commission web site as soon as possible.

Grand Re-opening Update, *Sandy Patano*

Commissioner Patano updated the Commission on the planning for the grand re-opening event. She and the grand re-opening committee met with "Shows, Etc.," an event planning company. She has prepared a letter of agreement outlining the scope of work and has set the preliminary budget at \$75,000. She plans to distribute the final budget at the May Commission meeting. The First Lady and several former Capitol Commissioners, including Mr. Roy Eiguren and Mr. Carl Bianchi, have agreed to serve on the grand re-opening planning committee.

Commissioner Patano suggested that the Idaho State Historical Society might be an appropriate organization to help receive monetary donations to use for the event. Commissioner Youtz noted that donations may not need to be made to an outside source, but could be donated directly to the Capitol Commission. The Capitol Commission would need spending authority to utilize the donated funds. Connie Smith will check the options for donations to the Capitol Commission and will report back at the May meeting.

Commissioner Patano requested help compiling lists of current and former legislators and vendors involved in the Capitol restoration and expansion project. Commissioner Youtz and Mr. Daniel will provide the list of legislators and Mr. Daniel will help Ms. Frew compile a list of vendors associated with the project. Ms. Patano also asked Mr. Daniel to investigate the legal use of the Capitol Commission's logos. Commissioner Erstad will work with Lemley+3D/I to check on using the Paul Brown water colors. Commissioner Patano asked Mr. Mason if DPW will provide the manpower for decorating and set up. Mr. Mason said that he will make staff available.

Commissioner Patano explained that the date for the grand re-opening has not yet been set but the planning committee will plan as much of the event as they can before the date is set. Commissioners Youtz and Patano discussed that the event should be as soon as possible after the Capitol reopens but that March is not a good month for the legislature to have an event. Commissioner Youtz said that the weather would be better if the event were held in May. Commissioner Erstad requested the Commissioner Patano include a couple of scenarios for the event in her May report to the Commissioners.

MOTION: Chairman Evan Frasure moved that the Commission approve a budget of \$75,000 for the grand re-opening event. The second was by Commissioner Mike Gwartney; the motion passed unanimously.

Commissioner Erstad asked who has signing authority for the contract agreement. Commissioner Gwartney responded that the Chairman signs the contract and Commissioner Gwartney approves payments.

Arts, History & Culture Committee (AHCC), *Michelle Lynch*

Ms. Lynch reported that the exhibition Request For Proposal (RFP) pre-bid conference was held March 31 with approximately 18 people attending. The bid closing date was changed from April 22 to April 27, 2009.

Ms. Lynch also presented the following work plan schedule benchmarks, subject to change according to the vendor's work plan:

April – RFP closes

May – Contract is awarded; vendor meets with exhibition design team to present concept proposals

June – Research period for the vendor

July-August – Preliminary exhibit designs

September-November – Capitol Commission approves final garden level exhibit; fabrication of garden level exhibit materials

December – Installation of exhibit pending the completion of the project

The AHCC will review each decision and present recommendations to the Capitol Commission for their approval.

Idaho Hall of Fame Request, *Commissioner Erstad*

Commissioner Erstad presented the request from Ann Rydalch, president of the Idaho Hall of Fame, asking for space in the restored Capitol for both displays and offices. Commissioner Erstad said that the space allocation committee has already programmed all space in the master plan, so the Commission will be unable to grant the request. He noted that all requests for use of the Capitol grounds and building space must be considered using the established procedures created by the AHCC. Commissioner Erstad will respond to the request on behalf of the Commission.

Commissioner Patano said that the First Lady has approached her with a request to display the cauldron used during the 2009 Special Olympics on the Capitol mall. She told the First Lady that these requests are handled through the Arts, History and Culture Committee.

Commissioner Erstad reported that Charles Hummel has contacted him about the disposition of the tapestries that hung on the fourth floor of the Capitol before the restoration. He said that Mr. Peter Johnson, formerly from the Community Foundation, is concerned that the tapestries will not be reinstalled in the Capitol. Commissioner Erstad explained that the AHCC has a process to decide what will be displayed in the Capitol and on its grounds. Commissioner Jeff Youtz reported that the AHCC discussed the tapestries and recommend that they will not be reinstalled in the Capitol because the fabrics will be in direct sunlight with the restored skylights, which could damage them. They are also a contemporary design that does not match the tone of the restored Capitol. The AHCC is considering other venues for the tapestries, including several higher education locations. Commissioner Erstad will discuss the issue further with Commissioner Gallimore and will then respond to Mr. Hummel's question from Mr. Johnsons.

Monthly Meeting Schedule, *Commissioner*

Regular meetings are tentatively scheduled for 10:00 a.m. on the third Wednesday of each month. The next meetings are scheduled as follows:

- May 20, meeting and tour, at JR Williams Basement Conference Room
- June 17 (tentative), at JR Williams Basement Conference Room
- July 15 (tentative), at JR Williams West Conference Room

Chairman Erstad requested that the June 17 and July 15 meetings be held at the JR Williams building conference rooms for convenience instead of the Idaho State Historical Society conference room.

Adjournment

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

Becky Henke, Communications Coordinator