
Idaho State Capitol Commission

Official Minutes, June 17, 2009

A meeting of the Idaho State Capitol Commission was held on this date in Capitol Annex, Room 204, Boise, Idaho. Chairman Andrew Erstad called the meeting to order at 10:00 a.m.

Attendees

Members Present:

Andrew Erstad

Stephen Hartgen

Sandy Patano

Evan Frasure

Dolores Crow

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

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

Mike Gwartney, Director, Department of Administration, Secretary/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

Brigitte Teets, Dept. of Administration, OCIO

Robyn Lockett, Relocation Specialist, Legislative Services Office

Michelle Lynch, Idaho State Historical Society

Rich Bauer, Lemley+3D/I

Jim Mallon, Lemley+3D/I

John Maulin, CSHQA

Kevin Brown, JHJV

John Emery, JHJV

General Commission Business

Approval of Minutes

MOTION: Commissioner Sandy Patano moved to approve the minutes as written from the May 20, 2009 Capitol Commission meeting. The second was by Commissioner Evan Frasure; 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 May 31, 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>June</u> <u>Expenditures</u>	<u>Total YTD</u> <u>Expenditures</u>	<u>FY 2009</u> <u>Balance</u>
Personnel Costs-PBF	\$ 15,059	\$ 132,839	\$ 48,824
Operating Costs-CIF & PBF	\$ 72,698	\$ 297,636	\$ 59,652
Total Expenditures-CIF & PBF	<u>\$ 87,758</u>	<u>\$ 430,475</u>	<u>\$ 491,776</u>
Capitol Furnishings Fund		\$ 4,338	\$ 0

Ms. Smith reported that the commission paid \$2,460 for another banner display. The commission also paid the \$33,695 fourth quarter fee from the Department of Lands, making their total fee for this fiscal year \$134,779, which is \$7,757 over the estimate. The final payment of \$34,850 for the Idaho Public Television documentary was paid during May. The total cost of the documentary project was \$69,700.

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

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$ 1,871,732	\$ 298,887	\$ 251,877*

**The balance of the Capitol Furnishing Fund shown on the Sources and Uses of Funds spreadsheet includes accumulated earnings and the transfer of \$5 Million to the general fund.*

The total cash balances after liabilities are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$ 1,243,710	\$ 4,658	\$ 247,539

The estimated market positions, as of April 30, 2009 are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>	<u>Endowment Fund</u>
\$1,224,861	\$0	\$ 247,539	\$ 13,857,544

Capitol Restoration Updates

Project Status, Jan Frew

Chairman Erstad asked Ms. Frew to report on the project status. Ms. Frew asked Mr. Mallon to review the Lemley+3D/I May 2009 Program Report. Mr. Mallon summarized work activities by area, as follows:

- Fourth floor: Work on the fourth floor is essentially complete. Workers are completing the punch list items on this floor.
- Third floor: Workers have finished installing the tile and threshold trim on the third and fourth floors. Work on the third floor is almost complete. Workers continue to restore the marble floor and have almost completed installing the carpet.
- Second and first floor: Workers are painting, hanging the doors, restoring and installing plaster, tile, marble and millwork on these floors. Workers have also installed electrical, data and communications systems. They have finished restoring the scagliola in the rotunda.
- Garden level wings tenant improvements: Workers are installing drywall and restoring plaster in the main corridors of the rotunda. The marble contractor is preparing to install the new marble wainscot and base. They are installing the chair rail in both wings. The Design-Build Contractor (McAlvain) is completing punch list items and correcting the leaks in the wings core and shell. They have identified the precise locations for each of the leaks.
- Exterior elements: Workers are beginning to replace the roof and repair the parapet. They have constructed the concrete walks under the porticos, the concrete curb and gutter on Jefferson Street and water tested the sky lights. McAlvain has installed French drains around the wings to help remove any additional water from the build site.
- All levels: Workers are testing the fire alarm systems and finishing the elevator cabs. They have balanced, cleaned, flushed and filled the hydronic systems throughout the building. They are installing the temperature controls and power to the fan coil units, and also the electrical trim and fixtures. They will complete the fire sprinkler trim work after the ceiling tiles are installed.

Mr. Mallon thanked CSHQA for helping maintain the pace of the project by doing an excellent job supporting the construction activities.

Budget Review, Jan Frew

Ms. Frew referred to the Program Budget Summary on page 19 of the monthly program report. The project is budgeted at \$127,500,000, including contractor contingency. The following is the status of the project contracts:

<u>Contractor</u>	<u>Contract Amount</u>	<u>Paid to Date</u>
Restoration (Jacobsen Hunt, Construction Manager At Risk)	\$ 85,819,661	\$ 61,049,362
Wings Core & Shell (McAlvain, Design-Build Contractor)	\$ 27,419,782	\$ 25,855,629
Wings Tenant Improvements (Jacobsen Hunt, CMAR)	\$ 9,047,018	\$ 5,215,306
* Furniture, Fixtures and Equipment	\$ 4,549,800	\$ 123,607
Total program contracts and expenditures paid to date:	\$ 126,836,261	\$ 92,243,904

* Ms. Frew noted that the contracts for furniture, fixtures and equipment have not yet been awarded, but the report reflects the contracts that will be in place soon.

Commissioner Gwartney asked how much money was left in the wings contingency fund and Ms. Frew responded that very little was left and what remained would be used for data communications.

Ms. Frew addressed the Contract Fund Allocation report on page 20 of the monthly program report, explaining that this report is a list of the contracts issued for the project and their status. She also said that the contractor category for “vendors” include Division of Public Works-provided services such as builder’s risk insurance and the furnishings contracts.

She then referred to the DPW Project 30-Month Budget Report, page 21 of the monthly program report, and summarized the following:

	<u>Capitol Restoration</u>	<u>Wings Expansion</u>
Construction contract expenditures	\$ 53,354,819	\$ 28,971,321
Total project budget	\$ 85,492,660	\$ 37,007,340
Total year-to-date expenditures	\$ 61,233,341	\$ 30,801,194
Total remaining budget:	<u>\$ 30,465,463.85</u>	

Ms. Frew reminded the commissioners that while the total project budget (not including the furnishings budget) is \$122.5 million, the project managers continue to work diligently toward the \$120 million goal.

Schedule Update, *John Emery*

Commissioner Erstad asked Mr. Emery to report on the project schedule. He reported that workers have already started punch list activities and then summarized the following work activities in the different areas of the Capitol:

Attic:	Several months ago workers installed the drain system in the attic to prevent leaks; the wet weather during last week tested the new system and it worked well.
Fifth floor:	The only work left to complete on the fifth floor is the glass and historical hardware installation.
Fourth floor:	Workers are completing the few items on the punch list in the west and east wings of the fourth floor and will begin the north wing and rotunda area work next week. When that work is complete, only the glass and historical hardware installation remain to complete work on this floor.
Third floor:	Workers will begin the punch list activities for the third floor in two weeks. They have completed the office areas and have installed the dais and desks in both chambers. They will begin working on the third floor punch list next. When the contractor resolves issues with the acoustic plaster, the window grading can be completed. Work on the west side of the north wing started later than the other areas on this floor because they had to wait until the temporary elevator was no longer needed. Workers are scheduled to remove the elevator on June 29.

Second floor:	Workers are installing carpet and completing millwork and marble restoration. Finish work is far enough along on this floor that workers can start work on the punch list items ahead of schedule.
First floor:	All trades are working on the first floor, which is still covered with protective materials. Workers have finished installing the millwork and are now painting and installing the marble base, ceilings, bathroom tile, doors and hardware.
Wings and garden level:	Workers have completed the plaster ceilings in the corridors and are now installing the drywall and ceiling grid in the rotunda. The marble floor installation has been postponed briefly due to rain. Jacobsen Hunt has received the mosaic of the state seal for the rotunda and Mr. Emery is overseeing the radial cut of the marble that will surround the mosaic, after which the mosaic be installed. Workers will complete installation of the millwork in the east wing by mid-July. Work in the west wing trails the east wing work by two weeks.
Exterior:	Workers are installing rain tanks around the wings. They discovered that water leaked into a manhole and destroyed a transfer switch that will have to be replaced. The rainy weather will slow down the roof repairs. Construction trailers are scheduled to be removed on June 22 to prepare for demolition of the new south entrance into the garden level rotunda. Workers will also be the restoring the sandstone on the exterior of the building.

After a week-long budget review, Mr. Emery estimates an additional budget savings of \$250,000. Mr. Hartgen asked for a report on the status of the accelerated work plan and Mr. Emery reported that the accelerated work plan is achieving its goal and recovered another two days on the project schedule, which shows only 16 days behind now. Mr. Emery expects to recover those 16 days by mid-September, which will put the project back on the original schedule. He keeps the cost of acceleration down by only working on specific tasks during weekends. He estimates the current cost to accelerate work at \$150,000, but he said that may be reduced to \$120,000. The budget includes \$380,000 for accelerated work. He said that he remains guardedly optimistic that the project will finish under budget.

Ada County Highway District (ACHD)/State Street Modifications Update, Jan Frew

Ms. Frew reported that she and Mr. Erstad met with leaders and attorneys from St. Michael’s cathedral, the City of Boise and ACHD to discuss the Commission’s proposed State Street modifications. The Capitol Commission’s request asks for parking to be eliminated on State Street and to increase the size of the planter area on the north side of the Capitol to create more of a buffer and safety zone for pedestrian traffic. Both St. Michael’s Cathedral and the City of Boise want to retain parking on each end of the street. The Capitol Commission opposes this plan because of decreased pedestrian safety.

ACHD set a public comments and hearing date of June 24. Commissioner Crow suggested also requesting a reduced speed limit. Commissioner Hartgen asked if the Commission has abandoned its request to permanently close State Street and Chairman Erstad said that they did not make that request because the preliminary hearing with ACHD indicated that permanent

closure would not be considered. The Commissioners discussed their position on the limited use of State Street and Commissioner Patano asked that the record show that the commission's position is to have State Street rerouted and that the commission may address this goal in the future, but at this time the current proposal is the most agreeable option. Chairman Erstad will draft a statement of the commission's position for Jan Frew's presentation at the hearing.

Other Design & Construction Elements

Legislative Space Allocation and Design Committee Report, *Jeff Youtz*

Commissioner Youtz reported that the Space Allocation Committee approved the final layout for the legislative staff offices and the Visitor and Facilities Services Coordinator position. Approval for the position now goes before the Legislative Council. Commissioners Patano and Hartgen asked if Ms. Lockett will be hired as the Visitor and Facilities Services Coordinator and Commissioner Youtz said that she would.

Commissioner Youtz reported that after their meeting, the legislators toured the Capitol and the progress in the building impressed them. Their comments about the appearance of the building and the project cost were very positive.

Commissioner Patano asked if the gift shop is scheduled to be open during the grand re-opening celebration. Commissioner Youtz explained that staff is still working on the gift shop logistics and it may not be open until the following year. Commissioner Frasure urged Commissioner Youtz to work quickly to open the gift shop by the grand-reopening celebration to take advantage of the increased number of visitors to the Capitol at that time. Commissioner Patano will schedule a meeting with Ms. Lockett and Idaho State Historical Society staff and will direct more specific questions regarding the grand re-opening event to them.

Chairman Erstad requested a presentation on the work plans for the gift shop, and the Visitor and Facilities Services Coordinator and Capitol Curator positions by Commissioners Gallimore and Youtz at the next two Capitol Commission meetings.

Capitol Furnishings Update, *Kelly Berard/Robyn Lockett*

Ms. Berard reported that the Division of Public Works project #06-018 was established to track expenditures against the \$5 million furnishings funds. She reported that the furniture bids have been awarded to three Idaho vendors for a total amount of \$1.7 million. Ms. Berard is also negotiating a contract with Correctional Industries to build the guest chairs and replica historic coat trees for an estimated \$53,000. Other furnishing items such as rugs, TV and whiteboard enclosures and benches for the welcome room are estimated to cost \$240,000.

Other required items, such as window coverings, audio-visual equipment, kitchen smallwares, signage and the restoration of historic furnishings are estimated to cost \$1,525,000. Project expenditures to date are \$211,000. The total cost of Capitol furnishings is estimated at \$3,787,179, well under the \$5 million budget.

Commissioner Youtz acknowledged the relocation team's exceptional work and thanked Ms. Berard and Ms. Lockett.

Public Outreach, Art & Culture

Public Relations/Outreach Report, *Sandy Patano*

Mr. Daniel reported that the communications office is working on various media venues, including Twitter and a YouTube channel with links on the Capitol Commission web site. He will make a more detailed presentation at the July meeting.

Grand Re-opening Celebration Update, *Sandy Patano*

Commissioner Patano reported that the celebration committee met with the event planning vendor, SHOWS ETC, the previous day. The committee is working to select the chairs and establish various subcommittees, such as finance, education, sponsorship, hospitality, history, merchandizing, etc., which will manage the different aspects of the event. She reported that the Idaho Public Television documentary will include the grand re-opening ceremony. They are also planning the event entertainment, activities for the 4th grade classes and separate pre-events for the contractors and their families, state employees and Capitol stakeholders and tenants.

Commissioner Patano asked the Capitol Commission to set the date for the event and proposed that the ceremony take place on one of the following weekends in January 2010: January 9 (the subcommittee's preferred date), January 18 or January 25.

Commissioner Youtz said that the legislature will be moved into the building by January 9. He suggested that if the celebration were held in May, the subcommittee could use Steuenberg park to hold a festival-type event. He also suggested that there could be two events, one grand re-opening in January and another festival-type event in May. Chairman Erstad said that the Design and Construction Committee discussed the idea that a May event would allow more statewide participation because traveling from around the state would be easier.

The Commission debated the pros and cons of an event in January or holding a summer Capitol celebration. Commissioner Frasure offered that it could be held in conjunction with Idaho Statehood day in July.

MOTION: Commissioner Steve Hartgen moved that Idaho Capitol Commission's preferred date for the grand re-opening of the Capitol is January 9, 2010 and that the other parts of the event be directed around this date.

Chairman Erstad noted that the commission will not take any further action on the celebration if it increases costs or inhibits the quality of work or finishing the project on time. Mr. Emery said that his schedule to complete the outside of the building could change, pending the outcome of the commission's request to limit the use of State Street. The commission discussed asking the committee and the contractor to report the impact of scheduling the celebration event on January 9, 2010 at the July Capitol Commission meeting and to defer their decision until that meeting.

MODIFIED MOTION: Commissioner Steve Hartgen moved to modify the motion that the Capitol Commission establish January 9, 2010 as the celebration date for the grand re-opening of the Capitol, and that the preceding and post events be built around that date. The second to the modified motion was by Commissioner Evan Frasure. Commissioners Erstad, Hartgen, Patano, Frasure, Youtz and Gallimore voted to approve the motion.

Commissioner Crow opposed the motion. Commission Gwartney was absent during this part of the meeting. The motion passed.

Arts, History and Culture Committee Report, *Janet Gallimore*

Due to time constraints, Commissioner Gallimore asked Ms. Henke to send her written report summary to the commissioners via e-mail. She reported that her committee received 12 submittals from throughout the country for producing the garden level exhibitions. The evaluation team ranked the proposals and will prepare an award recommendation.

MOTION: Commissioner Janet Gallimore moved to authorize the chairman of the Capitol Commission to execute the contract with the successful bidder for Capitol exhibitions after the committee makes its final review and recommendation, and the process is approved by the Division of Purchasing. The second was by Commissioner Youtz; the motion passed.

Monthly Meeting Schedule, Chairman Erstad

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

- July 15, at JR Williams West Conference Room
- August 19 (tentative), meeting and tour, at JR Williams West Conference Room
- September 16 (tentative), at Capitol Annex, Room 204

Adjournment

The Chairman adjourned the meeting at 12:10 p.m.

Becky Henke, Communications Coordinator