
Idaho State Capitol Commission

Official Minutes, September 16, 2009

A meeting of the Idaho State Capitol Commission was held on this date at the Idaho State Historical Society main conference room, Boise, Idaho. Chairman Andrew Erstad called the meeting to order at 9:30 a.m.

Attendees

Members Present:

Andrew Erstad

Stephen Hartgen (via phone)

Sandy Patano

Evan Frasure (via phone)

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:

Jan Frew, Executive Project Manager, Division of Public Works

Gary Daniel, Communications Liaison, Idaho State Capitol Commission

Becky Henke, Communications Coordinator, Idaho State Capitol Commission

Tim Mason, Division of Public Works

Kelly Berard, Relocation Project Manager, Division of Public Works

Connie Smith, Fiscal Officer, Department of Administration

Robyn Lockett, Relocation Specialist, Legislative Services Office

Michelle Lynch, Idaho State Historical Society

Linda Morton-Keithley, Idaho State Historical Society

Keith Petersen, Idaho State Historical Society

Vivian Otero-Epley, Idaho State Building Authority

Rusty Katsuki, Catapult3

Jim Mallon, Lemley+3D/I

John Emery, JHJV

Carole Schroeder, Idaho State Capitol Commission

General Commission Business

Approval of Agenda

MOTION: Commissioner Patano moved to approve the agenda as published for the September 16, 2009 Capitol Commission meeting. The second was by Commissioner Gwartney; the motion passed unanimously.

Approval of Minutes

MOTION: Commissioner Youtz moved to approve the minutes from the August 19, 2009 Capitol Commission meeting as written. The second was by Commissioner Patano; the motion passed unanimously.

Budget and Funding Issues

Revenue & Expenditures Report, *Connie Smith*

Ms. Smith referred to the FY 2010 Budget Worksheet and the FY 2010 Sources and Uses of Funds reports for the period ending August 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>August Expenditures</u>	<u>Total YTD Expenditures</u>	<u>FY 2009 Balance</u>
Personnel Costs-PBF	\$ 11,164	\$ 22,328	\$ 136,791
Operating Costs-CIF & PBF	\$ 36,346	\$ 44,874	\$ 338,426
Total Expenditures-CIF & PBF	<u>\$ 47,509</u>	<u>\$ 67,201</u>	<u>\$ 1,258,517</u>

Ms. Smith reported that the Department of Land fees for the first quarter were paid in the amount of \$35,427. The total year cost is approximately \$127,000.

Ms. Smith reported four additional appropriation items in the FY 2010 Budget Worksheet, as follows:

	<u>August Expenditures</u>	<u>Total YTD Expenditures</u>	<u>FY 2009 Balance</u>
Garden Level Historical Exhibits	\$150,000		\$150,000
Restoration License Plate Project	\$400,000		\$400,000
Security Cameras and Equipment	\$47,500		\$47,500
FY 2010 Unallocated Appropriation	\$129,700		\$129,700

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

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$ 1,919,782	\$ 302,578	\$ 248,207*

**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>
\$ 865,382	\$ 31,260	\$ 0

The estimated market positions, as of July 31, 2009 are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>	<u>Endowment Fund</u>
\$ 885,861	\$0	\$ 0	\$ 15,126,403

Capitol Restoration Updates

Project Status, *Jan Frew*

Ms. Frew reported on the project status and reviewed the Lemley+3D/I August 2009 Program Report. She summarized work activities by area, as follows:

- Garden Level: the workers are proceeding on the radius marble floor installation. They have installed the mosaic state seal in the center. We increased manpower to get the marble installed and it is underway throughout the first floor and Garden Level. Workers have completed most finishes.
- Second floor: Workers have essentially completed the finishes and have completed the Punch list.
- First floor: Workers are done, with some exceptions, with the finishes; specifically at the South entrance and rotunda.
- Roof: We have installed a new roof .
- East and West office areas of Garden Level: We are continuing finish work. We are done with the new marble flooring installation and existing marble repair in the corridor from the rotunda to the new Wings. We have commenced wainscot installation in this area.
- Garden Level Rotunda: Workers completed the drywall above the wainscot and ceilings and they have commenced the radial marble flooring.
- Levels 1 and above: We are done with the electrical fixtures, electrical trim, fire alarm trim and data communication trim installation on Level 1 and above. We began these activities on the Garden Level.
- General elements: We are continuing to balance heating and cooling water systems throughout the building and still working on the HVAC control connections. The elevator subcontractor continued refurbishing the two existing elevators adjacent to the rotunda. Workers installed the two new elevators to be ready for the finishes.
- Southwest areaways and entrances: We have begun the sandstone and granite cladding at the reconfigured Southeast and Southwest areaways and entrances. Workers commenced concrete flatwork at the main entrance on the South side.
- New and unanticipated activities include:
 - We are in the midst of extensive re-plastering at the Level 1, South entrance as a result of existing water damage through the years.
 - We are correcting unforeseen penetrations, a source of leaks previously in the foundations at the North Wing; we are installing membrane waterproofing.
 - We have completed the repair of the sagging marble headers caused by localized structural issues over Level 2, East and West entrances.
- Tenant Improvements: progressed in all areas of the Wings. In the East Wing, we installed the doors, ceiling mounted lights, HVAC diffusers and fire sprinkler heads. In the West Wing, we are progressing on the finishes including installation of light fixtures, millwork, restroom tile, electrical trim and data communication trim. We continue to work on the kitchen finishes. We have completed the marble flooring and wainscot. We are done with the ceiling tiles, grid and millwork, except for workers accesses.
- Garden Level Wings, Core and Shell: We are continuing work on the new East Wing entrance doors adjacent to Sixth Street . We have started the South landscape and irrigation and we have made significant progress. We have completed the Core and Shell interior activities except for some minor punch list items. Workers commenced the new trash

enclosure North of State Street for the entire Capitol facility. Additionally, we have restored the Sea Cannon and the Oregon Trail monuments to the site.

Budget Review, Jan Frew

Ms. Frew referred to the Program Budget Summary on page 19 of the Lemley+3D/I August 2009 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)	\$ 85,492,660	\$ 68,701,463
Wings Core & Shell (McAlvain, Design-Build Contractor)	\$ 27,857,498	\$ 26,735,638
Wings Tenant Improvements (Jacobsen Hunt, CMAR)	\$ 9,149,842	\$ 7,015,863
Furniture, Fixtures and Equipment	\$ 5,000,000	\$ 1,100,280
Total program contracts and expenditures paid to date:	\$ 127,500,000	\$ 103,553,244

Ms. Frew pointed out to commissioners that the Contract Fund Allocation Report, page 20 of the monthly program report, shows the current amount of all contracts is at \$124.96 Million.

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>
Total project budget	\$ 85,492,660	\$ 37,007,340
Total year-to-date expenditures	<u>\$ 68,869,521</u>	<u>\$ 33,567,519</u>
Total remaining budget:	<u>\$ 20,062,958.58</u>	
Construction contract expenditures	\$ 60,353,045	\$ 31,690,168

Ms. Frew reminded the commissioners that while the total project budget (not including the \$5 million furnishings budget) is \$122.5 million, the project managers continue to work diligently toward the \$120 million goal.

The Furniture, Fixtures & Equipment budget report, page 21 summarizes the following:

	<u>Amount Budgeted</u>	<u>Amount Obligated</u>	<u>Amount Expended</u>
Equipment:	\$ 500,000	\$ 105,944	\$ 105,944
Warehouse Costs:	\$ 120,000	\$ 117,387	\$ 117,387
Utilities:	\$ 10,000	\$ 6,980	\$ 6,980
Furnishings:	\$ 4,094,800	\$ 1,952,660	\$ 885,888
Project Contingency	<u>\$ 250,000</u>	<u>\$ 0</u>	<u>\$ 0</u>
Project Totals:	\$ 5,000,000	\$ 2,182,973.58	\$ 1,116,201.04

Ms. Frew said that in the next month or so, she will be able to give final numbers on how close the project is to the \$120 million budget goal.

Schedule Update, John Emery

Mr. Emery updated the group that workers are working on the building seven days a week. He summarized the following work activities in the Capitol:

Furnishings:	We are working with Relocation Project Manager, Ms. Berard, and we have established September 28 th for beginning materials installation.
Fourth and Third floors:	We are completing the final punch list.
Second and First floors:	We continue to work on the Punch lists. We have completed the carpet.
Garden Level:	We are well underway. We have installed the center radius and we have completed the center columns. We continue to work on the outer columns. We have begun the trim on the new South entrance. It is critical and after we have completed it, we can install the marble wainscoting . We still need to complete the marble rotunda stairs. We have increased the manpower for marble installation. We are well underway on the millwork and hardware.
Wings:	We are installing finishes throughout. We are including the desks in the wings. We have completed and placed the dais desks. We have set as our production schedule fifteen small desks a week. We are planning to complete them on October 13 th .
Exterior:	We are redoing the front steps of the Capitol to maintain the quality and ensure the concrete is perfect. We have almost finished the landscaping and lighting and we will pour the frame for the Liberty Bell soon.
Issues:	We will need to replace the skylights glass in the future. The glass is currently installed, but it is delaminating. We will handle this as a warranty issue.

Mr. Emery noted that the walk through to sign the building over is scheduled for Thursday, November 12, 2009.

Commissioner Erstad commented that the Capitol lights are especially spectacular just before dawn. Mr. Emery said the lights glisten on the mosaic in the Garden Level and that constructing it was similar to putting together a puzzle. Commissioner Patano asked if someone could find out how many tiles are in the center mosaic, as a piece of trivia. She also suggested that the lights around the chamber would be good trivia for tours, and Mr. Emery said there are complete records available to answer these questions and he will let her know.

Other Design & Construction Elements

The Boise City Landmark Project, *Tim Mason*

The City of Boise received a grant from the National Park Service to designate landmarks within Boise. The City of Boise requested approval from the Capitol Commission to include the Capitol on the list of historical landmarks. Designation as a landmark requires that the Capitol Commission place a plaque in the Capitol that acknowledges the landmark status and the grant.

Discussion included:

- Commissioner Patano and Commissioner Crow expressed that it is problematical to designate the Capitol a Boise landmark, as it is actually a State of Idaho landmark.

- Commissioner Youtz questioned if there is intrinsic benefit for being listed by the National Park Service.
- Commissioner Erstad asked if any proceeds or funding from this grant were used on the Capitol; Mr. Mason said no.
- General discussion if there is any federal restriction with this designation.
- Commissioner Hartgen expressed concern of opening any federal National Historic Preservation Act regulations for this building and would like more complete discussion before making a decision.
- Commissioner Gallimore noted that Section 106 of the National Historic Preservation Act is meant to protect local interests and that this Boise City Landmark Project does not restrict or give federal rights to the building. It is simply a plaque.
- Commissioner Erstad voiced concern of potentially affecting future Commission work on the Capitol.

MOTION: Commissioner Gwartney moved in a substitute motion that the Idaho Capitol Commission not accept and install the plaque. The second was by Commissioner Crow; the substitute motion passed unanimously.

Public Outreach, Art & Culture

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

Commissioner Gallimore presented four items for the Commission.

1. **ICC approval of the Garden Level Rotunda Interpretive and Concepts Plan** – Rusty Katsuki, President & CEO of Catapult3 presented the proposed exhibits interpretive plan supplied to the Commission. The three interpretive themes are as follows:
 - The Idaho State Capitol: Building, Expansion and Restoration.
 - Idaho's Governmental History
 - Idaho Government: How does it work and what does it do for us?

Mr. Katsuki presented his company's conceptual designs of the Garden Level exhibits utilizing the eight pillars in the inner and outer circles. His company's designs incorporate four-foot high mahogany wainscoting, a wood which is in use throughout the Capitol. Each exhibit is a stand alone display with a chronological order of information, but without set traffic patterns for the plan.

Chairman Erstad referred to his earlier meeting with Mr. Katsuki and Ms. Frew in which he expressed his concern about this exhibit design which covers some of the building's features, particularly the lower wainscoting marble, with mahogany. Mr. Katsuki explained that the design allows a strong structure with electrical management options utilizing the mahogany.

Commissioner Gallimore acknowledged all the members of her committee that worked under quite immediate time deadlines to try to accommodate everyone's views concerning the displays to teach how Idaho's government works. She also thanked the advisory committee and its members.

The Commission further discussed the design and Commissioner Patano asked Mr. Emery for his opinion; he said that less dark mahogany would be more visually appealing with less wear and tear issues. In the interest of time, Chairman Erstad recommended a joint committee meeting of the Arts, History and Culture Committee and the Design and Construction Committee to discuss the display cases with authorization for Mr. Katsuki to proceed after the meeting.

MOTION: Commissioner Gwartney moved to adopt the joint recommendation of the Design and Construction and Arts, History and Culture Committees regarding the design of the garden level rotunda exhibition. The second was by Commissioner Patano; the motion passed, with six ayes and two nays (Commissioners Hartgen and Frasure).

2. Fourth Floor Rotunda Space Usage Guidelines

Robyn Lockett, Legislative Services Office, reviewed the changes in the Fourth Floor Rotunda Space Usage Guidelines. The proposed changes are indicated in red in the handout to the Commission. Displays would be limited to one day, which has been the case in the past. Exceptions for a longer display periods would be reviewed by the Legislative Services Office. Offensive or partisan exhibits would be prohibited, and to protect the finishes of the walls and floors, no adhesives (such as duct tape) would be used on any part of the building; no leaning of any items against the walls would be allowed. Mr. Mallon urged the Commission to write strict guidelines to protect the Capitol building.

MOTION: Commissioner Youtz moved to approve the revised Fourth Floor Rotunda Space Usage Guidelines, with the modification that the space is available for short term use with the expressed consent of the Legislative Services Office. The second was by Commissioner Gallimore; the motion passed unanimously.

MOTION: Commissioner Youtz moved to allow the Idaho Watercolor Association to display its paintings in the Fourth Floor Rotunda Space during the first two weeks in March. The second was by Commissioner Gallimore; the motion passed unanimously.

3. Capitol Tunnel Art Program, *Commissioner Youtz*

Commissioner Youtz presented a recommendation by the Arts, History and Culture Committee to develop a new Capitol Tunnel Art Program with guidelines specifying Idaho history. The program would allow local students, by invitation to high school art departments, to paint over existing murals. Since only part of the tunnel system is under Commission jurisdiction, Commissioner Youtz recommended that Public Works accept this proposal as well. Commissioner Patano asked about funding, and Commissioner Youtz said under the proposal the students will bring poster paint on their own. Commissioner Hartgen asked how many existing paintings would be covered, and Commissioner Youtz estimated about twenty of the sixty available spaces already have art work. After further discussion, Chairman Erstad proposed turning the project over to Mr. Mason and his staff at Public Works and drafting a letter in support of the program

4. Winged Victory and George Washington Sculptures – due to time constraints,

Commissioner Gallimore agreed to defer this agenda item to the October meeting.

Public Relations/Outreach Report, *Commissioner Patano*

- **Idaho's Capitol for Kids - \$6,000, *Peter Morrill***

Mr. Morrill reviewed the "Capitol of Light, the People's House" documentary project. This IPTV educational program about the State Capitol, including the restoration project, will be duplicated and distributed to schools across the state. The videos will be distributed to fourth grade teachers and will also be available on the website. Mr. Morrill requested that the Capitol Commission provide \$6,000 to support this educational program.

MOTION: Commissioner Patano moved to authorize an expenditure of \$6,000 from the Capitol Income Fund for Idaho Public Television's "Capitol for Kids" program. The second was by Commissioner Frasure; the motion passed.

- **Capitol Rededication Pool Coverage Feed/Broadcasts - \$9,650, *Peter Morrill***

This expenditure is for hard expenses associated with providing media pool video coverage of the Idaho State Capitol Rededication Ceremony and the associated statewide broadcasts on Idaho Public TV.

MOTION: Commissioner Patano moved to authorize an expenditure from the Capitol Income Fund of \$9,650 to Idaho Public Television for the Capitol Rededication pooled media coverage feed and IPTV broadcasts. The second was by Commissioner Crow; the motion passed.

- **Outreach Activities, *Gary Daniel***

Due to the lengthy meeting time, Mr. Daniel gave a brief overview of outreach activities.

- The *Idaho Statesman* printed an article on the Capitol Tree program which features online archive photos of the Statehouse trees which were provided by Mr. Daniel.
- Mr. Daniel drafted a communications plan for the Rededication celebration event that is being reviewed by the Executive Committee. He will forward the plan to the Commission.

- **Rededication Celebration Update, *Commissioner Patano***

Commissioner Patano reports that her committee is moving forward, working on a mid-October "save the date" electronic mailing, providing content for the program in conjunction with the Idaho State Historical Society staff, and calling for bids that need to go out for various tasks. The committee is raising funds and the Commission has given some funds to the committee. She said the 90 day bid process is daunting, but Commissioner Patano and the committee is working with staff on bids for activities including the sound, lighting and staging, plus the fireworks display.

After further discussion, it was decided that the Executive Committee will meet to go over the communications plan and review any bid options, and Commissioner Gwartney and his staff will help expedite the bidding process since they have worked extensively with the law in this area.

Monthly Meeting Schedule, *Chairman*

Regular meetings are tentatively scheduled for 9:30 a.m. on the third Wednesday of each month:

- October 21, at JR Williams West Conference Room
- November 18 (tentative meeting and tour), at Capitol Annex, Room 204
- December 16 (tentative), at the JR Williams West Conference Room

Adjournment

MOTION: Commissioner Gwartney moved to adjourn the meeting. The second was by Commissioner Gallimore; the motion passed. The meeting adjourned at 12:10 p.m.

Carole Schroeder, Communications Coordinator