
Idaho State Capitol Commission

Official Minutes, December 16, 2009

A meeting of the Idaho State Capitol Commission was held on this date at the JR Williams West Conference Room, Boise, Idaho. Chairman Andrew Erstad called the meeting to order at 9:35 a.m.

Attendees

Members Present:

Andrew Erstad

Stephen Hartgen

Sandy Patano

Evan Frasure

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

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

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

Others Present:

Jan Frew, Executive Project Manager, Division of Public Works

Gary Daniel, Communications Liaison, Idaho State Capitol Commission

Becky Henke, Idaho State Capitol Commission/Department of Administration

Teresa Luna, Chief of Staff, Department of Administration

Tim Mason, Division of Public Works

Kelly Berard, Relocation Project Manager, Division of Public Works

Connie Smith, Fiscal Officer, Department of Administration

Brigette Teets, Webmaster, Dept. of Administration

Robyn Lockett, Relocation Specialist, Legislative Services Office

Keith Reynolds, Idaho Department of Financial Management

Michelle Lynch, Idaho State Historical Society

Vivian Otero-Epley, Idaho State Building Authority

Kevin Brown, JHJV

John Emery, JHJV

Ray Limbonati, JHJV

Joe Rutledge, Division of Public Works

Rich Banner, Lemley+3D/I

Jim Mallon, Lemley+3D/I

John Maulin, CSHQA

Dustin Hurst, IdahoReporter.com

Carole Schroeder, Idaho State Capitol Commission

General Commission Business

Approval of Agenda

MOTION: Commissioner Patano moved to approve the agenda as published for the December

16, 2009 Capitol Commission meeting. The second was by Commissioner Gallimore; the motion passed unanimously.

Approval of Minutes

MOTION: Commissioner Frasure moved to approve the minutes from the November 18, 2009 Capitol Commission meeting as written. The second was by Commissioner Youtz; 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 November 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:

	<u>November</u> <u>Expenditures</u>	<u>Total YTD</u> <u>Expenditures</u>	<u>FY 2009</u> <u>Balance</u>
Personnel Costs-PBF	\$ 10,996	\$ 61,761	\$ 97,358
Photographic Supplies	1,015		
Department of Lands Fees	28,124		
Grand Opening	\$ 16,650	\$ 49,391	\$ 727,200
<hr/>			
Subtotal Administrative Carryover	48,452		
Total Expenditures-CIF & PBF	<u>\$ 59,448</u>	<u>\$ 240,952</u>	<u>\$ 1,084,767</u>

Addressing the FY 2009 Sources and Uses of Funds spreadsheet as of November 30, 2009, Ms. Smith reported total available funds are:

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>
\$ 1,953,761	\$ 302,578	\$ 248,758*

**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>
\$ 899,361	\$ 31,260	\$ 0

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

<u>Income Fund</u>	<u>Permanent Building Fund</u>	<u>Capitol Furnishings Fund</u>	<u>Endowment Fund</u>
\$ 931,521	\$0	\$ 0	\$ 15,824,558

Ms. Smith requested spending authority for Line 52, FY 10 Unallocated Appropriation of \$85,700 which includes \$60,000 that Commissioner Patano has raised from contributions.

MOTION: Commissioner Gwartney moved to give the Idaho Capitol Commission an additional \$60,000 spending authority for the Grand Reopening Ceremonies. The second was by Commissioner Gallimore. The motion passed unanimously with one Commissioner absent (Commissioner Crow).

Discussion included:

- Commissioner Patano said the bills for the Grand Reopening will cost more than the current \$75,000 spending authority.
- Commissioner Hartgen asked if the \$60,000 in donations will go back into the account and it will.

Capitol Restoration Updates

State Street Safety, *Tim Mason*

Tim Mason summarized the State Street safety issues:

- Commissioner Youtz requested this addition to the agenda after Representative Bolz was hit by a car in the mid-block cross walk on State Street
- DPW added sandwich boards with flashers at the crosswalk and on Friday, December 18 closed the crosswalk following a conversation with the Pro Tem; employees and people with business in the State Capitol may access the Capitol on either Sixth or Eighth Street
- Visibility will improve some when workers begin taking down the fence on December 28
- ACHD plans to add ground flashers at the Sixth Street, Eighth Street and center cross State Street crossings as part of the Spring project
- The Commission will need to request any speed limit variations from ACHD and the State of Idaho is on record requesting a pedestrian zone and permanently closing State Street in the Capitol Mall area
- ACHD controls posting any signs on State Street, installing flashers in the pavement, lowering the speed limit or adding speed bumps
- ACHD will require a public hearing for speed reduction; the State of Idaho has requested a speed reduction already and it was denied, so any further actions must go through the public hearing route.
- Chairman Erstad, with assistance from Jan Frew, will draft a Capitol Commission letter to the ACHD Commissioners plus staff to request a notice and public hearing process. He agreed to call the President of the ACHD first and then follow up with the letter. The Speaker and Pro Tem will also call the ACHD
- Commission consensus that keeping the mid-street crossing closed is a positive move.
- Ms. Frew will bring a preliminary State Street reconstruction plan before the Commission in January.

Project Status, *Jan Frew*

- Ms. Frew introduced contractor representatives and asked Mr. Jim Mallon, Lemley +3DI to report
 - Contractors achieved substantial completion on November 12, 2009 and they are now fine tuning equipment
 - Lemley+3DI is still working on a few change orders summarized in the November report
- John Maulin, CSHQA, said workers are fixing damage that was done during the moving-in process

- In some cases, the movers reported damage, and sometimes staff reported damage
- Ms. Frew said Ms. Berard is tracking any damage, but that it is difficult to know if the movers did it, or if staff did since there is so much activity in the building
- The Restoration project budget will have to assume some of the cost of fixing the damage

Budget Review, *Jan Frew*

Ms. Frew referred to the Program Budget Summary on page 14 of the Lemley+3D/I November 2009 Program Report. The project is budgeted at \$127,500,000, including contractor contingency. The following are the totals of the project contracts:

<u>Current Budget Amount</u>	<u>Contract Amount</u>	<u>Paid to Date</u>
\$127,500,000	\$ 126,308,366	\$ 113,580,130

- Ms. Frew explained that once all of the potential change orders are factored in, the final figure will be a little over the \$125 million, but will still stay below the \$127,500,000 figure.
- She said she is working closely to finalize and to keep costs in line.

Other Design & Construction Elements

Relocation Project Update, *Kelly Berard*

Ms. Berard reported that Legislative Services, the Governor’s Office, the Attorney General and Secretary of State are all moved in, with 48 truck loads of new and historic furniture. The last agency to move in will be the State Treasurer December 18 – 20. Given the volume of people and furniture that moved in, Kelly was happy that more damage wasn’t done. Mill workers have needed to do most of the repair.

Plaque Listing Commissioners and Contractors

Commissioner Hartgen said the plaque near the left of the front doors will be ready this spring. Ms. Frew added that it will be marble and will list all commissioners and contractors; she is investigating the engraving cost and specific timing of finishing it.

Public Outreach, Art & Culture

Rededication Celebration Update, *Sandy Patano*

- Commissioner Patano delivered invitations to all Commissioners and said the upcoming envelope order will enable mailing of all of the invitations soon. She encouraged Commissioners to give Becky Henke, who is doing the address labels, the addresses of former legislators.
- Commissioners, Legislators and Elected Officials including the Supreme Court and Court of Appeals and Sponsors will have Thursday and Friday 5:00 – 7:30 reception tickets; contractors and families will have Thursday evening reception tickets; the Office of the Governor staff and cabinet, and senior staff of other elected officials and all staff housed in the Capitol as well as the Historical Society will have Friday reception tickets; the general public will have Saturday invitations.
- Capitol Commission employees Gary Daniel and Carole Schroeder are working on the program; Paul Brown has painted another watercolor for the Rededication program.

- Commissioner Patano thanked the thirteen sponsors who have donated; they will be listed in the 5,000 copies of the January 9, 2010 Capitol Commission program and will receive tickets to both the Thursday and Friday receptions. State Historian Keith Petersen wrote the historical story for the January 9 program.
- She also shared the tour brochure updated by the ISHS; the Capitol Commission will purchase copies to for use during upcoming self-guided tours
- Capitol Commission Communications Liaison Gary Daniel played First Lady Otter's Public Service Announcement filmed by Idaho Public Television and reported that he has been working with the press including tours through the Capitol
- IPTV will provide the feed for all media in the State and will cover the Grand Reopening Ceremony on Saturday.
- Commissioner Patano will email Commissioners to let them know what time to gather at the Capitol for the January 9th Grand Reopening. Speakers will include Commission Chair Erstad as Master of Ceremonies, The Right Reverend Richard Demarest for the invocation, Governor Otter, the President Pro Tempore, the Speaker of the House, and Architect Charles Hummel.
 - Gary Daniel reported on publicity for Saturday's event; Channel 4 will air the Capitol of Light documentary on Thursday, January 7 and again on Saturday, January 9, funded primarily by the Capitol Commission; Channel 7 will air the ceremony working with IPTV feeds; Channel 4 will be there the whole time; he played the invitation to all Idahoans from First Lady Otter; You Tube and Facebook also have this First Lady promo, as well as being on our photo gallery site.
 - Gary and Commissioner Hartgen made a presentation in Twin Falls at the General Aviation Annual Meeting and Commissioner Hartgen encouraged anyone with a need for a speaker to contact Gary.
 - The Associated Press and the Idaho Press Club will hold their annual meeting on January 7 in the Capitol followed by a tour led by Gary.
- The Associations of Cities and Counties are helping the Capitol Commission distribute plaques to all cities and counties.
- Commissioner Patano reported that when Idaho Public Television completes its video, staff will distribute a copy to each high school and Idaho Public Television will provide an online interactive program as well.
- Commissioner Patano said at Saturday's celebration the Rededication Committee will assign volunteers throughout the Capitol to provide information; other than that, the tours will be self-guided. Various musicians will be playing the historic Harrison tree fiddle; there will be some other background music; volunteers will move people beyond congested areas
- She continued that the largest portion of the budget for the Rededication Ceremony covered the outdoor staging, sound, lights and indoor sound; also the *Ida Goes to the Capitol* books to 220 libraries, the Max Black wood projects for city and county plaques, other thank-you gifts; watercolor prints, the invitations and reception tickets, 5,000 programs and separate tour brochures; gifts for the volunteer chorus; signage, food and beverage for the two receptions; barricades and electric signs, and the cleaning crew. The sponsor funds Commissioner Patano raised offset about one-third of the budget.
- Commissioner Youtz said that a representative of the Interfaith Alliance had contacted

him about a blessing of the Capitol. Commissioner Patano said that any other requests for blessings would need to be recommended by the Commissioners and suggested that Sunday might be a better day for another Capitol blessing. Additional discussion focused on the Capitol being a public building and that the process and protocol for use of the steps of the building includes reserving space; Saturday, January 9 is not available on the Capitol steps with all of the organized events already reserved for the ceremony.

Arts, History and Culture Committee Report, Janet Gallimore

- Commissioner Gallimore reported that staff installed the stanchions around the George Washington statue and Winged Victory
- Keith Petersen has written the text for the panels in the Garden Level and Catapult 3 with assistance from five readers has condensed each panel down to 200 words.
- Randy Stapilus has worked with the team on the how government works section.
- Catapult 3 will install all section 1 and 2 panels before January 7 which will complete the outside panels; it will not be that obvious that the inside panels are yet to be completed.
- Commissioner Gallimore shared the *Idaho Landscapes* Spring and Summer issue status with a recommended price of \$8 per copy
 - For a run of 7,000 with a cost-share arrangement between the Idaho State Historical Society, the cost to the Capitol Commission would be \$3,500.
 - For a run of 12,000 with the cost-share arrangement it would cost the Capitol Commission \$8,500.
 - Additional discussion included debate over how many copies to fund, that this would not compete with an eventual coffee table book; that other Capitols have small magazines; and the thought that a one-time license plate funding would be feasible.

MOTION: Commissioner Youtz moved to fund \$3,500 for a run of 7,000 with a cost share arrangement with the State Historical Society also funding \$3,500. The second was by Commissioner Patano.

Discussion included:

- Commissioner Frasure said the Commission is missing an opportunity with the numbers of legislators, elected state officials and others who would want to give copies as gifts; he would like another 5,000 copies since the demand will be there and the cost decreases with additional copies printed.

SUBSTITUTE MOTION: Commissioner Frasure moved to authorize printing 12,000 copies with the Capitol Commission funding \$8,500 and the State Historical Society funding \$3,500. The second for the Substitute Motion was by Commissioner Gallimore. The substitute motion passed with two Commissioners absent (Commissioner Crow and Commissioner Gwartney) and one nay vote (Commissioner Hartgen).

Meeting Schedule

Rededication Meeting Schedule, *Chairman*

The next scheduled meeting is the day of the Grand Reopening, Saturday, January 9, West Wing 53, 10:30 a.m. Regular meetings are tentatively scheduled for 9:30 a.m. on the third Wednesday of each month:

- January 9 (tentative) to collect all Commissioners prior to the Rededication Ceremony, WW 53, 10:30 a.m.
- January 20 (tentative) Flex Room WW 17, State Capitol, 9:30 a.m.
- Resume quarterly meeting schedule (April 21)

New Business:

Commissioner Gallimore said that after the January 20 meeting it may be a good time for the tour of Catapult3 to see the panel fabrication.

Adjournment

MOTION: Commissioner Youtz moved to adjourn the meeting. The second was by Commissioner Patano; the motion passed unanimously with two Commissioners absent (Commissioner Crow and Commissioner Gwartney). The meeting adjourned at 11:50 p.m.

Carole Schroeder, Communications Coordinator