

MINUTES OF REGULAR MEETING
BOARD OF COMMISSIONERS
CAPITAL CITY DEVELOPMENT CORPORATION
121 N. 9th St., Conference Room
Boise, ID 83702
November 9, 2015 12:00 p.m.

I. CALL TO ORDER:

Chairman Hale convened the meeting with a quorum at 12:00 p.m.

Present were: Commissioner Dana Zuckerman, Commissioner Lauren McLean, Commissioner Ryan Woodings, Commissioner David Eberle, Commissioner Stacy Pearson, and Commissioner John Hale. Commissioners Pat Shalz and David Bieter were absent.

Agency staff members present were: John Brunelle, Executive Director; Todd Bunderson, Development Director; Ross Borden, Finance Director; Mary Watson, Contracts Manager; Peggy Breski, Contracts Specialist; Doug Woodruff, Project Manager; Shellan Rodriguez, Project Manager; Karl Woods, Project Manager; Laura Williams, Project Specialist; Deah LaFollette, Executive Assistant; and Céline Acord, Administrative Project Assistant. Also present was Agency legal counsel, Ryan Armbruster.

II. AGENDA CHANGES/ADDITIONS:

There was a proposed addition to the agenda:

Add an item to Action Item A, to review and authorize the Executive Director to sign the conflict of interest waiver regarding bond counsel services. This issue surfaced after the meeting agenda was posted.

Commissioner Eberle moved to add the above referenced agenda item as this issue surfaced after the meeting agenda was posted. Commissioner Zuckerman seconded the motion. All said Aye. The motion carried 6-0.

There was a proposed change to the agenda:

Action Item E "Resolution 1409 CCDC Personnel Manual Update" to become Information Item C.

Commissioner Eberle moved for 4.E to become 5.C. Commissioner Zuckerman seconded the motion. All said Aye. The motion carried 6-0.

III. CONSENT AGENDA:

Commissioner Eberle moved to approve the Consent Agenda. Commissioner Zuckerman seconded the motion.

All said Aye. The motion carried 6-0.

The Consent Agenda consisted of the following actions:

- A. Expenses
 - 1. Approval of Paid Invoice Report - October 2015
- B. Minutes and Reports
 - 1. Approval of Meeting Minutes from October 13, 2015
- C. Other
 - 1. Adopt Resolution 1417 Records Disposition
 - 2. Adopt Resolution 1413 Approve Contract Award for Brick Engraving Services

IV. ACTION ITEMS:

A. CONSIDER: The District Expansion Centre Building Conduit Financing Process and Schedule and CONSIDER: Review and Authorize the Executive Director to Sign the Conflict of Interest Waiver Regarding Bond Counsel Services

Ross Borden, CCDC Finance Director, gave a report on the conduit financing process and schedule.

Eric Heringer, CCDC Financial Advisor from Piper Jaffray, also provided a report regarding the financing process and schedule.

Commissioner Eberle moved to concur with the Centre Building Financing Plan as presented. Commissioner Zuckerman seconded the motion.

Ryan Armbruster, Agency legal counsel, gave a report on the conflict of interest waiver.

Commissioner Eberle moved to approve the conflict of interest letter waiver and authorize the Executive Director to sign the conflict of interest waiver upon waiver of the conflict of interest by the District. Commissioner Zuckerman seconded the motion.

All said Aye. The motion carried 6-0.

B. CONSIDER: Resolution 1418 Approve the First Amendment to the Amended and Restated Development Agreement with The District

Ross Borden, CCDC Finance Director, gave a report.

Commissioner Zuckerman moved adoption of Resolution 1418 approving the First Amendment into the Amended and Restated Development Agreement. Commissioner Eberle seconded the motion.

All said Aye. The motion carried 6-0.

C. CONSIDER: Approve The Grove Plaza Renovation Design

Doug Woodruff, CCDC Project Manager, gave a report.

Commissioner Zuckerman moved to approve The Grove Plaza renovation design with consideration concerning the building wall treatment along the south spoke of the Grove and authorize staff to apply for jurisdictional approvals and proceed with technical drawings for construction. Commissioner Eberle seconded the motion.

All said Aye. The motion carried 6-0.

D. CONSIDER: Resolution 1416 CSHQA Task Order for Renovation Engineering and Construction Administration Services

Doug Woodruff, CCDC Project Manager, gave a report.

Commissioner Zuckerman moved to adopt Resolution No. 1416 authorizing the Agency's Executive Director to negotiate and execute a task order with CSHQA for professional design, engineering, and construction administrations services needed to complete the renovation of The Grove Plaza. Commissioner Eberle seconded the motion.

All said Aye. The motion carried 6-0.

E. CONSIDER: Resolution 1409 CCDC Personnel Manual Update

This item became Information Item C.

F. CONSIDER: Request Authorization to Distribute Proposed Modifications to Parking Rates to Permit Holders and Stakeholders

Ryan Armbruster, Agency legal counsel, gave a report in Max Clark's, CCDC Parking & Facilities Director, absence.

Commissioner Zuckerman moved that staff be authorized to distribute proposed modifications to monthly parking rates to permit holders and stakeholders; and to set the December 14, 2015 Board meeting to receive comment regarding proposed rate increases. Commissioner Eberle seconded the motion.

All said Aye. The motion carried 6-0.

G. CONSIDER: Transmit Downtown Boise Streetscape Standards and Specifications Manual to City of Boise for Adoption

Matt Edmond, CCDC Project Manager, gave a report.

Sarah Schafer, representing the City of Boise, also provided comment.

Commissioner Zuckerman moved to approve transmittal of the Downtown Boise Streetscape Standards & Specifications Manual to the City of Boise for adoption into Blueprint Boise. Commissioner Eberle seconded the motion.

All said Aye. The motion carried 6-0.

V. INFORMATION/DISCUSSION ITEMS:

A. Request for T4 Assistance for Idaho Historical Museum Streetscape

Matt Edmond, CCDC Project Manager, gave a report.

B. Operations Report

John Brunelle, CCDC Executive Director, gave a report.

C. CCDC Personnel Manual Update

Ross Borden, CCDC Finance Director, gave a report.

VI. ADJOURNMENT:

There being no further business to come before the Board, a motion was made by Commissioner Zuckerman to adjourn the meeting. Commissioner Eberle seconded the motion.

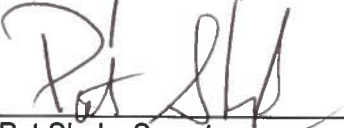
All said Aye.

The meeting was adjourned at 1:28 p.m.

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 14 day of December, 2015.



John Hale, Chair



Pat Shalz, Secretary