

MINUTES OF REGULAR MEETING  
BOARD OF COMMISSIONERS  
CAPITAL CITY DEVELOPMENT CORPORATION  
121 N. 9th St., Conference Room  
Boise, ID 83702  
March 9, 2020 12:00 p.m.

**I. CALL TO ORDER:**

Chairman Zuckerman convened the meeting with a quorum at 12:02 p.m.

Present: Commissioner David Bieter, Commissioner Latonia Haney Keith, Commissioner Gordon Jones, Commissioner Maryanne Jordan, Commissioner Lauren McLean, Commissioner Ben Quintana, Commissioner Ryan Woodings, and Commissioner Dana Zuckerman.

Commissioner Kate Nelson joined the meeting via conference call.

Agency staff members present were: John Brunelle, Executive Director; Todd Bunderson, Development Director; Max Clark, Parking and Mobility Director; Ross Borden, Finance & Administration Director; Mary Watson, General Counsel & Contracts Manager; Doug Woodruff, Assistant Director – Placemaking & Infrastructure; Laura Williams, Assistant Director – Economic Development; Matt Edmond, Assistant Director – Parking & Mobility; Karl Woods, Senior Project Manager – Capital Improvements; Brady Shinn, Project Manager – Property Development; Amy Fimbel, Project Manager – Capital Improvements; Jordyn Neerdaels, Communications Manager; Joey Chen, Controller; Holli Klitsch, Accountant; Kathy Wanner, Contracts Specialist; and Sandy Lawrence, Administrative Assistant. Also present was Agency legal counsel, Ryan Armbruster.

**II. AGENDA CHANGES/ADDITIONS:**

There were no changes to the agenda.

**III. CONSENT AGENDA**

**A. Expenses**

1. Approval of Paid Invoice Report – January and February 2020

**B. Minutes and Reports**

1. Approval of January 13, 2020 Meeting Minutes

Commissioner Woodings made a motion to approve the Consent Agenda.

Commissioner Quintana seconded.

All said Aye. The motion carried 7-0.

Commissioner Maryanne Jordan and Commissioner Latonia Haney Keith joined the meeting at 12:06 p.m.

#### **IV. ACTION ITEMS**

##### **A. CONSIDER: Annual Independent Audit of FY 2019 Financial Statements**

Kevin Smith, Eide Bailly Audit Partner, gave a report.

Commissioner Woodings made a motion to accept independent auditor Eide Bailly's report of Agency Fiscal Year 2019 financial statements and authorize staff to deliver the audit report to all required entities.

Commissioner Quintana seconded.  
All said Aye. The motion carried 9-0.

##### **B. CONSIDER: Approval of the 2019 Annual Report**

John Brunelle, CCDC Executive Director, gave a report.

##### **C. PUBLIC COMMENT: Approval of the 2019 Annual Report**

Chair Zuckerman opened the meeting to public comments on the annual report at 12:11 p.m.

There being no one from the public to provide comment, Chair Zuckerman closed the public comments at 12:12 p.m.

Commissioner Woodings moved to approve the 2019 Annual Report and direct staff to finalize the document and fulfill statutory publication and access requirements.

Commissioner Ben seconded.  
All said Aye. The motion carried 9-0.

##### **D. CONSIDER: Election of Board Officers – Chair, Vice-Chair and Secretary/Treasurer**

Chair Zuckerman, gave a report.

Commissioner Zuckerman made a motion to elect Commissioner Dana Zuckerman as Chair, Commissioner Ryan Woodings as Vice-Chair, and Commissioner Lauren McLean as Secretary/Treasurer.

Commissioner Bieter seconded.  
All said Aye. The motion carried 9-0.

##### **E. CONSIDER: Approval of Executive Committee Charge**

Commissioner Zuckerman provided a brief explanation of the Executive Committee Charge to new Board members Kate Nelson, Latonia Haney Keith, and Lauren McLean.

Commissioner Woodings moved to approve the Executive Committee Charge.  
Commissioner Quintana seconded.  
All said Aye. The motion carried 9-0.

**F. CONSIDER: Appointment of Secretary Pro Tempore**

Commissioner Woodings moved to designate Ross Bordon, CCDC Finance & Administration Director, as the Secretary Pro Tempore.

Commissioner Quintana seconded.  
All said Aye. The motion carried 9-0.

**G. CONSIDER: Resolution #1644 – Approving Type 2 Participation Program Agreement, 116 S 6<sup>th</sup> Street – Mixed Use, Income-Restricted Apartments**

Laura Williams, CCDC Assistant Director – Economic Development, gave a report.

Commissioner Woodings moved to adopt Resolution #1644, approving the Type 2 General Assistance Participation Agreement with 6<sup>th</sup> & Grove Investors, LLC and authorizing the Executive Director to execute the agreement.

Commissioner Jordan seconded.  
All said Aye. The motion carried 9-0.

**H. CONSIDER: Resolution #1645 – Approving Type 2 Participation Agreement, 512 W Grove Street – Mixed Use, Residential**

Laura Williams, CCDC Assistant Director – Economic Development, gave a report.

Commissioner Woodings moved to adopt Resolution #1645, approving the Type 2 General Assistance Participation Agreement with 5t & Grove Investors, LLC and authorizing the Executive Director to execute the agreement.

Commissioner Jordan seconded.  
All said Aye. The motion carried 9-0.

**I. CONSIDER: Resolution #1643 – Approving the Contract for 9<sup>th</sup> & Main Elevator Repairs**

Matt Edmond, CCDC Assistant Director – Parking & Mobility, and Kathy Wanner, CCDC

Contracts Specialist, gave a report.

Commissioner Woodings moved to adopt Resolution #1643 recognizing the Schindler Elevator Corporation as the lowest responsive bidder for the 9<sup>th</sup> & Main Garage Elevator Refurbishment Project; awarding the 9<sup>th</sup> & Main Garage Elevator Refurbishment Project contract to Schindler Elevator Corporation for the total Bid amount of \$256,226; and authorizing the Executive Director to execute the contract and expend funds.

Commissioner Jordan seconded.  
All said Aye. The motion carried 9-0.

**J. CONSIDER: Resolution #1642 – Approving the Contract for 8<sup>th</sup> & Bannock Streetscape Improvement Project Design Services**

Karl Woods, CCDC Senior Project Manager, and Kathy Wanner, CCDC Contracts Specialist, gave a report.

Commissioner Woodings moved to adopt Resolution #1642 approving Jensen Belts Associates Task Order 19-002 for the 8<sup>th</sup> & Bannock Streetscapes Improvements Project construction documents and construction administration services.

Commissioner Jordan seconded.  
All said Aye, the motion carried 9-0.

**K. CONSIDER: Resolution #1641 – Approving the Ranking for 8<sup>th</sup> & Bannock Streetscape Improvement Project CM/GC Services**

Karl Woods, CCDC Senior Project Manager, and Kathy Wanner, CCDC Contracts Specialist, gave a report.

Commissioner Woodings moved to adopt Resolution #1641 approving the ranking for the RFQ: CM/GC for the 8<sup>th</sup> & Bannock Streetscape Improvements Project and authorize the Executive Director to negotiate and execute a Construction Manager/General Contractor agreement for the 8<sup>th</sup> & Bannock Streetscape Improvement Project.

Commissioner Jordan seconded.  
All said Aye, the motion carried 9-0.

**L. PUBLIC MEETING: Public Comment on Proposed Parking Rate Changes**

Chair Zuckerman opened the meeting to public comments on the Proposed Parking Rate Changes at 1:10 p.m.

**M. CONSIDER: Continuing Public Comment period to April 13 and deferring decision on the Proposed Parking Rate Changes to April 13 Board Meeting**

John Brunelle, CCDC Executive Director, gave a report.

Commissioner Woodings moved to defer the rate of consideration until April 13, 2020, at the regularly scheduled CCDC Board meeting.

Commissioner Jordan seconded.  
All said Aye, the motion carried 9-0.

**V. INFORMATION/DISCUSSION ITEMS**

**A. 11<sup>th</sup> Street Bikeway**

Doug Woodruff, CCDC Assistant Director – Placemaking & Infrastructure, gave a report.

**B. CCDC Monthly Report**

John Brunelle, CCDC Executive Director, gave a report

At 1:37 p.m. Commissioner Ben Quintana announced that the March 9, 2020 CCDC Board Meeting was to be his last. He is unavailable for the April 13, 2020 meeting, and his term is up May 1, 2020. He thanked the CCDC Board and Agency staff for their service.

**VI. MEETING ADJOURNMENT**

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

All said Aye. 9-0. The meeting adjourned at 1:40 p.m.

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 13<sup>th</sup> DAY OF APRIL 2020.



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Ryan Woodings, Vice Chair



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Lauren McLean, Secretary