

MINUTES OF MEETING  
BOARD OF COMMISSIONERS  
CAPITAL CITY DEVELOPMENT CORPORATION  
Board Room, Fifth Floor, 121 N. 9<sup>th</sup> Street  
Boise, ID 83702  
February 13, 2023

**I. CALL TO ORDER:**

Chair Haney Keith convened the meeting with a quorum at 12:01 p.m.

Roll Call attendance taken:

Present: Commissioner John Stevens, Commissioner Rob Perez, Commissioner Ryan Erstad, Commissioner Lauren McLean, Commissioner Alexis Townsend, Commissioner Danielle Hurd, Commissioner Todd Cooper and Commissioner Haney Keith

Attending by Conference Call: Commissioner Holli Woodings

Agency staff members present: John Brunelle, Executive Director; Doug Woodruff, Development Director; Zach Piepmeyer, P.E., Parking & Mobility Director; Jordyn Neerdaels, Communication Manager; Joey Chen, Finance & Administration Director; Holli Klitsch, Controller; Karl Woods, Senior Project Manager – Capital Improvements; Mary Watson, General Counsel; Sandy Lawrence Executive Assistant; and Agency legal counsel, Meghan Sullivan Conrad.

Tiam Rastegar, Trailhead Executive Director, attending the meeting.  
Aaron Mondada, Agnew Beck Consulting LLC, attending the meeting.  
Stephanie Johnson, Public Art Manager, City of Boise, attending the meeting.

**II. ACTION ITEM: AGENDA CHANGES/ADDITIONS:**

There were no changes or additions made to the agenda.

**III. WORK SESSION:**

**A. Trailhead Annual Report**

Tiam Rastegar, Trailhead Executive Director, gave a report.

**B. 521 W Grove Street Public Space – Public Survey Results**

Karl Woods, Senior Project Manager – Capital Improvements and Aaron Mondada, Agnew Beck Consulting LLC, gave a report.

**IV. ACTION ITEM: CONSENT AGENDA:**

**A. Expenses**

1. Approve Paid Invoice Report for January 2023

**B. Minutes and Reports**

1. Approve Meeting Minutes for January 11, 2023

**C. Other**

1. Approve Resolution: 1811 Records Destruction

Commissioner Perez made a motion to approve the consent agenda.

Commissioner Erstad seconded the motion.

Roll Call:

Commissioner Hurd - Aye  
Commissioner Townsend - Aye  
Commissioner Stevens - Aye  
Commissioner Perez - Aye  
Commissioner Erstad - Aye  
Commissioner McLean - Aye  
Commissioner Cooper - Aye  
Commissioner Woodings - Aye  
Commissioner Haney Keith - Aye

The motion carried 9 - 0.

**V. ACTION ITEM:**

**A. CONSIDER:** Annual Independent Audit of FY 2022 Financial Statements

Kevin Smith, Eide Bailly, gave a report.

Commissioner Stevens moved to accept independent auditor Eide Bailly's report of the Agency's Fiscal Year 2022 financial statements and to authorize staff to deliver the audit report to all required entities.

Commissioner McLean seconded the motion.

Roll Call:

Commissioner Hurd - Aye  
Commissioner Townsend - Aye  
Commissioner Stevens - Aye  
Commissioner Perez - Aye  
Commissioner Erstad - Aye  
Commissioner McLean - Aye  
Commissioner Cooper - Aye  
Commissioner Woodings - Aye  
Commissioner Haney Keith - Aye

The motion carried 9 - 0.

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

Chair Haney Keith, gave a report.

Commissioner Stevens moved to elect the Board Officers as presented:

- Chair - Commissioner Haney Keith
- Vice-Chair - Commissioner John Stevens
- Secretary/Treasurer - Commissioner Lauren McLean

Commissioner McLean seconded the motion.

Roll Call:

Commissioner Hurd - Aye  
Commissioner Townsend - Aye  
Commissioner Stevens - Aye  
Commissioner Perez - Aye  
Commissioner Erstad - Aye  
Commissioner McLean - Aye  
Commissioner Cooper - Aye  
Commissioner Woodings - Aye  
Commissioner Haney Keith - Aye

The motion carried 9 - 0.

Chair Haney Keith noted that as permitted by the Agency Bylaws, Joey Chen, CCDC Director of Finance & Administration, will continue in her previously appointed capacity as the Secretary Pro Tempore and will carry out secretarial duties when the elected Secretary is absent.

**C. CONSIDER: Approve Executive Committee Charge**

Chair Haney Keith, gave a report.

Commissioner Stevens moved to approve the Executive Committee Charge.

Commissioner Cooper seconded the motion.

Roll Call:

Commissioner Hurd - Aye  
Commissioner Townsend - Aye  
Commissioner Stevens - Aye  
Commissioner Perez - Aye  
Commissioner Erstad - Aye  
Commissioner McLean - Aye  
Commissioner Cooper - Aye  
Commissioner Woodings - Aye  
Commissioner Haney Keith - Aye

The motion carried 9 - 0.

**D. CONSIDER: Designation: 521 W Grove Street Public Space. Type 4 Capital Project Coordination for Public Art: Celebrating the Multi-cultural History of Old Boise with City of Boise Arts & History**

Karl Woods, Senior Project Manager – Capital Improvements and Stephanie Johnson, Public Art Manager, City of Boise, gave a report.

Commissioner McLean moved to direct staff to negotiate a final Type 4 Capital Project Coordination Agreement for the 521 W Grove Street Public Space: Public Art: Celebrating the Multi-cultural History of Old Boise with City of Boise Arts & History.

Commissioner Townsend seconded the motion.

Roll Call:

- Commissioner Hurd - Aye
- Commissioner Townsend - Aye
- Commissioner Stevens - Aye
- Commissioner Perez - Aye
- Commissioner Erstad - Aye
- Commissioner McLean - Aye
- Commissioner Cooper - Aye
- Commissioner Woodings - Aye
- Commissioner Haney Keith - Aye

The motion carried 9 - 0.

**V. MEETING ADJOURNMENT:**

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

The meeting adjourned at 1:12 p.m.

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 13th DAY OF MARCH 2023.

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*Commissioner Latoria Haney Keith*  
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*Lauren McLean*  
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 Latoria Haney Keith, Chair

Lauren McLean, Secretary