

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

**I. CALL TO ORDER:**

Chair Haney Keith convened the meeting with a quorum at 12:00 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 Holli Woodings and Commissioner Haney Keith.

Absent: Commissioner Todd Cooper.

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; Kevin Holmes, Project Manager – Property Development; Kassi Brown, Project Manager; Mary Watson, General Counsel; Sandy Lawrence Executive Assistant; and Agency legal counsel, Meghan Sullivan Conrad.

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

There were no changes or additions made to the agenda.

**III. ACTION ITEM: CONSENT AGENDA**

**A. Expenses**

1. Approve Paid Invoice Report for February 2023

**B. Minutes and Reports**

1. Approve Meeting Minutes for February 13, 2023
2. Approve Special Meeting Minutes for February 23, 2023

**C. Other**

1. Approve Resolution 1816: 1522 W. State St., 16<sup>th</sup> & State. Type 2 Participation Agreement with 1522 W State St., LLC
2. FY2023 Q1 Financial Report (Unaudited)

Commissioner Perez made a motion to approve the consent agenda.

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 Woodings - Aye  
Commissioner Haney Keith - Aye

The motion carried 8 - 0.

#### **IV. ACTION ITEM**

##### **A. CONSIDER: 2022 Annual Report**

Jordyn Neerdaels, Communication Manager, gave a report.

##### **B. PUBLIC COMMENT: 2022 Annual Report**

Chair Haney Keith opened the meeting to public comments on the annual report at 12:39 p.m.

There being no one from the public to provide comment, Chair Haney Keith closed the public comments at 12:40 p.m.

Commissioner Erstad moved to approve the 2022 Annual Report and to direct staff to finalize the document and fulfill statutory publication and access requirements.

Commissioner Hurd seconded the motion.

Roll Call:

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

The motion carried 8 - 0.

##### **C. CONSIDER: Resolution 1813: Trailhead. Amendment No. 2 to the Entrepreneurship Consulting Agreement with the City of Boise and Actuate Boise, Inc.**

Mary Watson, General Counsel, gave a report.

Commissioner Woodings moved to a to adopt Resolution 1813 approving Amendment No. 2 to the Entrepreneurship Consulting Agreement between the Agency, the City of Boise, and Actuate Boise, Inc., for the professional services commonly known as Trailhead. 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 Woodings - Aye  
Commissioner Haney Keith - Aye

The motion carried 8 - 0.

**D. CONSIDER: Resolution 1814: 500 S. 8th St., Trailhead. Renewal of Commercial Lease Agreement with Rim View LLC**

Mary Watson, General Counsel, gave a report.

Commissioner Hurd moved to adopt Resolution 1814 approving renewal of the Lease of 500 S. 8th Street from Rim View LLC for one year.

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 Woodings - Aye  
Commissioner Haney Keith - Aye

The motion carried 8 - 0.

**E. CONSIDER: Resolution 1815: 8th St. Streetscape and Bike Facility Improvements, State St. to Franklin St. Task Order 19-006 for Professional Design Services with Kittelson & Associates, Inc.**

Zach Piepmeyer, P.E., Parking & Mobility Director, gave a report.

Commissioner Perez moved to adopt Resolution 1815 approving and authorizing the execution of Task Order 19-006 with Kittelson & Associates, Inc., for Professional Design Services on the 8th Street Streetscape and Bike Facility Improvements, State St. to Franklin St. Project.

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 Woodings - Aye  
Commissioner Haney Keith - Aye

The motion carried 8 - 0.

**F. CONSIDER: 1011 W. Grove St., Marriott AC/Element Hotel. Type 4 Capital Improvement Project Coordination with Pennbridge Lodging**

Kevin Holmes, Project Manager – Property Development, gave a report.

Commissioner Erstad recused himself from discussion and the vote due to being on the architectural project team.

Commissioner Perez moved to direct staff to negotiate a final Type 4 Participation Agreement with Pennbridge BL19, LLC for future board approval.

Commissioner Stevens seconded the motion.

Roll Call:

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

The motion carried 7 - 0 - 1.

**G. CONSIDER: 1110 W. River St., 11th & River. Type 2 General Assistance with deChase Miksis**

Kevin Holmes, Project Manager – Property Development, gave a report.

Commissioner McLean moved to direct staff to negotiate a final Type 2 Participation Agreement with River Street BE, LLC for future board approval.

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 Woodings - Aye

Commissioner Haney Keith - Aye

The motion carried 8 - 0.

**H. CONSIDER: 101 S. 27th St., KDP Corporate Headquarters. Type 1 One-Time Assistance with Westend Holdings, LLC**

Kassi Brown, Project Manager, gave a report.

Commissioner Stevens recused himself from discussion and the vote as TOK is working on marketing the space.

Commissioner Erstad recused himself from discussion and the vote due to being on the architectural project team.

Commissioner Woodings moved to direct staff to negotiate a final Type 1 Participation Agreement with Westend Holdings, LLC for future board approval.

Commissioner Perez seconded the motion.

Roll Call:

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

The motion carried 6 - 0 - 2.

**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 was adjourned at 12:51 p.m.

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 10th DAY OF APRIL 2023.

DocuSigned by:  
*Commissioner Latonia Haney Keith*  
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Latonia Haney Keith, Chair

DocuSigned by:  
*Lauren McLean*  
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Lauren McLean, Secretary