

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

**I. CALL TO ORDER:**

Chair Haney Keith convened the meeting with a quorum at 12:02 p.m.

Roll Call attendance taken:

Present: Commissioner Drew Alexander, Commissioner Todd Cooper, Commissioner Ryan Erstad, Commissioner Latonia Haney Keith, Commissioner Danielle Hurd, Commissioner Lauren McLean, Commissioner Rob Perez, and Commissioner John Stevens.

Absent: Commissioner Alexis Townsend

Agency staff members present: John Brunelle, Executive Director; Doug Woodruff, Development Director; Joey Chen, Finance & Administration Director; Alexandra Monjar, Project Manager – Property Development; Karl Woods, Senior Project Manager – Capital Improvements; Kathy Wanner, Contracts Manager; Kelly Burrows, Project Manager – Capital Improvements; Zach Piepmeyer, P.E., Parking & Mobility Director; Mary Watson, General Counsel; Sandy Lawrence Executive Assistant; and Agency legal counsel, Meghan Sullivan Conrad.

Greg Matto, ZGF, Associate Principal, attended the meeting virtually.

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

There were no changes or additions made to the agenda.

**III. WORK SESSION**

**A. 521 W. Grove St. Public Space Project Update**

Karl Woods, Senior Project Manager – Capital Improvements and Greg Matto, ZGF, Associate Principal, gave a report.

**IV. ACTION ITEM: CONSENT AGENDA**

**A. Expenses**

1. Approve Paid Invoice Report October 2023

**B. Minutes and Reports**

1. Approve Meeting Minutes for October 9, 2023

**C. Other**

1. Approve Resolution 1841: Housing Affordability Monitoring. Memorandum of Understanding with the City of Boise.
2. Approve Resolution 1842: FY2024 Cooperative Agreement with Valley Regional Transit.

3. Approve Resolution 1845: Employee Manual Update
4. Approve Resolution 1846: Adopting a Health Reimbursement Arrangement (HRA) Plan

Commissioner Hurd made a motion to approve the consent agenda.

Commissioner Perez seconded the motion.

Roll Call:

Commissioner Alexander - Aye  
Commissioner Cooper - Aye  
Commissioner Erstad - Aye  
Commissioner Haney Keith - Aye  
Commissioner Hurd - Aye  
Commissioner McLean - Aye  
Commissioner Perez - Aye  
Commissioner Stevens - Aye

The motion carried 8 - 0.

## **V. ACTION ITEM**

### **A. CONSIDER Resolution 1843: 5th & 6th Streets Roadway Improvements, Myrtle Street to Jefferson Street. Ranking for RFQ: Construction Manager/General Contractor (CM/GC)**

Zach Piepmeyer, P.E., Parking & Mobility Director and Kathy Wanner, Contracts Manager, gave a report.

Commissioner Cooper moved to adopt Resolution 1843 approving the ranking for the RFQ: CM/GC for the 5th & 6th Streets Roadway Improvements Project and authorizing the Executive Director to negotiate and execute a Construction Manager/General Contractor agreement for the Project.

Commissioner Stevens seconded the motion.

Roll Call:

Commissioner Alexander - Aye  
Commissioner Cooper - Aye  
Commissioner Erstad - Aye  
Commissioner Haney Keith - Aye  
Commissioner Hurd - Aye  
Commissioner McLean - Aye  
Commissioner Perez - Aye  
Commissioner Stevens - Aye

The motion carried 8 - 0.

### **B. CONSIDER Resolution 1844: Capitol Boulevard Streetscape Improvements, Boise River to Myrtle Street. Ranking for RFQ: Construction Manager/General Contractor (CM/GC)**

Zach Piepmeyer, P.E., Parking & Mobility Director and Kathy Wanner, Contracts Manager, gave a report.

Commissioner Erstad moved to adopt Resolution 1844 approving the ranking for the RFQ: CM/GC for the Capitol Boulevard Streetscape Improvements Project and authorizing the Executive Director to negotiate and execute a Construction Manager / General Contractor agreement for the Capitol Boulevard Streetscape Improvements Project.

Commissioner Hurd seconded the motion.

Roll Call:

Commissioner Alexander - Aye  
Commissioner Cooper - Aye  
Commissioner Erstad - Aye  
Commissioner Haney Keith - Aye  
Commissioner Hurd - Aye  
Commissioner McLean - Aye  
Commissioner Perez - Aye  
Commissioner Stevens - Aye

The motion carried 8 - 0.

**C. CONSIDER Block 68 South Mixed Use Residential and Mobility Hub Development. Schematic Design Documentation**

Alexandra Monjar, Project Manager – Property Development, gave a report.

Commissioner Perez moved to approve the Block 68 South Mixed-Use Housing and Mobility Hub Development Schematic Design Documentation, subject to certain conditions, as described in the Agency Findings and Recommendation and direct agency staff to set forth the agency boards position in writing with the additional recommendation that the project design elements address the original elevated design considerations, per Section 4 Project Priorities, III. Urban Development and Architectural Design of the Request for Proposal, Block 68 Catalytic Redevelopment Project, dated May 17, 2021.

Commissioner McLean left the meeting at 12:56pm, prior to the vote on Action Item C.

Commissioner Erstad recused himself from discussion and the vote on this agenda item [due to timing of Design Review Commission's consideration of this project.]

Commissioner Stevens seconded the motion.

Roll Call:

Commissioner Alexander - Aye  
Commissioner Cooper - Aye  
Commissioner Erstad - Abstain  
Commissioner Haney Keith - Aye  
Commissioner Hurd - Aye  
Commissioner Perez - Aye  
Commissioner Stevens - Aye

The motion carried 6 - 0 - 1.

**D. CONSIDER Block 69 North Workforce Housing Development. Revised Schematic Design and Unit Documentation**

Alexandra Monjar, Project Manager – Property Development, gave a report.

Commissioner Perez moved to approve the Block 69 North Workforce Housing Development Unit Documentation and Schematic Design Documentation, subject to certain conditions, as described in the Agency Findings and Recommendation report and direct Agency staff to set forth the Agency Board’s position in writing and to include the additional recommendation that the project architectural elements address the original consideration for the elevated design, pursuant to Section 4 Project Priorities, III. Urban Development and Architectural Design of the Request for Proposal, Block 68 Catalytic Redevelopment Project, dated May 17, 2021.

Commissioner Cooper seconded the motion.

Commissioner Erstad recused himself from discussion and the vote on this agenda item [due to timing of Design Review Commission’s consideration of this project.]

**Roll Call:**

- Commissioner Alexander - Aye
- Commissioner Cooper - Aye
- Commissioner Erstad - Abstain
- Commissioner Haney Keith - Aye
- Commissioner Hurd - Aye
- Commissioner Perez - Aye
- Commissioner Stevens - Aye

The motion carried 6 - 0 - 1.

**VI. MEETING ADJOURNMENT**

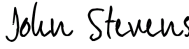
There being no further business to come before the Board, a motion was made by Commissioner Cooper to adjourn the meeting. Commissioner Perez seconded the motion.

The meeting was adjourned at 1:41 p.m.

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 11th DAY OF DECEMBER 2023.

DocuSigned by:  
  
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Latonia Haney Keith, Chair

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John Stevens, Vice Chair