

MINUTES OF MEETING
BOARD OF COMMISSIONERS
CAPITAL CITY DEVELOPMENT CORPORATION
Board Room, Fifth Floor, 121 N. 9th Street
Boise, ID 83702
March 11, 2024

I. CALL TO ORDER:

Chair Haney Keith convened the meeting with a quorum at 12:00 p.m.

Roll Call attendance taken:

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

Absent: Commissioner Lauren McLean

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

Alex Borg, Kimley-Horn, and Cole Edmonson, Kimley-Horn, attended the meeting virtually.

II. ACTION ITEM: AGENDA CHANGES/ADDITIONS

There were no changes or additions made to the agenda.

III. WORK SESSION

A. ParkBOI Customer Survey

Zach Piepmeyer, P.E., Parking & Mobility Director, Alex Borg, Kimley-Horn, and Cole Edmonson, Kimley-Horn, gave a report.

B. ParkBOI Parking Garage Rooftop Solar Feasibility Study

Zach Piepmeyer, P.E., Parking & Mobility Director, Alex Borg, Kimley-Horn, and Cole Edmonson, Kimley-Horn, gave a report.

IV. ACTION ITEM: CONSENT AGENDA

A. Expenses

1. Approve Paid Invoice Report for February 2024

B. Minutes and Reports

1. Approve Meeting Minutes for February 12, 2024

C. Other

1. Approve Resolution 1861: Memorandum of Understanding - State Street/Idaho 44 Transit Corridor Implementation Coordination
2. FY2024 Q1 Financial Report (Unaudited)

Commissioner Cooper made a motion to approve the Consent Agenda.

Commissioner Erstad seconded the motion.

Roll Call:

Commissioner Alexander - Aye
Commissioner Cooper - Aye
Commissioner Erstad - Aye
Commissioner Hurd - Aye
Commissioner Haney Keith – Aye
Commissioner Perez - Aye
Commissioner Stevens - Aye
Commissioner Townsend - Aye

The motion carried 8 - 0.

V. ACTION ITEM

A. CONSIDER 2023 Annual Report

John Brunelle, gave a report.

Commissioner Cooper moved to approve the 2023 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 Alexander - Aye
Commissioner Cooper - Aye
Commissioner Erstad - Aye
Commissioner Hurd - Aye
Commissioner Haney Keith – Aye
Commissioner Perez - Aye
Commissioner Stevens - Aye
Commissioner Townsend - Aye

The motion carried 8 - 0.

B. PUBLIC COMMENT 2023 Annual Report

Chair Haney Keith opened the meeting to public comments on the annual report at 12:55 p.m.

There being no one from the public to provide comment, and no written comments received, Chair Haney Keith closed the public comments at 12:56 p.m.

Commissioner Cooper moved to approve the 2023 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 Alexander - Aye
Commissioner Cooper - Aye
Commissioner Erstad - Aye
Commissioner Hurd - Aye
Commissioner Haney Keith – Aye
Commissioner Perez - Aye
Commissioner Stevens - Aye
Commissioner Townsend - Aye

The motion carried 8 - 0.

C. CONSIDER Resolution 1859: Trailhead. Amendment No. 3 to the Entrepreneurship Consulting Agreement with the City of Boise and Actuate Boise, Inc.

Mary Watson, General Counsel, gave a report.

Commissioner Perez moved to adopt Resolution 1859 approving Amendment No. 3 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 Alexander - Aye
Commissioner Cooper - Aye
Commissioner Erstad - Aye
Commissioner Hurd - Aye
Commissioner Haney Keith – Aye
Commissioner Perez - Aye
Commissioner Stevens - Aye
Commissioner Townsend - Aye

The motion carried 8 - 0.

D. CONSIDER Resolution 1860: 500 S. 8th Street, Trailhead. Renewal of Commercial Lease Agreement with Rim View LLC

Mary Watson, General Counsel, gave a report.

Commissioner Perez moved to adopt Resolution 1860 approving renewal of the Lease of 500 S. 8th Street from Rim View LLC for one year.

Commissioner Stevens seconded the motion.

Roll Call:

Commissioner Alexander - Aye

Commissioner Cooper - Aye
Commissioner Erstad - Aye
Commissioner Hurd - Aye
Commissioner Haney Keith – Aye
Commissioner Perez - Aye
Commissioner Stevens - Aye
Commissioner Townsend - Aye

The motion carried 8 - 0.

E. CONSIDER Resolution 1862: 3rd Street Streetscape and Mobility Improvements Project. Task Order 19-011 for Professional Design Services with Jensen Belts Associates

Karl Woods, Senior Project Manager – Capital Improvements, gave a report.

Commissioner Erstad moved to adopt Resolution 1862 approving and authorizing the execution of Task Order 19-011 with Jensen Belts Associates for Professional Design Services on the 3rd Street Streetscape and Mobility Improvements Project.

Commissioner Stevens seconded the motion.

Roll Call:

Commissioner Alexander - Aye
Commissioner Cooper - Aye
Commissioner Erstad - Aye
Commissioner Hurd - Aye
Commissioner Haney Keith – Aye
Commissioner Perez - Aye
Commissioner Stevens - Aye
Commissioner Townsend - Aye

The motion carried 8 - 0.

F. CONSIDER Resolution 1863: 3rd Street Streetscape and Mobility Improvements Project. Ranking for RFQ: Construction Manager/General Contractor (CM/GC)

Karl Woods, Senior Project Manager – Capital Improvements and Kathy Wanner, Contracts Manager, gave a report.

Commissioner Cooper moved adopt Resolution 1863 approving the ranking for the RFQ: Construction Manager / General Contractor (CM/GC) for the 3rd Street Streetscape and Mobility Improvements Project and to authorize the Executive Director to negotiate and execute a Construction Manager / General Contractor Agreement.

Commissioner Perez seconded the motion.

Roll Call:

Commissioner Alexander - Aye
Commissioner Cooper - Aye
Commissioner Erstad - Aye

Commissioner Hurd - Aye
Commissioner Haney Keith – Aye
Commissioner Perez - Aye
Commissioner Stevens - Aye
Commissioner Townsend - Aye

The motion carried 8 - 0.

G. CONSIDER Resolution 1864: Pre-Qualification of Contractors for 17th Street Interim Streetscape Improvements Project

Kassi Brown, Project Manager and Kathy Wanner, Contracts Manager, gave a report.

Commissioner Perez moved to adopt Resolution 1864 prequalifying LaRiviere, Inc. as eligible to submit a bid for the 17th Street Interim Streetscape Improvements Project.

Commissioner Alexander seconded the motion.

Roll Call:
Commissioner Alexander - Aye
Commissioner Cooper - Aye
Commissioner Erstad - Aye
Commissioner Hurd - Aye
Commissioner Haney Keith – Aye
Commissioner Perez - Aye
Commissioner Stevens - Aye
Commissioner Townsend - Aye

The motion carried 8 - 0.

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 Stevens seconded the motion.

The meeting was adjourned at 1:26 p.m.

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 8th DAY OF APRIL 2024.

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

DocuSigned by:
John Stevens
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John Stevens, Vice Chair