

MINUTES OF MEETING
BOARD OF COMMISSIONERS
CAPITAL CITY DEVELOPMENT CORPORATION
Board Room, Fifth Floor, 121 N. 9th Street
Boise, ID 83702
January 13, 2025

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 Latonia Haney Keith, Commissioner Lauren McLean, Commissioner Rob Perez, and Commissioner John Stevens.

Absent: Commissioner Danielle Hurd, Commissioner Meredith Stead, and Commissioner Alexis Townsend.

Agency staff members present: John Brunelle, Executive Director; Joey Chen, Finance & Administration Director; Toby Norton, Project Manager – Capital Improvements; Kassi Brown – Project Manager; Corrie Brending, Project Manager – Property Development; Amy Fimbel, Senior Project Manager – Capital Improvements; Alexandra Monjar, Senior Project Manager – Property Development; Lana Graybeal, Director of External Affairs; Zach Piepmeyer, Parking & Mobility Director; Kathy Wanner, Contracts Manager; Mary Watson, General Counsel; Sandy Lawrence, Executive Assistant; and Agency legal counsel, Meghan Conrad.

II. ACTION ITEM: AGENDA CHANGES/ADDITIONS

There were no changes or additions made to the agenda.

It was noted that the Amended Agenda adding Item V(G) was posted more than forty-eight (48) hours prior to the start of the meeting, and that the agenda is amended upon the posting of the Amended Agenda. No further action was required to amend the agenda.

III. WORK SESSION

A. ParkBOI Update

Zach Piepmeyer, Parking & Mobility Director and Eric Selekof, ParkBOI, gave a report.

IV. ACTION ITEM: CONSENT AGENDA

A. Expenses

1. Approve Paid Invoice Report for December 2024

B. Minutes and Reports

1. Approve Meeting Minutes for December 9, 2024

C. Other

1. Approve Resolution 1908: 3rd St Streetscape and Mobility Improvements. Utility Undergrounding Contract with Idaho Power.

2. Approve Resolution 1910: 2392 E. Winco Ct, EastPort Logistics. Type 4 Participation Agreement with EastPort Owner LLC.

Commissioner Perez made a motion to approve the Consent Agenda.

Commissioner Cooper seconded the motion.

Roll Call:

Commissioner Alexander - Aye
Commissioner Cooper - Aye
Commissioner Haney Keith - Aye
Commissioner Perez - Aye
Commissioner Stevens - Aye

The motion carried 5 - 0. Commissioner McLean was absent for the vote.

V. ACTION ITEM

A. CONSIDER Election of Board Officers – Chair, Vice-Chair, Secretary/Treasurer

Chair Haney Keith, gave a report.

Commissioner Haney Keith moved to elect the Board Officers as presented.

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

Commissioner Perez seconded the motion.

Roll Call:

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

The motion carried 6 - 0.

Chair Haney Kieth noted that in accordance with the Agency Bylaws, these three elected Board Officers are designated to serve as the Executive Committee for the Board. Also 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.

B. CONSIDER Approve Executive Committee Charge

Chair Haney Keith, gave a report.

Commissioner Haney Keith moved to approve the Executive Committee Charge.

Commissioner Cooper seconded the motion.

Roll Call:

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

The motion carried 6 - 0.

C. CONSIDER Resolution 1909: Approve Vendor Ranking for Parking Access and Revenue Control System (PARCS) Replacement Project

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

Commissioner Perez moved to adopt Resolution 1909, approving the Request for Proposal vendor ranking and authorizing the Executive Director to negotiate an agreement with Amano McGann, Inc. for the PARCS Replacement Project.

Commissioner Alexander seconded the motion.

Roll Call:

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

The motion carried 6 - 0.

D. CONSIDER Ratification of 8306 W. State Street Letter of Intent

Corrie Brending, Project Manager – Property Development, gave a report.

Commissioner Perez moved to ratify the Executive Director's signing of the Letter of Intent between LLV II, LLC, and Capital City Development Corporation regarding the real property at 8306 West State Street.

Commissioner Cooper seconded the motion.

Roll Call:

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

The motion carried 6 - 0.

E. CONSIDER Resolution 1907: 521 W. Grove St. Public Space. Amendment No. 1 to the CM/GC Contract with Guho Corp

Toby Norton, Project Manager – Capital Improvements, gave a report.

Commissioner Cooper moved to adopt Resolution No. 1907 authorizing the execution of Amendment No. 1 to the CM/GC Contract with Guho Corp. for the 521 W. Grove St. Public Space project.

Commissioner Alexander seconded the motion.

Roll Call:

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

The motion carried 6 - 0.

F. CONSIDER 1620 N. 31st St., 31st Street Apartments, Type 1 One-Time Assistance with Tai June Properties, LLC

Kassi Brown, Project Manager, gave a report.

Commissioner Cooper moved to direct staff to negotiate a final Type 1 Participation Agreement with Tai June Properties, LLC for future board approval.

Commissioner Perez seconded the motion.

Roll Call:

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

The motion carried 6 - 0.

Commissioner McLean left the meeting at 1:22 p.m.

G. CONSIDER Appoint Replacement Project Review Committee Member

Chair Haney Keith stated a Project Review Committee for the 10th and Jefferson Project was established at the December 9, 2024, Board meeting,

Chair Haney Keith stated she felt it was appropriate to ensure a commissioner with finance expertise was on the Project Review Committee.

Chair Haney Keith nominated Commissioner Cooper to take her place on the Project Review Committee alongside Commissioners Stevens and Townsend.

Commissioner Stevens made a motion to approve Commissioner Cooper to replace Chair Haney Keith on the 10th and Jefferson Project Review Committee.

Commissioner Alexander seconded the motion.

Roll Call:

- Commissioner Alexander - Aye
- Commissioner Cooper - Aye
- Commissioner Haney Keith - Aye
- Commissioner Perez - Aye
- Commissioner Stevens - Aye

The motion carried 5 - 0.

VI. MEETING ADJOURNMENT

There being no further business to come before the Board, a motion was made by Commissioner Alexander to adjourn the meeting. Commissioner Stevens seconded the motion. Meeting declared adjourned.


The meeting was adjourned at 1:25 p.m.

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 10TH DAY OF FEBRUARY 2025.

Signed by:

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Latonia Haney Keith, Chair

Signed by:

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Lauren McLean, Secretary