

MINUTES OF MEETING  
BOARD OF COMMISSIONERS  
CAPITAL CITY DEVELOPMENT CORPORATION  
Board Room, Fifth Floor, 121 N. 9th Street  
Boise, ID 83702  
March 10, 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 Latonia Haney Keith, Commissioner Rob Perez, Commissioner Meredith Stead, Commissioner John Stevens, and Commissioner Alexis Townsend.

Absent: Commissioner Todd Cooper, Commissioner Danielle Hurd, and Commissioner Lauren McLean.

Agency staff members present: John Brunelle, Executive Director; Joey Chen, Finance & Administration Director; Holli Klitsch, Controller; Alexandra Monjar, Senior Project Manager – Property Development; Amy Fimbel, Senior Project Manager – Capital Improvements; Doug Woodruff, Development Director; Megan Pape, Project Manager – Capital Improvements; Corrie Brending, Project Manager – Property Development; Lana Graybeal, Director of External Affairs; 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.

**III. ACTION ITEM: CONSENT AGENDA**

**A. Expenses**

1. Approve Paid Invoice Report for February 2025

**B. Minutes and Reports**

1. Approve Meeting Minutes for February 10, 2025

**C. Other**

1. FY2025 Q1 Financial Report (Unaudited)
2. Approve Resolution 1921: Boise City Canal Multi-Use Pathway, 3rd Street to Broadway Avenue Project. Amendment 2 to Task Order 19-005 with The Land Group, Inc. for Professional Design Services
3. Approve Resolution 1920: ParkBOI PARCS Replacement Project. Amendment 1 to the Professional Services Agreement with Kimley-Horn and Associates, Inc. for PARCS Procurement Consultant Services
4. Approve Resolution 1922: Records Disposition

Commissioner Perez made a motion to approve the Consent Agenda.

Commissioner Townsend seconded the motion.

Roll Call:

Commissioner Alexander - Aye  
Commissioner Haney Keith - Aye  
Commissioner Perez - Aye  
Commissioner Stead - Aye  
Commissioner Stevens - Aye  
Commissioner Townsend - Aye

The motion carried 6 - 0.

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

##### **A. CONSIDER 2024 Annual Report**

Chair Haney Keith provided information concerning the 2024 Annual Report statutory requirements and public comment protocols. [Action Items IV.A. and IV.B. addressed together].

Lana Graybeal, Director of External Affairs, gave a report.

Commissioner Perez advised of a typographical error on page 9, Table 2. The second column heading should be 2024 instead of 2023.

##### **B. PUBLIC COMMENT 2024 Annual Report**

Chair Haney Keith opened the meeting to public comments on the 2024 Annual Report at 12:05 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 12:06 p.m.

Commissioner Haney Keith moved to approve the 2024 Annual Report and to direct staff to finalize the document and fulfill statutory publication and access requirements. Commissioner Townsend seconded the motion.

Roll Call:

Commissioner Alexander - Aye  
Commissioner Haney Keith - Aye  
Commissioner Perez - Aye  
Commissioner Stead - Aye  
Commissioner Stevens - Aye  
Commissioner Townsend - Aye

The motion carried 6 - 0.

##### **C. PUBLIC HEARING: Proposed FY2025 State Street District Amended Budget**

Chair Haney Keith opened the public hearing on the Fiscal Year 2025 State Street District Amended Budget at 12:07 p.m.

Joey Chen, Finance & Administration Director, gave a report.

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

**D. CONSIDER Resolution 1917: Adopt FY2025 State Street District Amended Budget**

Commissioner Haney Keith moved to adopt Resolution 1917 to approve the FY2025 State Street District Amended Budget to new revenue and expense totals of \$2,501,000, which amends the FY2025 Agency Original Budget to new Total Revenues and Expenses of \$74,695,377 and to authorize the Executive Director to file copies of the budget as required by law.

Commissioner Townsend seconded the motion.

Roll Call:

Commissioner Alexander - Aye  
Commissioner Haney Keith - Aye  
Commissioner Perez - Aye  
Commissioner Stead - Aye  
Commissioner Stevens - Aye  
Commissioner Townsend - Aye

The motion carried 6 - 0.

**E. CONSIDER Resolution 1918: River Myrtle – Old Boise District Termination Resolution**

Joey Chen, Finance & Administration Director, gave a report.

Commissioner Stead moved to adopt Resolution 1918 terminating the River Myrtle-Old Boise District and providing notice to the seven taxing districts including Ada County, and the Idaho State Tax Commission.

Commissioner Perez seconded the motion.

Roll Call:

Commissioner Alexander - Aye  
Commissioner Haney Keith - Aye  
Commissioner Perez - Aye  
Commissioner Stead - Aye  
Commissioner Stevens - Aye  
Commissioner Townsend - Aye

The motion carried 6 - 0.

**F. CONSIDER Resolution 1919: 1010 W. Jefferson Street Commercial Space and Public Parking Facility. Construction Manager/General Contractor (CM/GC) RFQ Ranking**

Alexandra Monjar, Senior Project Manager – Property Development and Amy Fimbel – Senior Project Manager, gave a report.

Commissioner Perez moved to adopt Resolution 1919 approving the CM/GC RFQ ranking for the 1010 W. Jefferson Street Commercial Space and Public Parking Facility and to authorize the Executive Director to negotiate and execute a CM/GC Agreement.

Commissioner Townsend seconded the motion.

Roll Call:

- Commissioner Alexander - Aye
- Commissioner Haney Keith - Aye
- Commissioner Perez - Aye
- Commissioner Stead - Aye
- Commissioner Stevens - Aye
- Commissioner Townsend - Aye

The motion carried 6 - 0.

**V. MEETING ADJOURNMENT**

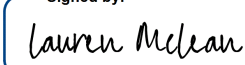
There being no further business to come before the Board, a motion was made by Commissioner Perez to adjourn the meeting. Meeting declared adjourned.

The meeting was adjourned at 12:46 p.m.

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 14TH DAY OF APRIL 2025.

Signed by:  
  
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Latonia Haney Keith, Chair

Signed by:  
  
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Lauren McLean, Secretary