

MINUTES OF MEETING  
BOARD OF COMMISSIONERS  
CAPITAL CITY DEVELOPMENT CORPORATION  
Board Room, Fifth Floor, 121 N. 9th Street  
Boise, ID 83702  
April 14, 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 Danielle Hurd, Commissioner Latonia Haney Keith, Commissioner Lauren McLean, Commissioner Rob Perez, Commissioner Meredith Stead, Commissioner John Stevens, and Commissioner Alexis Townsend.

Agency staff members present: John Brunelle, Executive Director; Joey Chen, Finance & Administration Director; Doug Woodruff, Development Director; Kassi Brown, Project Manager; Corrie Brending, Project Manager – Property Development; Aaron Nelson, Parking & Facilities Manager; Zach Piepmeyer, P.E., Parking & Mobility Director; Lana Graybeal, Director of External Affairs; Mary Watson, General Counsel; Ryan Strong, Contracts Specialist – Paralegal; Sandy Lawrence, Executive Assistant; and Agency legal counsel, Meghan Conrad.

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

There were no changes or additions made to the agenda.

**III. WORK SESSION**

**A. 1025 S. Capitol Blvd, Capitol Campus Project Introduction**

Corrie Brending, Project Manager and Jake Wood, J. Fisher Companies, gave a report.

**B. River Myrtle Old Boise District Update**

Doug Woodruff, Development Director gave a report.

**IV. ACTION ITEM: CONSENT AGENDA**

**A. Expenses**

1. Approve Paid Invoice Report for March 2025

**B. Minutes and Reports**

1. Approve Meeting Minutes for March 10, 2025

Commissioner McLean made a motion to approve the Consent Agenda.

Commissioner Hurd seconded the motion.

Roll Call:

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

The motion carried 9 - 0.

## **V. ACTION ITEM**

### **A. CONSIDER Resolution 1923: 10th & Front ParkBOI Parking Garage, Structural Repairs - Phase 3. Public Works Construction Contract with Sawtooth Caulking, Inc.**

Aaron Nelson, Parking & Facilities Manager, gave a report.

Commissioner Alexander moved to adopt Resolution 1923 recognizing Sawtooth Caulking Inc. as the lowest responsive bidder; awarding the 10th & Front Garage Structural Concrete Repairs – Phase 3 Project to Sawtooth Caulking, Inc. for a total amount of \$950,280; and authorizing the Executive Director to execute the contract and expend funds.

Commissioner Stead seconded the motion.

Roll Call:

Commissioner Alexander - Aye  
Commissioner Cooper - Aye  
Commissioner Hurd - Aye  
Commissioner Haney Keith - Aye  
Commissioner McLean - Aye  
Commissioner Perez - Aye  
Commissioner Stead - Aye  
Commissioner Stevens - Aye  
Commissioner Townsend - Aye

The motion carried 9 - 0.

### **B. CONSIDER Resolution 1925: 9th & Front ParkBOI Parking Garage, Stair Tower Enclosure & Elevator Modernization. Task Order 24-003 for Professional Design Services with Cushing Terrell**

Kassi Brown, Project Manager, gave a report.

Commissioner Cooper moved to adopt Resolution 1925 approving and authorizing the execution of Task Order 24-003 with Cushing Terrell for Professional Design Services on 9th & Front ParkBOI Parking Garage Stair Tower Enclosure and Elevator Modernization.

Commissioner Perez seconded the motion.

Roll Call:

Commissioner Alexander - Aye  
Commissioner Cooper - Aye  
Commissioner Hurd - Aye  
Commissioner Haney Keith - Aye  
Commissioner McLean - Aye  
Commissioner Perez - Aye  
Commissioner Stead - Aye  
Commissioner Stevens - Aye  
Commissioner Townsend - Aye

The motion carried 9 - 0.

**C. CONSIDER Designation: 504 W. Main Street, 5th & Main Streetscape Improvements.  
Type 1 One-Time Assistance with Pacific Commercial Property Management, LLC**

Kassi Brown, Project Manager, gave a report.

Commissioner Perez moved to direct staff to negotiate a final Type 1 Participation Agreement with Pacific Commercial Property Management, LLC for future board approval.

Commissioner Townsend seconded the motion.

Roll Call:

Commissioner Alexander - Aye  
Commissioner Cooper - Aye  
Commissioner Hurd - Aye  
Commissioner Haney Keith - Aye  
Commissioner McLean - Aye  
Commissioner Perez - Aye  
Commissioner Stead - Aye  
Commissioner Stevens - Aye  
Commissioner Townsend - Aye

The motion carried 9 - 0.

## **VI. 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 1:17 p.m.

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 12TH DAY OF MAY 2025.

Signed by:

*Commissioner Latonia Haney Keith*

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Latonia Haney Keith, Chair

Signed by:

*Lauren McLean*

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Lauren McLean, Secretary