

MINUTES OF MEETING
BOARD OF COMMISSIONERS
CAPITAL CITY DEVELOPMENT CORPORATION
Board Room, Fifth Floor, 121 N. 9th Street
Boise, ID 83702
June 9, 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, Commissioner Meredith Stead and Commissioner John Stevens.

Absent: Commissioner Jimmy Hallyburton 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; Alexandra Monjar, Senior Project Manager – Property Development; Toby Norton, Project Manager – Capital Improvements; Zach Piepmeyer, P.E., Parking & Mobility Director; Lana Graybeal, Director of External Affairs; Mary Watson, General Counsel; Sandy Lawrence, Executive Assistant; and Agency legal counsel, Meghan Conrad.

Michael McHugh, Pivot North Architecture, attended the meeting.

II. ACTION ITEM: AGENDA CHANGES OR ADDITIONS

There were no changes or additions made to the agenda.

III. WORK SESSION

A. 1010 W. Jefferson Street Commercial Space and Public Parking Facility Concept Design

Alexandra Monjar, Senior Project Manager – Property Development, Kassi Brown, Project Manager, and Michael McHugh, Pivot North Architecture gave a report.

IV. ACTION ITEM: CONSENT AGENDA

A. Expenses

1. Approve Paid Invoice Report for May 2025

B. Minutes and Reports

1. Approve Meeting Minutes for May 12, 2025
2. FY2025 Q2 Financial Report (Unaudited)

C. Other

1. Approve Resolution 1930: Adopting an Updated Procurement Policy
2. Approve Resolution 1931: Records Disposition

3. Approve Resolution 1932: West End Water Renewal Infrastructure. Amendment 1 to the Type 4 Participation Agreement with Boise City Department of Public Works
4. Approve Resolution 1933: 3rd Street Streetscape and Mobility Improvements. Relocation Reimbursement Agreement with Zayo Group, LLC
5. Approve Resolution 1934: 1010 W. Jefferson Street Commercial Space and Public Parking Facility. Amendment 1 to Task Order 24-002 with KPFF, Inc. for Professional Design Services

Commissioner Perez made a motion to approve the Consent Agenda.

Commissioner McLean seconded the motion.

Roll Call:

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

The motion carried 7 - 0.

V. ACTION ITEM

A. CONSIDER Resolution 1929: 3rd Street Streetscape and Mobility Improvements, Front St. to Jefferson St. Amendment 2 to the CM/GC Contract with Guho Corp.

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

Commissioner Cooper moved to adopt Resolution 1929 authorizing the execution of Amendment No. 2 to the CM/GC Contract with Guho Corp. for the 3rd Street Streetscape and Mobility Improvements Project.

Commissioner Stead seconded the motion.

Roll Call:

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

The motion carried 7 - 0.

B. CONSIDER Designation: 821 W. State Street, Idaho Wheat Commission, Type 1 Participation Agreement for One-Time Assistance with Idaho State Building Authority

Kassi Brown, Project Manager, gave a report.

Commissioner Alexander moved to direct staff to negotiate a final Type1 Participation Agreement with Idaho State Building Authority for future board approval.

Commissioner Cooper seconded the motion.

Roll Call:

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

The motion carried 7 - 0.

C. CONSIDER Ada County Emergency Medical Services' Request to Withdraw from the Westside District Urban Renewal Revenue Allocation Area

Joey Chen, Finance & Administration Director and Meghan Conrad Agency legal counsel, gave a report.

Commissioner Perez moved to deny the withdrawal request by EMS for the Westside District as the Agency's obligations funded by revenue allocation proceeds exceed the amount of revenue allocation attributable to EMS and authorize the Chair to provide written notice to EMS citing the Agency's obligations and the action of the Board on this date.

Commissioner Stevens seconded the motion.

Roll Call:

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

The motion carried 7 - 0.

D. CONSIDER Ada County Emergency Medical Services' Request to Withdraw from the 30th Street District Urban Renewal Revenue Allocation Area

Joey Chen, Finance & Administration Director and Meghan Conrad Agency legal counsel, gave a report.

Commissioner Cooper moved to deny the withdrawal request by EMS for the 30th Street District as the Agency's obligations funded by revenue allocation proceeds exceed the amount of revenue allocation attributable to EMS and authorize the Chair to provide written notice to EMS citing the Agency's obligations and the action of the Board on this date.

Commissioner Stead seconded the motion.

Roll Call:

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

The motion carried 7 - 0.

E. CONSIDER Ada County Emergency Medical Services' Request to Withdraw from the Shoreline District Urban Renewal Revenue Allocation Area

Joey Chen, Finance & Administration Director and Meghan Conrad Agency legal counsel, gave a report.

Commissioner Stead moved to deny the withdrawal request by EMS for the Shoreline District as the Agency's obligations funded by revenue allocation proceeds exceed the amount of revenue allocation attributable to EMS and authorize the Chair to provide written notice to EMS citing the Agency's obligations and the action of the Board on this date.

Commissioner Stevens seconded the motion.

Roll Call:

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

The motion carried 6 - 1.

F. CONSIDER Ada County Emergency Medical Services' Request to Withdraw from the Gateway East District Urban Renewal Revenue Allocation Area

Joey Chen, Finance & Administration Director and Meghan Conrad Agency legal counsel, gave a report.

Commissioner Perez moved to deny the withdrawal request by EMS for the Gateway East District as the Agency's obligations funded by revenue allocation proceeds exceed the amount of revenue allocation attributable to EMS and authorize the Chair to provide written notice to EMS citing the Agency's obligations and the action of the Board on this date.

Commissioner McLean seconded the motion.

Roll Call:

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

The motion carried 7 - 0.

G. CONSIDER Ada County Emergency Medical Services' Request to Withdraw from the State Street District Urban Renewal Revenue Allocation Area

Joey Chen, Finance & Administration Director and Meghan Conrad Agency legal counsel, gave a report.

Commissioner Cooper moved to deny the withdrawal request by EMS for the State Street District as the Agency's obligations funded by revenue allocation proceeds exceed the amount of revenue allocation attributable to EMS and authorize the Chair to provide written notice to EMS citing the Agency's obligations and the action of the Board on this date.

Commissioner Alexander seconded the motion.

Roll Call:

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

The motion carried 7 - 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, a second was made by Commissioner McLean. Meeting declared adjourned.

The meeting was adjourned at 1:00 p.m.

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 11TH DAY OF AUGUST 2025.

Signed by:

Commissioner Latonia Haney Keith

6D1002AB0583453

Latonia Haney Keith, Chair

Signed by:

Joey Chen

FBEAB2DC2540406

Joey Chen, Secretary Pro Tem