

MINUTES OF SPECIAL MEETING
BOARD OF COMMISSIONERS
CAPITAL CITY DEVELOPMENT CORPORATION
Board Room, Fifth Floor, 121 N. 9th Street
Boise, ID 83702
August 27, 2025

I. CALL TO ORDER:

Secretary McLean convened the meeting with a quorum at 12:00 p.m.

Roll Call attendance taken:

Present: Commissioner Todd Cooper, Commissioner Jimmy Hallyburton, Commissioner Latonia Haney Keith, Commissioner Lauren McLean, Commissioner Rob Perez, Commissioner Meredith Stead and Commissioner Alexis Townsend.

Absent: Commissioner Drew Alexander and Commissioner John Stevens.

Agency staff members present: John Brunelle, Executive Director; Joey Chen, Finance & Administration Director; Holli Klitsch, Controller; Doug Woodruff, Development Director; Alexandra Monjar, Senior Project Manager – Property Development; Kassi Brown, Project Manager; 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.

II. ACTION ITEM: AGENDA CHANGES OR ADDITIONS

There were no changes or additions made to the agenda.

III. ACTION ITEM: CONSENT AGENDA

A. Minutes and Reports

1. Approve Meeting Minutes for August 11, 2025
2. FY2025 Q3 Financial Report (Unaudited)

Commissioner Cooper made a motion to approve the Consent Agenda.

Commissioner Perez seconded the motion.

Roll Call:

Commissioner Cooper - Aye
Commissioner Hallyburton - Aye
Commissioner McLean - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Townsend - Aye

The motion carried 6 - 0.

Chair Haney Keith arrived at the meeting at 12:02 pm.

IV. ACTION ITEM

A. CONSIDER Resolution 1942: Approve FY2026 Five Year Capital Improvement Plan

Doug Woodruff, Development Director, gave a report.

Commissioner McLean moved to Adopt Resolution 1942 approving the FY2026 Five Year Capital Improvement Plan.

Commissioner Stead seconded the motion.

Roll Call:

Commissioner Cooper - Aye
Commissioner Hallyburton - Aye
Commissioner Haney Keith - Aye
Commissioner McLean - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Townsend - Aye

The motion carried 7 - 0.

B. PUBLIC HEARING: Proposed FY2025 Amended Budget

Chair Haney Keith opened the public hearing at 12:06 p.m.

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

No public comment was made and no comment in writing received.

Public Hearing closed at 12:11 p.m.

C. CONSIDER Resolution 1939: Adopt FY2025 Amended Budget

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

Commissioner McLean moved to adopt Resolution 1939 to approve the FY2025 Amended Budget totaling \$62,904,595 and to authorize the Executive Director to file copies of the budget as required by law.

Commissioner Stead seconded the motion.

Roll Call:

Commissioner Cooper - Aye
Commissioner Hallyburton - Aye
Commissioner Haney Keith - Aye
Commissioner McLean - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Townsend - Aye

The motion carried 7 - 0.

D. PUBLIC HEARING: Proposed FY2026 Original Budget

Chair Haney Keith opened the public hearing at 12:13 p.m.

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

No public comment was made and no comment in writing received.

Public Hearing closed at 12:22 p.m.

E. CONSIDER Resolution 1940: Adopt FY2026 Original Budget

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

Commissioner Cooper moved to adopt Resolution 1940 to approve the FY2026 Original Budget totaling \$50,064,149 and to authorize the Executive Director to file copies of the budget as required by law.

Commissioner McLean seconded the motion.

Roll Call:

Commissioner Cooper - Aye
Commissioner Hallyburton - Aye
Commissioner Haney Keith - Aye
Commissioner McLean - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Townsend - Aye

The motion carried 7 - 0.

F. CONSIDER Resolution 1941: 1010 W. Jefferson Street Commercial Space and Public Parking Facility. Task Order 24-004 for Professional Design Services with KPFF, Inc.

Alexandra Monjar, Senior Project Manager – Property Development and Kassi Brown, Project Manager, gave a report.

Commissioner Stead moved to adopt Resolution 1941 approving and authorizing the execution of Task Order 24-004 with KPFF, Inc. for Professional Design Services on 1010 W. Jefferson Street Commercial Space and Public Parking Facility.

Commissioner McLean seconded the motion.

Roll Call:

Commissioner Cooper - Aye
Commissioner Hallyburton - Aye
Commissioner Haney Keith - Aye
Commissioner McLean - Aye
Commissioner Perez - Aye

Commissioner Stead - Aye
Commissioner Townsend - Aye

The motion carried 7 - 0.

G. CONSIDER Resolution 1936: Authorizing the Reimbursement of Capital Expenditures from the Proceeds of Indebtedness Expected to Be Incurred by CCDC Related to Financing the 1010 W. Jefferson Street Commercial Space and Public Parking Facility

Alexandra Monjar, Senior Project Manager – Property Development and Joey Chen, Finance & Administration Director, gave a report.

Commissioner Perez moved to adopt Resolution 1936 approving and authorizing the Reimbursement of Capital Expenditures from the Proceeds of Indebtedness Expected to Be Incurred by CCDC Related to Financing the 1010 W. Jefferson Street Commercial Space and Public Parking Facility.

Commissioner Stead seconded the motion.

Roll Call:

Commissioner Cooper - Aye
Commissioner Hallyburton - Aye
Commissioner Haney Keith - Aye
Commissioner McLean - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Townsend - 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 Mclean to adjourn the meeting. Commissioner Cooper seconded the motion. Meeting declared adjourned.

The meeting was adjourned at 12:35 p.m.

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 22ND DAY OF SEPTEMBER 2025.

Signed by:



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Latonia Haney Keith, Chair

Signed by:



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Joey Chen, Secretary Pro Tem