

MINUTES OF MEETING  
BOARD OF COMMISSIONERS  
CAPITAL CITY DEVELOPMENT CORPORATION  
Board Room, Fifth Floor, 121 N. 9th Street  
Boise, ID 83702  
November 3, 2025

**I. CALL TO ORDER:**

Vice Chair Stevens 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 (arrived following action on the Consent Agenda), Commissioner Rob Perez, Commissioner Meredith Stead, Commissioner John Stevens, and Commissioner Alexis Townsend.

Absent: Commissioner Jimmy Hallyburton and Commissioner Lauren McLean.

Agency staff members present: John Brunelle, Executive Director; Doug Woodruff, Development Director; Alexandra Monjar, Senior Project Manager – Property Development; Kassi Brown – Project Manager; Joey Chen, Finance & Administration Director; Amy Fimbel, Senior Project Manager – Capital Improvements; Corrie Brending, Project Manager – Property Development; Mary Watson, General Counsel; 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. Expenses**

1. Approve Paid Invoice Report for September 2025

**B. Minutes and Reports**

1. Approve Meeting Minutes for September 22, 2025

**C. Other**

1. Approve Resolution 1949: 9th & Front ParkBOI Parking Garage, Stair Tower Enclosure and Elevator Modernization. Task Order 24-004 for Professional Design Services with Cushing Terrell
2. Approve Resolution 1948: 170 S. 28th Street, Finch. Type 1 Participation Agreement with Finch I, LLC.

Commissioner Cooper made a motion to approve the Consent Agenda.

Commissioner Stead seconded the motion.

Roll Call:

Commissioner Alexander - Aye

Commissioner Cooper - Aye  
Commissioner Perez - Aye  
Commissioner Stead - Aye  
Commissioner Stevens - Aye  
Commissioner Townsend - Aye

The motion carried 6 - 0.

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

Chair Haney Keith arrived at the meeting at 12:04 p.m.

##### **A. CONSIDER Resolution 1950: 1010 W. Jefferson Street Commercial Space and Public Parking Facility. Real Property Disposition Policy**

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

Commissioner Stead moved to adopt Resolution 1950 approving and adopting the Real Property Disposition Policy Specific to the 1010 W. Jefferson Street Commercial Space and Public Parking Facility (Westside District).

Commissioner Perez seconded the motion.

Roll Call:

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

The motion carried 7 - 0.

##### **B. CONSIDER Resolution 1947: 1010 W. Jefferson Street Commercial Space and Public Parking Facility. Building Commissioning Services RFQ Ranking**

Amy Fimbel, Senior Project Manager – Capital Improvements, gave a report.

Commissioner Perez moved to adopt Resolution 1947 approving the ranking for the RFQ - Building Commissioning Agent Services for the 1010 W. Jefferson Street Commercial Space and Public Parking Facility and authorize the Executive Director to negotiate and execute a professional services agreement for commissioning services.

Commissioner Cooper seconded the motion.

Roll Call:

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

Commissioner Stevens - Aye  
Commissioner Townsend - Aye

The motion carried 7 - 0.

## **V. MEETING ADJOURNMENT**

There being no further business to come before the Board, a motion was made by Commissioner Stevens to adjourn the meeting. Commissioner Perez seconded the motion. All commissioners agreed.

The meeting adjourned at 12:22 p.m.

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 8TH DAY OF DECEMBER 2025.

Signed by:

*Commissioner John Stevens*

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John Stevens, Vice Chair

Signed by:

*Joey Chen*

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Joey Chen, Secretary Pro Tem