MINUTES OF MEETING
BOARD OF COMMISSIONERS
CAPITAL CITY DEVELOPMENT CORPORATION
Board Room, Fifth Floor, 121 N. 9th Street
Boise, ID 83702
August 10, 2026

I. CALL TO ORDER:

Vice Chair John Stevens, convened the meeting with a quorum at 12:02 p.m.

Roll Call attendance taken:

Attended Virtually: Commissioner Drew Alexander, Commissioner Jimmy Hallyburton, Commissioner Lauren McLean (joined at 12:05 p.m.), Commissioner Rob Perez, Commissioner Meredith Stead, Commissioner John Stevens, and Commissioner Alexis Townsend.

Absent: Commissioner Todd Cooper and Commissioner Latonia Haney Keith.

Agency staff members present: John Brunelle, Executive Director; Doug Woodruff, Development Director; Joey Chen, Finance & Administration Director; Zach Piepmeyer, P.E, Parking & Mobility Director; Lana Graybeal, Director of External Affairs; Alexandra Monjar, Senior Project Manager – Property Development; Kassi Brown, Project Manager – Capital Improvements; Corrie Brending, Project Manager – Property Development; Kathy Wanner, Contracts Manager; Holli Klitsch, Controller; Sandy Lawrence, Office Manager; and Mary Watson, General Counsel.

Attended Virtually: 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. FY2027-2031 Five Year-Capital Improvement Plan

Doug Woodruff, Development Director, gave a report.

Commissioner McLean joined the meeting at 12:05 pm.

IV. ACTION ITEM: CONSENT AGENDA

A. Expenses

1. Approve Paid Invoice Report for July 2026

B. Minutes and Reports

1. Approve Meeting Minutes for July 13, 2026

C. Other

1. Approve Resolution 1977: Capitol & Main ParkBOI Parking Garage Membrane Replacement Project. Public Works Construction Contract with Consurco, Inc.

Commissioner Perez made a motion to approve the Consent Agenda.

Commissioner Stead seconded the motion.

Roll Call:
Commissioner Alexander - Aye
Commissioner Hallyburton - Aye
Commissioner McLean - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Stevens - Aye
Commissioner Townsend - Aye

The motion carried 7 - 0.

V. ACTION ITEM

A. CONSIDER Proposed FY2026 Amended Budget

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

Commissioner Alexander moved to tentatively approve the FY2026 Amended Budget to new revenue and expense totals of $29,270,335 and set the time and date of Noon, August 26, 2026 for the statutorily-required public hearing on the Budget Amendment.

Commissioner Stead seconded the motion.

Roll Call:
Commissioner Alexander - Aye
Commissioner Hallyburton - Aye
Commissioner McLean - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Stevens - Aye
Commissioner Townsend - Aye

The motion carried 7 - 0.

B. CONSIDER Proposed FY2027 Original Budget

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

Commissioner Perez moved to tentatively approve the FY2027 Original Budget totaling $80,004,223 and set the time and date of Noon, August 26, 2026, for the statutorily-required public hearing on the Agency's budget for the coming fiscal year.

Commissioner Stead seconded the motion.

Roll Call:
Commissioner Alexander - Aye
Commissioner Hallyburton - Aye
Commissioner McLean - Aye
Commissioner Perez - Aye

Commissioner Stead - Aye
Commissioner Stevens - Aye
Commissioner Townsend - Aye

The motion carried 7 - 0.

C. CONSIDER Resolution 1978: 1010 W. Jefferson Street Commercial Space and Public Parking Facility. Approval of Selection for Request for Proposals for Real Estate Broker Services

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

Commissioner Stevens recused himself from the discussion, debate and vote on this agenda item due to his position with TOK. Commissioner Stevens noted he was not involved in the proposal submitted by TOK.

Commissioner Hallyburton moved to adopt Resolution 1978 approving selection and authorizing the negotiation and execution of a professional services agreement with Story Commercial, LLC for real estate broker services for 1010 Jefferson.

Commissioner Perez seconded the motion.

Roll Call:
Commissioner Alexander - Aye
Commissioner Hallyburton - Aye
Commissioner McLean - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Stevens - Abstain
Commissioner Townsend - Aye

The motion carried 6 - 0 - 1.

D. CONSIDER Resolution 1979: 9th & Front ParkBOI Parking Garage, Stair Tower Enclosure and Elevator Modernization. Amendment No. 3 to the CM/GC Contract with Andersen Construction Company of Idaho LLC.

Kassi Brown, Project Manager – Capital Improvements, gave a report.

Commissioner McLean moved to adopt Resolution 1979 authorizing the execution of Amendment No. 3 to the CM/GC Contract with Andersen Construction Company of Idaho, LLC for the 9th & Front ParkBOI Parking Garage Stair Tower Enclosure and Elevator Modernization Project.

Commissioner Perez seconded the motion.

Roll Call:
Commissioner Alexander - Aye
Commissioner Hallyburton - Aye
Commissioner McLean - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Stevens - Aye
Commissioner Townsend - Aye

The motion carried 7 - 0.

E. CONSIDER Resolution 1976: Approval of Request for Qualifications Ranking for ParkBOI Parking Operator Services 2026.

Zach Piepmeyer, P.E, Parking & Mobility Director, gave a report.

Commissioner Perez moved to adopt Resolution No. 1976 approving the ranking for the RFQ for Parking Operator 2026 and authorizing the Executive Director to negotiate and execute a new ParkBOI Parking Operations Agreement with The Car Park, LLC.

Commissioner Hallyburton seconded the motion.

Roll Call:
Commissioner Alexander - Aye
Commissioner Hallyburton - Aye
Commissioner McLean - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Stevens - Aye
Commissioner Townsend – Aye

The motion carried 7 - 0.

F. CONSIDER Designation: 860 W. Sherwood, The Sherwood, Type 3 Transformative Assistance with Northwest Real Estate Capital Corp.

Corrie Brending, Project Manager – Property Development, gave a report.

Commissioner McLean moved to direct staff to negotiate a final Type 3 Participation Agreement with Northwest Real Estate Capital Corp. for future Board approval.

Commissioner Townsend seconded the motion.

Roll Call:
Commissioner Alexander - Aye
Commissioner Hallyburton - Aye
Commissioner McLean - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Stevens - Aye
Commissioner Townsend – Aye

The motion carried 7 - 0.

VI. ACTION ITEM: EXECUTIVE SESSION

A motion was made by Commissioner Stevens to move into Executive Session at 1:28 p.m. to deliberate regarding hiring a public officer or employee wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need; and to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code [Idaho Code Section 74-206(1)(a) and (d)]. Commissioner Hallyburton seconded the motion. A roll call vote was taken.

Roll Call:
Commissioner Alexander - Aye
Commissioner Hallyburton - Aye
Commissioner McLean - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Stevens - Aye
Commissioner Townsend – Aye

The motion carried 7 - 0.

Deliberations ensued regarding hiring a public officer or employee wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy and to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code.

A motion was made by Commissioner McLean to move out of the Executive Session at 2:07 p.m. and return to the public meeting.

Commissioner Stead seconded the motion. A roll call vote was taken.

Roll Call:
Commissioner Alexander - Aye
Commissioner Hallyburton - Aye
Commissioner McLean - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Stevens - Aye
Commissioner Townsend – Aye

The motion carried 7 - 0.

The Board of Commissioners moved back into the public meeting for adjournment only.

No final action or final decisions were made during Executive Session.

VII. MEETING ADJOURNMENT

There being no further business to come before the Board, a motion was made by Commissioner McLean to adjourn the meeting, which was seconded by Commissioner Stead. All commissioners present voted to adjourn the meeting and the motion carried.

The meeting adjourned at 2:07 p.m.

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 26TH DAY OF AUGUST 2026.

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