



## BOARD MEETING MINUTES

WEDNESDAY FEBRUARY 16, 2022 4:00 P.M.

### COEUR D'ALENE PUBLIC LIBRARY COMMUNITY ROOM

#### 1. CALL TO ORDER

Chairman Hoskins called the **ignite cda** board meeting to order at 4:00 p.m.

**ignite cda** board members present: Hoskins, English, Chapkis, Widmyer, Metts, Mandel, Garcia

**ignite cda** board members attending via zoom: Armon

**ignite cda** staff present: Berns **ignite cda** legal counsel present: Quade

#### 2. PLEDGE OF ALLEGIANCE

#### 3. PUBLIC COMMENT

Questions were asked and answered re. residency of **ignite cda** board commissioners and the **ignite cda** record retention policy.

#### 4. APPROVAL OF CONSENT CALENDAR

- Approval of January 19, 2022 Board Meeting Minutes
- Approval of Financial Statements
- Approval of Payables as Submitted

**Motion by Commissioner Widmyer, seconded by Commissioner Chapkis, to approve the Consent Calendar. Motion carried.**

#### 5. REPORTS

##### A. Parking – Commissioner Jordan

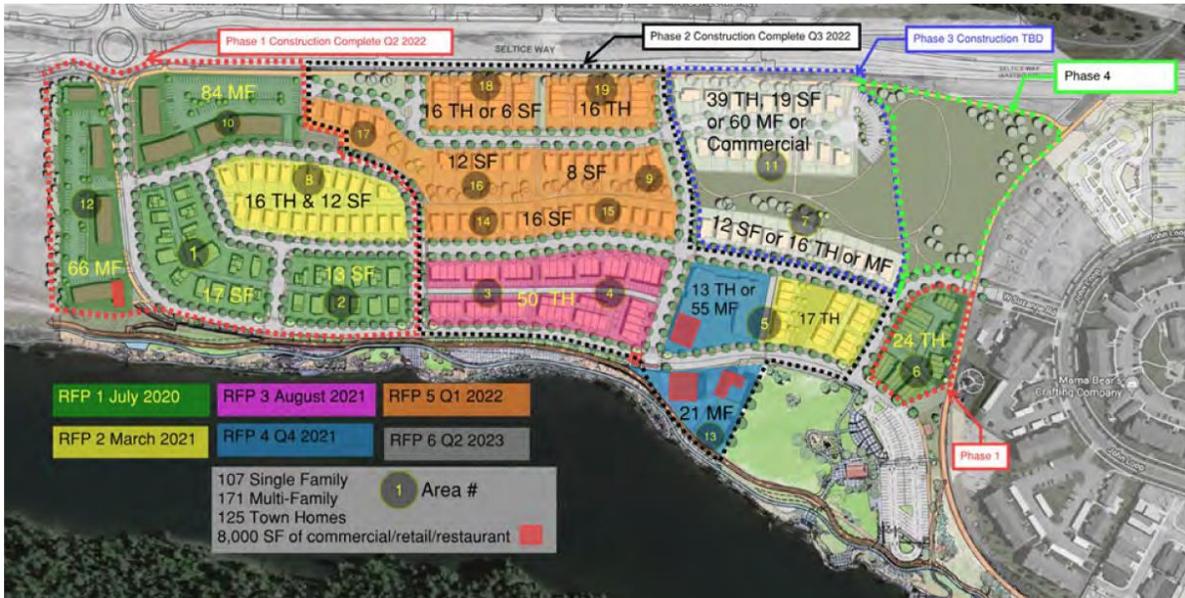
Commissioner Chapkis, in Commissioner Jordan's stead, shared an update with the board re. parking revenues for the downtown lots and parking garage.

6. EXECUTIVE DIRECTOR’S REPORT

Atlas Project:

RFP #5: Areas 9, 14, 15, 16, 17, 18, 19

Ex. Director Berns shared an overview of Atlas Project Request for Proposals (RFP) #5. This RFP pertains to the following Areas located within the project site: Areas 9, 14, 15, 16, 17, 18, 19. The graphic below depicts the general location of the RFP #5 Areas within the Atlas project site:



Developers can propose on Areas in the following four groups:

- Areas 14 & 15: allowed uses: single family residential
- Areas 9 & 16: allowed uses: single family residential, townhomes, duplexes
- Areas 18 & 19: allowed uses: single family residential, townhomes, duplexes
- Area 17: allowed use: single family residential

A development team can propose on all Areas offered in RFP #5 if desired, or by the above groupings. The purpose of the groupings is to facilitate ANE/DDA agreement execution and to promote design harmony / design consistency within the grouped Areas.

Developer proposals are due by April 29, 2022 and the estimated timeframe for board awards is prior to May 31, 2022.

**Motion by Commissioner Metts, seconded by Commissioner Mandel, to approve the Atlas Project RFP #5 as proposed. Motion carried.**

## Atlas Waterfront Association, Inc.: Amendment to Bylaws

Ex. Director Berns discussed a proposed amendment to Section 4.1 of the Atlas Waterfront Association, Inc. Bylaws that provides that the Board of Directors shall consist of a minimum of three directors and a maximum of five directors. The current version of Section 4.1 states that the Board of Directors shall consist of five directors.

**Motion by Commissioner Chapkis, seconded by Commissioner English, to approve the Amendment to Section 4.1 of the Atlas Waterfront Association, Inc. Bylaws as proposed. Motion carried**

## Project Update – Phil Boyd

Phil Boyd (Welch-Comer Engineers) shared an Atlas Project update with the board. Following are select project overview slides from his presentation.

# Updates

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## Phase 1

- Veneer Road curb work starting February 28.
- Sidewalks
- Paving in Mid-April

## Phase 2

- Pit 1 Excavated to stockpile +/- 100,000 CY and filled in with +/- 30,000 CY
- Pit 2 Excavated to stockpile +/- 40,000 CY
- Starting sewer Monday February 21, 2022



Mt. Hink area remediation initiative.



Mt. Hink area remediation initiative and Pit 1 & 2 reclamation.

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Atlas Waterfront project signage with updated fencing design.

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Mt. Hink Remediation Strategy: Transfer of Material to ITD Ramsey Road Site:

*Background: for additional background on this initiative, please refer to the January 19, 2022 ignite cda board meeting minutes.*

LaRiviere Inc. Contract Amendment & Welch Comer Contract Amendment

*Welch-Comer Memo to the Board re. this Agenda Item:*

On behalf of ignite cda, Welch Comer Engineers presented two different options to the Coeur d'Alene City Council for hauling approximately 400,000 cy of Mt. Hink soil materials from the

Atlas Phase 4 area to the ITD Ramsey pit. Option 1 used City streets and Option 2 used the Prairie Trail, requiring its temporary closure. The Prairie Trail option would have cost approximately \$1 million less than the City streets option because of the use of larger volume off road trucks that can haul more material and shorter cycle times. The Council denied ignite’s request to close the Prairie Trail. Therefore, ignite’s remaining option is to consider using City streets to haul the Atlas soil materials to the Ramsey Pit.

The following table was presented at the ignite cda January 19, 2022 meeting comparing the two soil haul off options, cost to develop the Phase 4 re-claimed land, and the potential Phase 4 land sales revenue. Note the City Street option results in an estimated \$69,000 loss.

Item	Option 1 - On Road (4 Months)	Option 2 - Trail Route (3 Months)
Design, Plans and Specifications	\$ 38,000	\$ 64,000
Haul, place and compact Atlas Soil at Ramsey Pit	\$ 4,915,000	\$ 3,346,000
Construction Phase Services	\$ 151,000	\$ 147,000
Rebuild the Praire Trail		\$ 160,000
Rebuild Golf Course Road		\$ 190,000
<b>Construction Sub-Total</b>	<b>\$ 5,104,000</b>	<b>\$ 3,907,000</b>
Land Use Plan w/ Essential Prof Housing, Phase 4 PUD	\$ 13,000	\$ 13,000
Final Plat Phase 4	\$ 10,000	\$ 10,000
Phase 4 Infrastructure Improvements Design, Construction	\$ 950,000	\$ 950,000
Project Contingencies	\$ 100,000	\$ 100,000
<b>Total</b>	<b>\$ 6,177,000</b>	<b>\$ 4,980,000</b>
Estimated Phase 4 Land Sales Value	\$6,108,000	\$6,108,000
<b>Net Revenue after Land Sales</b>	<b>(\$69,000)</b>	<b>\$1,128,000</b>
Estimated 15 Year Tax Increment Value	\$5,700,000	\$5,700,000
Revenue after Lands Sales and 15 Yr Tax Increment	\$5,631,000	\$6,828,000

1. TH Lots RLV @ \$98k, SF Lots @ \$200k - Heartland Analysis of Prior Atlas Sales

Prior to the January 19, 2022 Board Meeting, T. LaRiviere provided pricing to complete the Atlas to Ramsey soil hauling, placing and compacting work. Welch Comer completed preliminary negotiations with LaRiviere which resulted in a \$319,840 price reduction (6.1%). See the table below for details. To reduce ignite’s risk, Welch Comer proposed T. LaRiviere provide a blended rate for hauling, regardless of the material. Welch Comer also evaluated the dump truck types, cycle time and common hourly rate to reduce the per cy rate to \$11.00/cy.

Original T. LaRiviere Pricing				Negotiated Pricing (Yellow highlight shows reduced pricing with no scope of work change)			
PAY ITEM	DESCRIPTION	PAY UNIT	EST. BID QUANT. UNIT PRICE TOTAL PRICE	DESCRIPTION	PAY UNIT	EST. BID QUANT. UNIT PRICE TOTAL PRICE	
	Soil Material	CY	200000 \$ 12.70 \$ 2,540,000.00				
	Bark/Sawdust	CY	200000 \$ 10.50 \$ 2,100,000.00	Haul Soil/Bark/Sawdust Material to ITD Pit	CY	400000 \$ 11.00 \$ 4,400,000	
	Initial Prep on Pit Bottom	EA	1 \$ 2,340.00 \$ 2,340.00	Initial Prep on Pit Bottom	LS	1 \$ 2,500 \$ 2,500	
	Dumpsite Knockdown	CY	400000 \$ 0.80 \$ 320,000.00	Dumpsite Knockdown and Compaction	CY	400000 \$ 0.60 \$ 240,000	
	Ramsey Entrance Approach	EA	1 \$ 40,000.00 \$ 40,000.00	Ramsey Entrance Approach	EA	1 \$ 80,000 \$ 80,000	
	Replace ITD Approach	EA	1 \$ 25,000.00 \$ 25,000.00	Replace ITD Approach	EA	1 \$ 20,000 \$ 20,000	
	Traffic Control - Flaggers at Ramsey	HR	2200 \$ 50.00 \$ 110,000.00	Traffic Control - Flaggers at Ramsey	HR	2200 \$ 50 \$ 110,000	
	Light Plant	MO	2 \$ 1,500.00 \$ 3,000.00	Light Plant	MO	2 \$ 1,500 \$ 3,000	
	PCMS Message Boards	MO	3 \$ 1,500.00 \$ 4,500.00	PCMS Message Boards	MO	3 \$ 1,500 \$ 4,500	
	Street Sweeping	HR	200 \$ 200.00 \$ 40,000.00	Street Sweeping	HR	200 \$ 200 \$ 40,000	
	Soil Testing (Cost Plus)	LS	1 \$ 50,000.00 \$ 50,000.00	Soil Testing (Cost Plus)	LS	1 \$ 15,000 \$ 15,000	Difference
	<b>Total</b>		<b>\$ 5,234,840.00</b>	<b>Total</b>		<b>\$ 4,915,000</b>	<b>\$ 319,840.00</b>

Subsequent to the City Council meeting, Welch Comer undertook further negotiations with T. LaRiviere in an attempt to reduce ignite’s risk to costs increases by:

1. Adding that T. LaRiviere will haul any other inert material uncovered in the Phase 4 excavation to the Ramsey Pit, including concrete and boulders in any size that may require breaking down in order to haul that material to the Ramsey Pit.
2. Excluded fuel escalation, provided T. LaRiviere is authorized to start work prior to February 28, 2022.
3. As soon as permitted, T. LaRiviere will immediately switch any remaining Pit 1 and 2 excavation from excavation to stockpile to excavation to haul to the Ramsey pit. This will save \$3.75/cy for an estimated total savings of \$100,000.
4. If structural soils are encountered in the Phase 4 excavation, T. LaRiviere will honor the Atlas Phase 2 excavation to stockpile pricing (\$3.75/CY). Structural soils have the potential to be used on-site or sold.
5. The contract unit pricing has no minimum or maximum haul quantity impacts (i.e. the unit price will not change if they haul 100,000 cy or 500,000 cy).
6. T. LaRiviere pricing for "prep pit bottom" includes excavating test holes necessary for the geotechnical engineer's work.

While Welch Comer has attempted to substantiate T. Lariviere's pricing, we can't confirm that T. Lariviere's price above is below or at "market rates" without advertising the project for bids. We are not aware of any local 400,000 cy haul projects in an urban area that we can compare prices with T. Lariviere's prices.

If ignite cda desires to advertise the project bids, Welch Comer can have bidding documents ready by February 23, 2022 and ignite cda could advertise for the statutorily required two weeks. Bids would be opened on March 10, 2022 and ignite could consider the bids at the March 16, 2022 Board Meeting. Following are several items for the Board's consideration:

1. Bid pricing may be lower than the current T. LaRiviere negotiated pricing.
2. The estimated \$100,000 cost savings from item 3 above would be lost because T. LaRiviere will complete the Pit 1 and 2 excavations by March 16, 2022.
3. Hauling would not likely start until April 4, 2022 and continue to August 1, 2022 potentially having greater impacts on increased summer traffic.
4. The flexibility in items 1, 4 and 5 above would not be realized.

Ignite cda, the City and ITD has executed the Memorandum of Understanding that will allow hauling to start into the Ramsey pit, after a construction access is constructed off of Ramsey Road. Hauling operations are estimated to take four months operating 16 hours per day.

Welch Comer has also prepared a cost to provide construction phase services (\$151,000) for the Ramsey Pit project which will include weekly quantity tracking using aerial and ground site surveys, part time construction observation to confirm the placement and compaction efforts, traffic control devices, street sweeping and dust control are in compliance with the plans and specifications, coordination with the City and ITD, press release preparation and distribution, and completion of the ITD's pit reclamation plan with the Idaho Department of Lands.

The questions for the Board's consideration are:

1. Authorize the proposed contracts with T. LaRiviere (\$4,915,000) and Welch Comer Engineers (\$151,000)  
Or  
Authorize Welch Comer to advertise the project for bids.

Board discussion ensued re. the choice of a LaRiviere, Inc. contract amendment vs. seeking external bids for the proposed haul effort.

**Motion by Commissioner Chapkis, seconded by Commissioner Widmyer, to approve the LaRiviere Inc. Mt. Hink haul contract as presented in the amount of \$4,915,000 with a 5% contingency in the amount of \$245,750 to be utilized at the discretion of the Chair, and to approve the Welch-Comer contract amendment as presented in the amount of \$151,100. Motion carried**

### Project Site Manager Discussion

*Welch-Comer Memo to the Board re. this Agenda Item:*

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In October 2021, the ignite Board considered a proposal from T. LaRiviere to provide site management services on a part time or full time basis with costs ranging from \$8,000 to \$11,400 per month.

The purpose of having a site manager was to reduce the on-going and potential “competing interests” conflicts between T. LaRiviere, General Building Contractors (GC’s), the City and future homeowners. This purpose would be achieved by establishing site rules for GC’s, setting expectations for all groups and establishing communication channels.

Ignite CDA requested a proposal from T. LaRiviere because they were still constructing Phase 1 infrastructure while GC’s were working within Phase 1. The same situation was anticipated for Phase 2.

T. LaRiviere will complete Phase 1 in April, 2022 and they will complete Phase 2A infrastructure prior to any GC’s starting working in that area. While T. LaRiviere is still willing to provide the site manager services, it may be a more cost effective and potentially more effective to have Welch Comer Engineers provide site management services.

Welch Comer construction observation staff is on-site everyday T. LaRiviere is constructing work. Additionally, Welch Comer project management and project engineering staff know the GC teams, having interacted with them during the Architectural Design Review Process and the ANE/DDA process. Welch Comer’s team knowledge and on-site staff availability would allow us to efficiently provide site management services because we would establish the expectations during the ANE/DDA process and follow through in the field with our construction observation staff, who are already on-site.

Welch Comer’s Site Management Scope of Work would include:

1. Developing “site rules” that ignite cda can require GC’s follow for working hours, GC worker parking, GC site access and housekeeping, trash management, etc.
2. Connect with each GC to discuss “site rules” and to photo document condition of public facilities prior to GC’s starting work. ignite cda has informed land purchasers, through the RFP process, that a site access agreement may be required.
3. Coordinate with City staff to review/implement EMS access issues, review public infrastructure damage and track responsibility and respond to City inquiries.

4. Connect with new homeowners to open a line of communication between the residents and the master developer (ignite cda) prior to the HOA becoming fully operational to mitigate issues the homeowner may be experiencing, if possible. Coordinate with GC's who may be unnecessarily impacting homeowners.
5. Coordinate between ignite's general site contractor, T. LaRiviere, and GC's to facilitate GC access within T. Lariviere's existing construction work, if necessary.

Welch Comer would assign the Site Management duties to Eric Durpos, who recently joined Welch Comer after retirement as a public works director in Lake Stevens and Colville, WA. Eric has been a 15-year Welch Comer client and we are confident in Eric's disposition and skill set to manage multiple parties with "competing interests" and reduce the impact on ignite cda and City staff. Eric will already be working on the Atlas site providing construction observation services, so it will be efficient for him to "make his rounds" doing Site Management.

We estimate the monthly cost to be, on average, \$5,000 to provide the services outlined above at our standard hourly rates.

We anticipate ignite will be engaging a Homeowners Association Management company in Q2 2022 to manage the Atlas Site and may be feasible to transfer some of the above duties to that management company.

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**Motion by Commissioner Widmyer, seconded by Commissioner Metts, to approve the Welch-Comer proposal for site management services in an amount not to exceed \$5,000 per month, with services beginning on March 1, 2022, with services able to be ended by either ignite cda or Welch-Comer given 30 days notice, and for the Ex. Director to work with Welch-Comer regarding the transition timing of these services to an HOA management firm. Motion carried**

### Riverside Sewer Lift Station

*Welch-Comer Memo to the Board re. this Agenda Item:*

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#### **Project Overview and Goal**

A portion of the Atlas Development is designed to discharge to the East into the Riverside Lift Station. Figure 1 shows the extent of the project which is planned to go to the Riverside Lift Station, location of lift station depicted in Figure 2. An analysis was completed in August of 2020 to evaluate existing lift station for capacity. The Idaho Department of Environmental Quality is requiring that the City provide adequate response time in the event of an emergency if additional sewer flows are to be routed to the lift station. This can be accomplished by oversizing the wet well/storage for the lift station or by providing standby power so the lift station can still operate in emergency situations.

The lift station currently sits on a relatively tight easement and in order to replace the existing wet well it would require the removal and reconstruction of a larger wet well in place. This would require bypass pumping be provided during the reconstruction of the wet well which would make this a much more risky and expensive option. Therefore, we have pursued the addition of adding a backup generator for the system.

In order to locate the new generator an existing electrical transformer will need to be relocated and a new gas line and meter be run to service the generator. This will need to be completed in order to meet City requirements associated with the remainder of Atlas project.

### Estimated Costs

In June of 2021 we provided an estimate to complete the work associated with the riverside lift station that work was estimated to include the cost of the generator, electrical costs, and an estimated cost from Avista. Based on our field visit with the contractor and electrician we had estimated the cost to be \$55,000. However, the contractor we had on board ended up backing out of the work due to staff shortages and issues associated to the COVID pandemic.

We solicited other contractors to provide estimates for the work including Power City Electric which came highly recommended by the City. We had another field visit with the City and Avista and additional issues were identified by Avista and the city which required a new Gas meter and the replacement of an electrical panel. Additionally, landscaping costs had not been included in the previous estimate. These changes along with the rapid increase in construction costs have led to the increased costs which are estimated below.

Generator Cost - \$34,348 (pre-paid by City; Ignite to reimburse City)

Power City Electric - \$45,003.86 (Electrical and Gas equipment and connections for new generator)

LaRiviere - \$26,881.25 (Landscape, concrete, and demo work)

Avista Gas- \$11,074.92

Avista Electrical - \$3,792.13

The estimated cost for these improvements is estimated to be \$120,150.16.

Upon approval from Ignite we will establish contracts with each contractor and provide it to you for signature and will get work started in order to avoid any delays with the Phase 2 development.

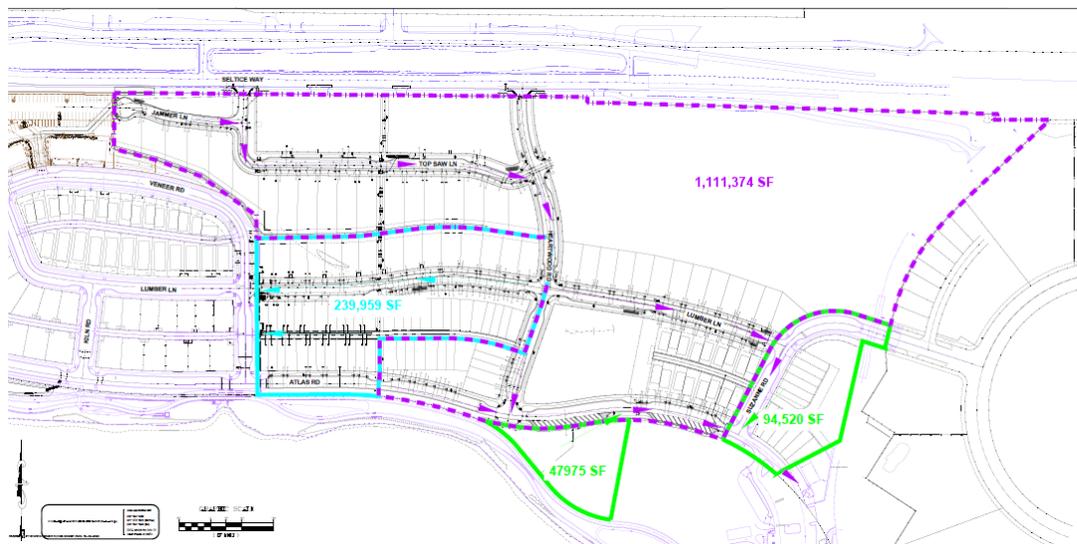


Figure 1: Areas delineated by the purple dash line and the green line will flow to the Riverside lift station.

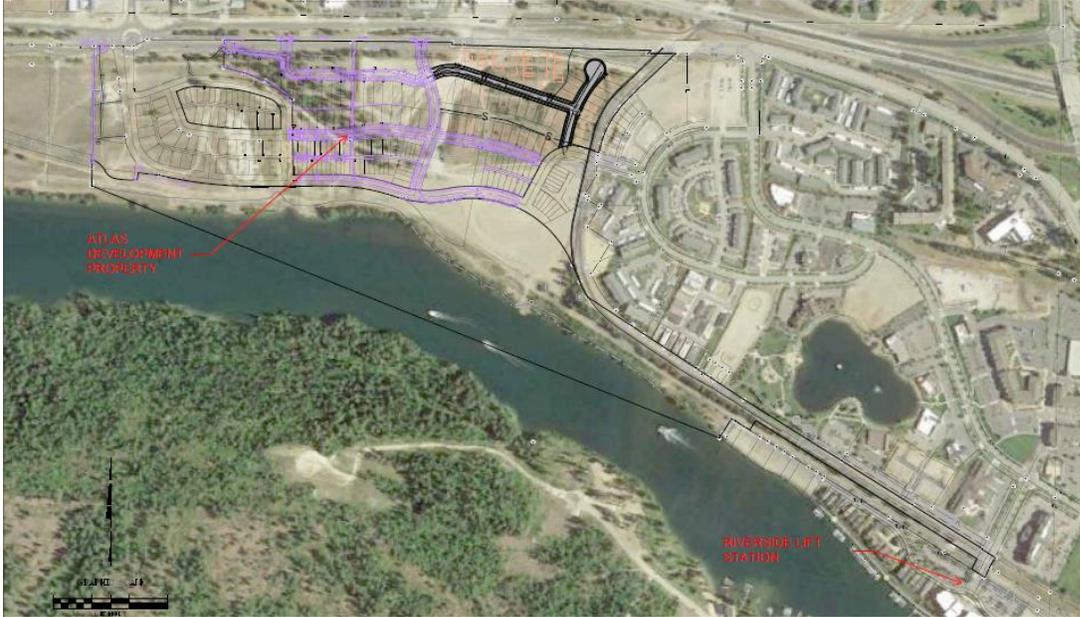


Figure 2: Location of the Riverside lift station in relation to the Atlas project site.

**Motion by Commissioner Metts, seconded by Commissioner Garcia, to approve funding for the Riverside lift station initiative as proposed in an amount not to exceed \$125,000. Motion carried**

7. BOARD COMMISSIONER COMMENTS:

No Commissioner comments were provided.

8. ADJOURN:

**Motion by Commissioner Garcia, seconded by Commissioner Widmyer, to adjourn. Motion carried.**

The **ignite cda** board meeting adjourned at 5:06 p.m. Minutes prepared and submitted by Ex. Director Berns.