



BOARD MEETING MINUTES

WEDNESDAY AUGUST 16, 2023 4:00 P.M.

COEUR D'ALENE PUBLIC LIBRARY COMMUNITY ROOM

1. CALL TO ORDER

Vice-Chair Metts called the **ignite cda** board meeting to order at 4:00 p.m.

ignite cda board members present: Metts, Evans, Garcia, Chapkis, Armon, Mandel, English

ignite cda board members attending remotely: n/a

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

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

No public comment provided.

4. APPROVAL OF CONSENT CALENDAR

- Approval of July 19, 2023 Board Meeting Minutes
- Approval of Payables as Submitted
- Approval of District Monthly Financial Statements

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

5. PRESENTATION: JOBS PLUS UPDATE – Gynni Gilliam

Gynni Gilliam, Jobs Plus / CDA EDC President, shared an update with the board re. Jobs Plus' strategic initiatives which are captured in the following document.

WHY ECONOMIC DEVELOPMENT MATTERS



3731 N. Ramsey Rd.
Coeur d'Alene, ID 83815
208.667.4753
www.CdaEDC.org

OUR VISION & MISSION:

A thriving economy and strong employment base in the Kootenai County region. To collaboratively advance job growth and prosperity.

OUR GUIDING PRINCIPLES:

Lead collaboratively with strength, courage, and integrity. Build community trust and respect. Honor confidentiality and foster business success. Operate towards success, efficiency, and accountability.

OUR OBJECTIVES:

Foster Industry Diversification , Strengthen Existing Industries & Advance Growth Sectors:

Existing: Construction; Finance & Real Estate; Manufacturing; Transportation & Warehousing; Service Growth Sectors: Health/Biosciences; Information & Technology; Entrepreneurial Enterprises

Advance The Workforce:

Assist with Job Retention & Creation; Promote Higher Wages & Median Household Income; Promote K-12 & Higher Education; and Retain Young Talent & College Graduates

Engage In Current Community Challenges:

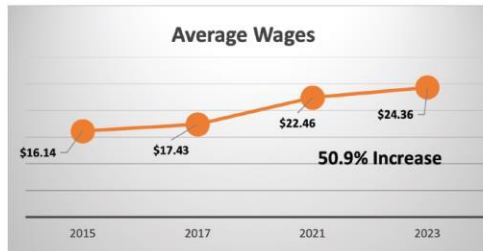
Work with stakeholders & partners to engage in and address community challenges –currently, Housing Affordability & Availability and Talent Shortage

2015-2022 Biz Retention, Expansion, Attraction

Companies Assisted	67	Created Jobs	200+	Assisted
Jobs Created	3,500	Direct		
Annual Payroll	\$182M	High \$25/hr	\$116.5M	Low \$16/hr
Capital Investment	\$253M			
Annual Tax Revenue	\$1.7M			

Examples of Companies: Orgill, Tedder Industries, Unitech, Stancraft Jets, Dauntless Air, Critical Power, Inspiro/Dish Network, River City Fabrication, Tactica, York Saw, MetalQuest, Harris Bruno International, Ross Printing, Kenworth Truck Company.

*Since 1987: 9000 Direct Jobs, 150+ Companies, \$300M-\$468M in annual payroll, \$760M in Capital Investment, \$5M Tax Revenue



OUR TEAM:

Gynii Abracosa Gilliam
President/CEO

Josh Wise
Economic Development Specialist

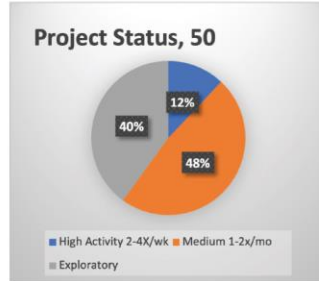
Loren Whitten-Kaboth,
Investor Relations/Special Projects

Raven Luciano-DeSmith
AmeriCorps VISTA/Housing & Talent Associate





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BUSINESS RETENTION & EXPANSION PROJECTS:

- 190 Aerospace Conference & Expo
- Housing Affordability & Availability
- SHOT - Outdoor Trade Show
- Panhandle Area Council RED Team Projects
- Talent Pipeline Management
- Idaho Manufacturing Association/TPM Projects
- PNAA - Pacific Northwest Aerospace Alliance Conference

CROSS-BORDER PARTNERSHIPS:

- INWAC - Inland NW Aerospace Consortium
- GSI - Greater Spokane, Inc
- Evergreen Biosciences
- Mountain Northwest Innovative Consortium
- INP - Inland Northwest Partnership
- PNWER - Pacific Northwest Economic Partnership
- IEDC - International Economic Development Council

OUR BOARD OF DIRECTORS:

- Mike Kennedy**
Chairman of the Board, Intermax Networks
- Kara Heikkila**
Vice Chair, Witherspoon Brajich McPhee
- Tag Jacklin**
Treasurer, Jacklin Land Company/
Riverbend Commerce Park
- David Flood**
Secretary, STCU
- Brad Marshall**
Past Chair, J-U-B Engineering
- Leslie Duncan**
Commissioner, Kootenai County Board
of County Commissioners
- Jim Hammond**
Mayor, City of Coeur d'Alene
- Troy Tymesen**
City of Coeur d'Alene Administrator
- Ron Jacobson**
Mayor, City of Post Falls

- Shelly Enderud**
City of Post Falls Administrator
- Scott Forssell**
Mayor, City of Hayden
- Brett Boyer**
City of Hayden Administrator
- Vic Holmes**
Mayor, City of Rathdrum
- Leon Duce**
City of Rathdrum Administrator
- Andrew Fields**
University of Idaho Cd'A Campus
- Nick Swayne**
North Idaho College
- Dena Naccarato**
Post Falls School District
- Jeremy Evans/Cyndy Donato**
Kootenai Health
- Duffy Smock**
Windermere Realty

- Chris Meyer**
Parkwood Business Properties
- Eve Knudtsen**
Knudtsen Chevrolet
- Brad Hagadone/Clint Schroeder**
Hagadone Corporation
- Alivia Metts**
ignitecda
- Richard Young**
Idaho Central Credit Union
- Carla Cicero**
Numerica Credit Union
- Scott Marikis/Reed Chase**
Empire Airlines
- Jessica Bauman**
Express Employment Professionals
- Wally Jacobson**
Panhandle Area Council
- Pam Houser**
Jobs+ Action Committee

Ms. Gilliam also shared that Jobs Plus is pursuing a federal bio science / health care-oriented grant that could potentially benefit ignite's Health Corridor District.

6. BUDGET HEARING: **Ignite cda** Fiscal Year 2023 Amended Budget

Vice-Chair Metts called the FY2023 budget amendment public hearing to order at 4:12 p.m.

Ex. Director Berns shared that the following proposed budget amendments are necessary due to changes in district project costs and timelines. Proposed budget amendments are highlighted in red font in the following table.

Ignite CDA FY2023 Budget : AMENDED									
		Amended		Amended		Amended		Amended	
Line		River District	River District	Atlas District	Atlas District	HC District	HC District	Total	Total
1	Estimated Beginning Fund Balance (10/1/22)	\$ 4,576,154	\$ 3,524,600	\$ 2,342,064	\$ 7,463,259	\$ 442,775	\$ 438,235	\$ 7,360,993	\$ 11,426,094
2									
3	Revenues								
4	Estimated Tax Increment	\$ 2,516,970	\$ 1,539,767	\$ 164,666	\$ 100,566	\$ 665,352	\$ 408,831	\$ 3,346,988	\$ 2,049,164
5	Property Rental Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Int. & Misc. Funds	\$ 4,200	\$ 18,000	\$ 5,400	\$ 30,000	\$ 500	\$ 2,500	\$ 10,100	\$ 50,500
7	Note Draws	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Property Divestitures	\$ -	\$ -	\$ 2,400,000	\$ 2,250,000	\$ -	\$ -	\$ 2,400,000	\$ 2,250,000
9	Cap. Acq. Fin. / Inter-District Loans	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Total	\$ 2,521,170	\$ 1,557,767	\$ 2,570,066	\$ 2,380,566	\$ 665,852	\$ 411,331	\$ 5,757,088	\$ 4,349,664
11									
12	Expenses								
13	Administration	\$ 109,601	\$ 109,601	\$ 54,801	\$ 54,801	\$ 54,801	\$ 54,801	\$ 219,203	\$ 219,203
14	Office Expenses	\$ 5,294	\$ 5,294	\$ 2,648	\$ 2,648	\$ 2,648	\$ 2,648	\$ 10,590	\$ 10,590
15	Travel	\$ 1,500	\$ 1,500	\$ 750	\$ 750	\$ 750	\$ 750	\$ 3,000	\$ 3,000
16	Professional Services	\$ 32,200	\$ 52,200	\$ 97,750	\$ 97,750	\$ 11,250	\$ 18,250	\$ 141,200	\$ 168,200
17	Notices	\$ 1,000	\$ 1,000	\$ 2,500	\$ 2,500	\$ 100	\$ 100	\$ 3,600	\$ 3,600
18	Communications	\$ 1,500	\$ 1,500	\$ 750	\$ 750	\$ 750	\$ 750	\$ 3,000	\$ 3,000
19	Insurance	\$ 4,035	\$ 4,035	\$ 2,017	\$ 2,017	\$ 2,017	\$ 2,017	\$ 8,069	\$ 8,069
20	Meetings	\$ 2,500	\$ 2,500	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 5,000	\$ 5,000
21	Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Property Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Organization Dues	\$ 5,290	\$ 5,290	\$ 2,645	\$ 2,645	\$ 2,645	\$ 2,645	\$ 10,580	\$ 10,580
24	Miscellaneous	\$ 500	\$ 500	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,000	\$ 1,000
25	Public Art	\$ 25,170	\$ 15,398	\$ 1,647	\$ 1,006	\$ 6,654	\$ 4,088	\$ 33,471	\$ 20,492
26	Capital Acq. Exp. / Inter Dist. Loans	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Debt: Interest (non-OPA,IRA)	\$ 2,000	\$ 14,000	\$ 1,340	\$ 1,340	\$ -	\$ -	\$ 3,340	\$ 15,340
28	Debt: Principal (non-OPA,IRA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Parking Initiatives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30	Planning	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -
31	Agency Funded Programs	\$ 2,181,070	\$ 322,600	\$ 2,674,940	\$ 6,061,649	\$ -	\$ -	\$ 4,856,010	\$ 6,384,249
32	Partnership Agreements (OPAs, IRAs)	\$ 807,091	\$ 807,091	\$ -	\$ -	\$ -	\$ -	\$ 807,091	\$ 807,091
33	Special Project Reserve	\$ 350,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 400,000	\$ 50,000
34	Total	\$ 3,553,751	\$ 1,342,509	\$ 2,843,288	\$ 6,229,356	\$ 133,115	\$ 137,549	\$ 6,530,154	\$ 7,709,414
35	Estimated Ending Fund Balance (9/30/23)	\$ 3,543,573	\$ 3,739,858	\$ 2,068,842	\$ 3,614,469	\$ 975,512	\$ 712,017	\$ 6,587,927	\$ 8,066,344

Vice-Chair Metts asked if there was any public comment re. the proposed FY2023 amended budget. No public comment was provided.

Additionally, no public comment was submitted to the Agency’s office prior to the board meeting.

Vice-Chair Metts closed the FY2023 budget amendment public hearing at 4:14 p.m.

Resolution 23-02: Adoption of **ignite cda** Fiscal Year 2023 Budget Amendment

Motion by Commissioner Garcia, seconded by Commissioner Mandel, to approve Resolution 23-02 adopting the **ignite cda FY2023 Budget Amendment as proposed.**

Roll Call:

Chapkis	Yes	Garcia	Yes	Mandel	Yes
Armon	Yes	Metts	Yes	English	Yes
Evans	Yes	Hoskins	Absent		

Motion carried.

7. BUDGET HEARING: **Ignite cda** Fiscal Year 2024 Budget

Vice-Chair Metts called the FY2024 budget public hearing to order at 4:15 p.m.

Ex. Director Berns presented the draft FY2024 budget to the board (summary table below). Under Idaho urban renewal law, urban renewal agencies are required to prepare and finalize budgets prior to September 1st of each year. Therefore, the **ignite cda** board needs to review draft budgets at the July board meeting and authorize publication of the draft budgets prior to the August board meeting where a public hearing is held on the proposed budgets.

Ignite CDA FY2024 Budget Summary

Line		River District	Atlas District	HC District	Total
1	Estimated Beginning Fund Balance (10/1/23)	\$ 4,047,088	\$ 5,670,940	\$ 763,759	\$ 10,481,787
2					
3	Revenues				
4	Estimated Tax Increment	\$ 1,698,156	\$ 327,544	\$ 588,103	\$ 2,613,803
5	Property Rental Receipts	\$ -	\$ -	\$ -	\$ -
6	Int. & Misc. Funds	\$ 14,400	\$ 24,000	\$ 2,400	\$ 40,800
7	Note Draws	\$ -	\$ -	\$ -	\$ -
8	Property Divestitures	\$ -	\$ 4,870,000	\$ -	\$ 4,870,000
9	Capital Acquisition Financing	\$ -	\$ -	\$ -	\$ -
10	Total	\$ 1,712,556	\$ 5,221,544	\$ 590,503	\$ 7,524,603
11					
12	Expenses				
13	Administration	\$ 115,086	\$ 57,542	\$ 57,542	\$ 230,170
14	Office Expenses	\$ 6,301	\$ 3,151	\$ 3,151	\$ 12,602
15	Travel	\$ 1,500	\$ 750	\$ 750	\$ 3,000
16	Professional Services	\$ 49,750	\$ 113,025	\$ 20,025	\$ 182,800
17	Notices	\$ 1,000	\$ 2,500	\$ 150	\$ 3,650
18	Communications	\$ 1,500	\$ 750	\$ 750	\$ 3,000
19	Insurance	\$ 4,640	\$ 2,320	\$ 2,320	\$ 9,279
20	Meetings	\$ 2,561	\$ 1,281	\$ 1,281	\$ 5,122
21	Utilities	\$ -	\$ -	\$ -	\$ -
22	Property Taxes	\$ -	\$ 100	\$ -	\$ 100
23	Organization Dues	\$ 10,325	\$ 5,163	\$ 5,163	\$ 20,650
24	Miscellaneous	\$ 500	\$ 250	\$ 250	\$ 1,000
25	Public Art	\$ 16,982	\$ 3,275	\$ 5,881	\$ 26,138
26	Capital Acquisition Expense	\$ -	\$ -	\$ -	\$ -
27	Debt: Interest (non-OPA,IRA)	\$ 12,800	\$ 1,537	\$ 154	\$ 14,491
28	Debt: Principal (non-OPA,IRA)	\$ -	\$ -	\$ -	\$ -
29	Parking Initiatives	\$ -	\$ -	\$ -	\$ -
30	Planning	\$ 25,000	\$ 50,000	\$ -	\$ 75,000
31	Agency Funded Programs	\$ 1,883,470	\$ 4,535,000	\$ -	\$ 6,418,470
32	Partnership Agreements (OPAs, IRAs)	\$ 443,463	\$ -	\$ -	\$ 443,463
33	Special Project Reserve	\$ 350,000	\$ 100,000	\$ 50,000	\$ 500,000
34	Total	\$ 2,924,876	\$ 4,876,642	\$ 147,415	\$ 7,948,934
35					
36	Estimated Ending Fund Balance (9/30/24)	\$ 2,834,768	\$ 6,015,842	\$ 1,206,847	\$ 10,057,456

Vice-Chair Metts asked if there was any public comment re. the proposed FY2024 budget. No public comment was provided.

Additionally, no public comment was submitted to the Agency’s office prior to the board meeting.

Vice-Chair Metts closed the FY2024 budget public hearing at 4:17 p.m.

Resolution 23-03: Adoption of **ignite cda** Fiscal Year 2024 Budget

Motion by Commissioner Garcia, seconded by Commissioner Evans, to approve Resolution 23-03 adopting the ignite cda FY2024 Budget as presented.

Roll Call:

Chapkis	Yes	Garcia	Yes	Mandel	Yes
Armon	Yes	Metts	Yes	English	Yes
Evans	Yes	Hoskins	Absent		

Motion carried.

8. EXECUTIVE DIRECTOR’S REPORT

Atlas Project: Update

Phil Boyd (Welch-Comer Engineers) shared an Atlas Project update with the board. Following is a summary of key updates provided:

- LaRiviere (project contractor) will be returning to the project site after Labor Day to continue Phase 2 site improvements.
- Work continues on Phase 3 planning, including a re-design / re-location of a sewer line needed for development of Areas 18 & 19. This sewer location re-design will facilitate development of Phase 3.
- Work will begin next month to stabilize a portion of the Centennial Trail located on the north side of the Phase 3 area.
- The Atlas project financial model continues to be updated.
- The plan is to bring a recommendation to the board this fall for a potential Phase 3 attainable home-ownership housing model.
- Monument signs: the entrance monument sign to be located at the corner of Atlas Road and Seltice Way needs an easement from the deChase-Miksis organization. This easement is close to complete which will facilitate the installation of the monument sign hopefully by year-end.

9. BOARD COMMISSIONER COMMENTS:

No comments provided.

10. EXECUTIVE SESSION – Idaho Code Section 74-206

Subsection (1) (b): to consider the evaluation of the **ignite cda** Executive Director

Motion by Commissioner Garcia, seconded by Commissioner Mandel, to convene an Executive Session, as provided by Idaho Code Section 74-206:

Subsection (1)(b): to consider the evaluation of the **ignite cda Executive Director**

Roll Call:

Chapkis	Yes	Garcia	Yes	Mandel	Yes
Armon	Yes	Metts	Yes	English	Yes
Evans	Yes	Hoskins	Absent		

Motion carried.

The **ignite cda** board entered Executive Session at 4:27 p.m. Those present were the **ignite cda** Board of Commissioners and Counsel Quade. Deliberations were conducted regarding the evaluation of the Executive Director. No action was taken in Executive Session and the **ignite cda** board returned to regular session at 4:59 p.m.

11. ADJOURN:

Motion by Commissioner Armon, seconded by Commissioner Garcia, to adjourn. Motion carried.

The **ignite cda** board meeting adjourned at 5:00 p.m. Minutes prepared and submitted by Ex. Director Berns.