



BOARD MEETING MINUTES

WEDNESDAY JULY 17, 2024 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: Evans, English, Garcia, Armon, Meyer, Chapkis, Metts

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

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

No public comment was provided.

4. APPROVAL OF CONSENT CALENDAR

- Approval of June 19, 2024 Board Meeting Minutes
- Approval of Payables as Submitted
- Approval of District Monthly Financial Statements

Motion by Commissioner Garcia, seconded by Commissioner Evans, to approve the Consent Calendar. Motion carried.

5. REPORTS

- Finance Committee
Fiscal Year 2024 Amended Budget: Discussion & Publication Approval

Ex. Director Berns shared an overview of the proposed amendments to the Fiscal Year 2024 (FY24) budget with the board (summary table below). The 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.

The process for amended fiscal year budgets calls for the **ignite cda** board to review amended budgets at the July board meeting and authorize publication of the amended budget prior to the August board meeting where a public hearing is held on the amended budget.

Ignite CDA FY2024 Budget Summary - AMENDED

Line		Amended		Amended		Amended		Amended	
		River District	River District	Atlas District	Atlas District	HC District	HC District	Total	Total
1	Estimated Beginning Fund Balance (10/1/23)	\$ 4,047,088	\$ 4,053,422	\$ 5,670,940	\$ 7,067,660	\$ 763,759	\$ 758,350	\$ 10,481,787	\$ 11,879,432
2									
3	Revenues								
4	Estimated Tax Increment	\$ 1,698,156	\$ 1,731,115	\$ 327,544	\$ 335,427	\$ 588,103	\$ 600,003	\$ 2,613,803	\$ 2,666,545
5	Property Rental Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Int. & Misc. Funds	\$ 14,400	\$ 45,000	\$ 24,000	\$ 76,500	\$ 2,400	\$ 8,200	\$ 40,800	\$ 129,700
7	Note Draws	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Property Divestitures	\$ -	\$ -	\$ 4,870,000	\$ 3,372,872	\$ -	\$ -	\$ 4,870,000	\$ 3,372,872
9	Capital Acquisition Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Total	\$ 1,712,556	\$ 1,776,115	\$ 5,221,544	\$ 3,784,799	\$ 590,503	\$ 608,203	\$ 7,524,603	\$ 6,169,117
11									
12	Expenses								
13	Administration	\$ 115,086	\$ 115,086	\$ 57,542	\$ 57,542	\$ 57,542	\$ 57,542	\$ 230,170	\$ 230,170
14	Office Expenses	\$ 6,301	\$ 6,301	\$ 3,151	\$ 3,151	\$ 3,151	\$ 3,151	\$ 12,602	\$ 12,603
15	Travel	\$ 1,500	\$ 1,500	\$ 750	\$ 750	\$ 750	\$ 750	\$ 3,000	\$ 3,000
16	Professional Services	\$ 49,750	\$ 31,600	\$ 113,025	\$ 43,000	\$ 20,025	\$ 14,600	\$ 182,800	\$ 89,200
17	Notices	\$ 1,000	\$ 1,000	\$ 2,500	\$ 2,500	\$ 150	\$ 150	\$ 3,650	\$ 3,650
18	Communications	\$ 1,500	\$ 1,500	\$ 750	\$ 750	\$ 750	\$ 750	\$ 3,000	\$ 3,000
19	Insurance	\$ 4,640	\$ 4,640	\$ 2,320	\$ 2,320	\$ 2,320	\$ 2,320	\$ 9,280	\$ 9,280
20	Meetings	\$ 2,561	\$ 2,561	\$ 1,281	\$ 1,281	\$ 1,281	\$ 1,281	\$ 5,122	\$ 5,123
21	Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Property Taxes	\$ -	\$ -	\$ 100	\$ 100	\$ -	\$ -	\$ 100	\$ 100
23	Organization Dues	\$ 10,325	\$ 10,325	\$ 5,163	\$ 5,163	\$ 5,163	\$ 5,163	\$ 20,650	\$ 20,651
24	Miscellaneous	\$ 500	\$ 500	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,000	\$ 1,000
25	Public Art	\$ 16,982	\$ 17,311	\$ 3,275	\$ 3,354	\$ 5,881	\$ 6,000	\$ 26,138	\$ 26,665
26	Capital Acquisition Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Debt: Interest (non-OPA,IRA)	\$ 12,800	\$ 12,800	\$ 1,537	\$ 1,537	\$ 154	\$ 154	\$ 14,491	\$ 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	\$ 1,963,268	\$ 4,535,000	\$ 4,329,000	\$ -	\$ -	\$ 6,418,470	\$ 6,292,268
32	Partnership Agreements (OPAs, IRAs)	\$ 443,463	\$ 443,463	\$ -	\$ -	\$ -	\$ -	\$ 443,463	\$ 443,463
33	Special Project Reserve	\$ 350,000	\$ -	\$ 100,000	\$ -	\$ 50,000	\$ -	\$ 500,000	\$ -
34	Total	\$ 2,924,878	\$ 2,611,855	\$ 4,876,642	\$ 4,450,698	\$ 147,415	\$ 92,111	\$ 7,948,936	\$ 7,154,664
35									
36	Estimated Ending Fund Balance (9/30/24)	\$ 2,834,766	\$ 3,217,682	\$ 6,015,842	\$ 6,401,761	\$ 1,206,847	\$ 1,274,442	\$ 10,057,454	\$ 10,893,885

FY24 Amended District Budgets: Comments

FY24 amended budgets for the three districts capture key budget elements that are proposed for amendment. Comments by line item:

Line 1: the significant variance in the Atlas District updated starting value reflects the timing of project spending for the Atlas project as well as actual levy rate values.

Line 4: amended tax increment revenue receipts for the Districts are increased due to calculations using actual levy rates and updated County valuation numbers.

Line 6: amended interest and miscellaneous funds values increased due to higher interest rates paid on district cash balances.

Line 8: Property divestitures. Atlas District amended value reflects lower than budgeted sale proceeds due to withholding the sale of Area 5A in FY24.

Line 16: Professional Services. Amended values reflect lower than expected legal counsel costs.

Line 25: Public Art: Amended values reflect more accurate calculations based on actual levy rates.

Line 30: Budgeted planning costs for the River & Atlas Districts will not be spent.

Line 31: Agency funded programs. River & Atlas District amended values pertain to the dynamics associated with the Atlas project.

Line 33: River, Atlas and Health Corridor District special project reserve accounts set to zero; i.e. no anticipated needs for those budgeted funds in FY24.

Motion by Commissioner Chapkis, seconded by Commissioner Garcia, to authorize the ignite cda Executive Director to publish the Amended FY24 Budget as presented in the CDA Press prior to the August 21, 2024 budget public hearing date. Motion carried.

Fiscal Year 2025 Draft Budget: Discussion & Publication Approval

Ex. Director Berns shared an overview of the draft Fiscal Year 2025 (FY25) budget with the board (summary table below). Ex. Director Berns also shared that 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 FY2025 Budget Summary

Line		River District	Atlas District	HC District	Total
1	Estimated Beginning Fund Balance (10/1/24)	\$ 2,923,627	\$ 5,959,706	\$ 1,274,435	\$ 10,157,768
2					
3	Revenues				
4	Estimated Tax Increment	\$ 1,706,578	\$ 394,166	\$ 581,039	\$ 2,681,783
5	Property Rental Receipts	\$ -	\$ -	\$ -	\$ -
6	Int. & Misc. Funds	\$ 48,000	\$ 72,000	\$ 11,400	\$ 131,400
7	Note Draws	\$ -	\$ -	\$ -	\$ -
8	Property Divestitures	\$ -	\$ 3,300,000	\$ -	\$ 3,300,000
9	Capital Acquisition Financing	\$ -	\$ -	\$ -	\$ -
10	Total	\$ 1,754,578	\$ 3,766,166	\$ 592,439	\$ 6,113,183
11					
12	Expenses				
13	Administration	\$ 118,435	\$ 59,218	\$ 59,218	\$ 236,871
14	Office Expenses	\$ 4,801	\$ 2,401	\$ 2,401	\$ 9,602
15	Travel	\$ 1,750	\$ 875	\$ 875	\$ 3,500
16	Professional Services	\$ 48,000	\$ 80,550	\$ 18,650	\$ 147,200
17	Notices	\$ 1,250	\$ 2,000	\$ 150	\$ 3,400
18	Communications	\$ 1,500	\$ 750	\$ 750	\$ 3,000
19	Insurance	\$ 5,568	\$ 2,784	\$ 2,784	\$ 11,135
20	Meetings	\$ 2,450	\$ 1,225	\$ 1,225	\$ 4,900
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	\$ 17,066	\$ 3,942	\$ 5,810	\$ 26,818
26	Capital Acquisition Expense	\$ -	\$ -	\$ -	\$ -
27	Debt: Interest (non-OPA,IRA)	\$ 12,800	\$ 29,403	\$ 3,002	\$ 45,205
28	Debt: Principal (non-OPA,IRA)	\$ -	\$ -	\$ -	\$ -
29	Parking Initiatives	\$ -	\$ -	\$ -	\$ -
30	Planning	\$ 25,000	\$ 50,000	\$ -	\$ 75,000
31	Agency Funded Programs	\$ 162,040	\$ 4,115,960	\$ 20,000	\$ 4,298,000
32	Partnership Agreements (OPAs, IRAs)	\$ 459,538	\$ -	\$ -	\$ 459,538
33	Special Project Reserve	\$ 350,000	\$ 100,000	\$ 50,000	\$ 500,000
34	Total	\$ 1,221,022	\$ 4,454,620	\$ 170,277	\$ 5,845,919
35					
36	Estimated Ending Fund Balance (9/30/25)	\$ 3,457,182	\$ 5,271,252	\$ 1,696,597	\$ 10,425,032
		ok	ok	ok	ok

Notes: ¹ 0% change from 2023 levy rates proposed in budget.

Note = Atlas & HC G&A revenue to the River district is not included in the revenues because it is an internal cash flow item between the districts and not a true revenue item per se.

FY25 District Budgets: Comments

General:

Tax Increment (TI) revenue budget values derived using “old” (2023) levy rates, i.e. budgeted TI revenue values for each district may come in higher or lower than projected due to how the levy rates are set by taxing entities later this year.

River District:

1. 50% General & Administrative (G&A) costs.
2. Under Organization Dues line item: Jobs Plus funding for FY25 is budgeted at **\$15,000**, same level as FY24.
3. River District 2019 Note Draw: **\$0**. No need to borrow funds based on revenue/cost projections for River District and no need to loan funds to Atlas District.

4. Arts: set at 1% accrual of tax increment revenue received from County.
5. Agency will reimburse the City in FY24 for the City's land acquisition costs (\$1,730,402) for the Atlas mill site property located within the River District boundary. No further reimbursement to the City for Atlas mill site land costs for the remainder of the River District term.
6. Agency will reimburse the City in FY24 for the structural fill material costs (\$153,068) related to the Atlas project located within River District boundary: 50/50 reimbursement split with the Atlas District. No further reimbursement to the City for Atlas mill site structural fill material costs for the remainder of the River District term.
7. Property Divestiture Income: \$0.
8. Health Corridor District does not begin reimbursement in FY25 to the River District for accrued HDR master plan & legal costs or for the DOWL traffic study. Health Corridor District will budget for interest payment to the River District for outstanding loan balance.
9. Atlas District does not begin principal reimbursement to the River District in FY25 for accrued loan debt. No new funds loaned to Atlas District in FY25. Atlas District will budget for interest payment to the River District for outstanding loan balance.
10. Atlas Project: FY25 budget contains \$12,040 for wrap up of irrigation work and \$150,000 for two monument signs to be located at Atlas Road entrance.

Atlas District:

1. 25% of G&A costs.
2. River District Loan: \$0. Atlas District does not begin principal reimbursement to River District for accrued loan debt.
3. Arts: set at 1% accrual of tax increment revenue received from County.
4. Professional Services: large-budgeted value for Hawley-Troxell legal services primarily for Atlas project work.
5. Agency's intent is to reimburse the City for the City's acquisition costs of the Atlas mill site properties located within Atlas District boundary: land cost & RR r-o-w cost reimbursements (\$5.3M). **No FY25 payments.**
6. Agency's intent is to reimburse City for City expenditures on structural fill material imported to the Atlas project: 50/50 split with River District (\$153,068). **No FY25 payments.**
7. Property Divestiture Income in FY25: \$3,300,000 (Atlas project Areas 5A & 7).
8. Atlas Project: Phase 2-3 FY25 budget calls for \$4.1M of new spending primarily on Phase 3 infrastructure.

Health Corridor District (HCD):

1. 25% G&A costs.
2. Revenue Plan: River District Loan: \$0. May need to re-evaluate this item as the year progresses.
3. Revenue Plan: Tax Anticipation Note (in the form of a bank line of credit (LOC) w/ KH as guarantor): \$0. Ignite will continue conversations with KH re. their readiness level on this potential partnership as the calendar year progresses – may amend budget during the fiscal year. If pursued, KH would pay P&I on any bank LOC

funds drawn in FY25 related to strategic property acquisitions and/or district initiatives.

4. Revenue Plan: KH Payment in Lieu of Taxes (PILOT) contribution: **\$0**. KH is willing to engage on PILOT funding, timing unsure, most likely not in FY25.
5. Arts: set at 1% accrual of tax increment revenue received from County.
6. HCD does not begin principal reimbursement payments to the River District in FY25 for accrued HDR master plan & legal costs or for the DOWL traffic study.
7. There is a proposed Kootenai Health (KH), City, Idaho Transportation Department (ITD), **ignite cda** partnership for developing a ped/bike trail alignment along the northside of the KH campus associated with ITD's I90 expansion initiative: possibility of design work in FY25 estimated at \$60K. There is a proposed three-way split with **ignite cda**, City and KH for this design work: Suggested budget value: **\$20K**.

Motion by Commissioner Garcia, seconded by Commissioner Evans, to authorize the **ignite cda Executive Director to publish the draft FY25 budget as presented in the CDA Press prior to the August 21, 2024 budget public hearing date. Motion carried.**

Fiscal Year 2024 Audit: Hoover CPA Engagement

Hoover CPA (Scott Hoover) has provided an engagement letter to the Agency to perform the fiscal year 2024 audit. The Hoover CPA proposed audit fee for fiscal year 2024 is \$11,000.

Motion by Commissioner Garcia, seconded by Commissioner Meyer, to accept the Fiscal Year 2024 audit engagement proposal from Hoover CPA in the amount of \$11,000. Motion carried.

6. EXECUTIVE DIRECTOR'S REPORT

Atlas Project: Area 7 Request for Proposals (RFP)

Executive Director Berns shared an overview of the Area 7 RFP with the board. Area 7 is located on the southern edge of the Phase 3 site and consists of 13 residential lots. Following are key excerpts from the RFP.



Graphics above depicting location of Area 7 on the Atlas project site.

Transaction Timeline

- Developer Proposals Due – August 30, 2024
- Est. Selection Date – September 30, 2024
- Agreement to Negotiate Exclusively ("ANE")
 - 60 days Due Diligence
- DDA Signed – December 20, 2024
- Closing – February 14, 2025

The Scoring Matrix which will be used to evaluate and score each proposal is outlined below.

AREA 7 SCORING MATRIX		POINTS
1	Development Experience <ul style="list-style-type: none"> - Track Record - Evidence of Financial Capacity - References 	50
2	Consistency with Development Standards and Architectural Design Guidelines <ul style="list-style-type: none"> - Completeness of Submittal - Use of Allowable Density - Mix of Housing Styles - Consistency with Development Standards - Consistency with Architectural Guidelines <i>Provides Conceptual Drawings, Elevations, Site Plan, and Representative Photos</i> - Support for Development Vision including Project Narrative 	75
3	Purchase Price	75
TOTAL POINTS		200

Area 7 Development Standards

Introduction

- Hillside block that will be developed with front-loaded houses or duplexes.
- Buildings and lot configurations shall be designed to minimize the visual impact of garages facing the street.
- The north side of area 7 abuts the southern edge and lower slopes of Areas 11 and 20.



	Frontage Type C
	Corner Lots
	Waterfront View
	Required Pedestrian Walkway
	Potential vehicle access to Area 7

USE	BUILDING TYPES
<ul style="list-style-type: none"> • Residential 	<ul style="list-style-type: none"> • Single family front-loaded • Duplex front-loaded • Cottage Court (cottage-style twin-homes or single family) on individual lots or condo platted • Front-loaded townhomes

LOTS
<ul style="list-style-type: none"> • Width: 32' min. - 75' max. • Depth: 90' min. • Area: 3,200 sf min.

Board discussion ensued regarding the Area 7 RFP, including the rationale for issuing the RFP at this time given the conditions of the current local real estate market (e.g. market absorption rates for existing/planned residential units) and the need for **ignite cda** property sale revenues to complete Phase 3 of the Atlas Project.

Motion by Commissioner Garcia, seconded by Commissioner English, authorizing release of the Atlas Project Area 7 RFP as proposed, with proposals due by August 30, 2024. Motion carried.

Atlas Project: Update

Phil Boyd (Welch-Comer Engineers) shared an Atlas Project update with the board. Following are a few key slides from his presentation.

Project Update

- Phase 2B
 - Dry Utilities Complete
 - Landscape Irrigation Installation underway
 - Phase 3
 - Atlas Haul Continuing
 - Site Grade Modifications were Required
 - Atlas Entry Monument Signs
 - Revision ready in August for Board Consideration
-



Photo of dry utility infrastructure installation on the project site.

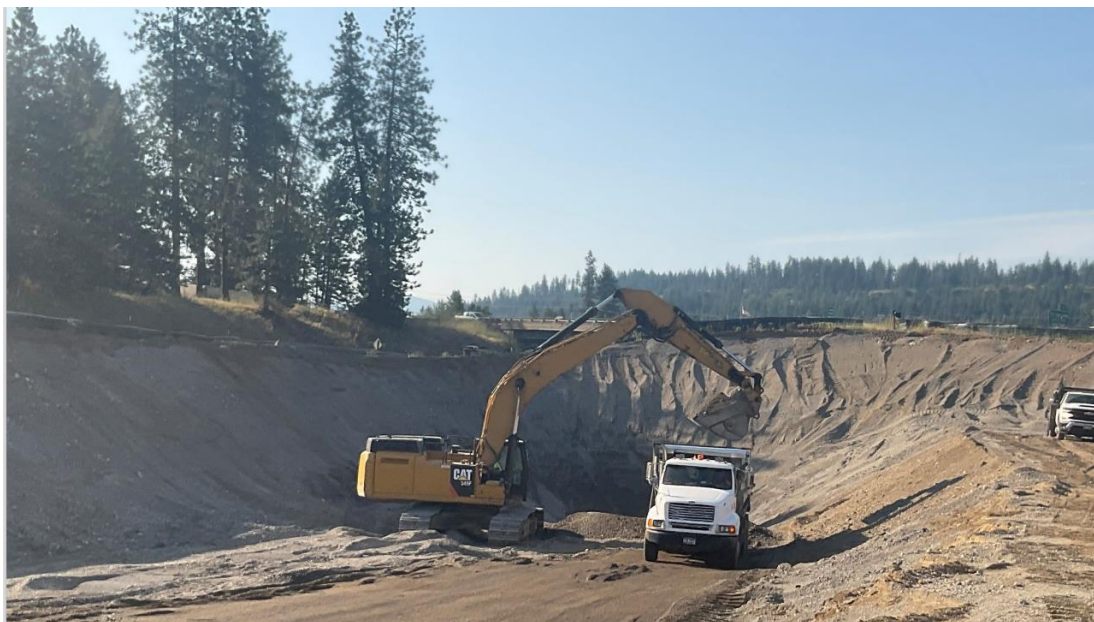


Photo of structural fill material extraction work at Atlas Road borrow site.



Photo of Atlas Road structural fill material placement on Atlas Project Phase 3 site.

7. BOARD COMMISSIONER COMMENTS:

Vice-Chair Metts shared with the board that ignite cda's legal counsel Danielle Quade was awarded the 2024 Idaho Municipal Attorneys Association's "Pillar of the Community Award". This award recognizes a municipal attorney who has devoted years of service to one city. This person is recognized by their peers in the Idaho Municipal Attorneys Association as a pillar of that community, in this case, the community of Coeur d'Alene. Congratulations Danielle!

Commissioner English shared that the City will be holding a budget workshop in the very near future, looking to balance planned revenues and expenses. The City Council is also continuing to evaluate the City's role on the local worker housing front.

8. ADJOURN:

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

The **ignite cda** board meeting adjourned at 4:37 p.m. Minutes prepared and submitted by Ex. Director Berns.