



BOARD MEETING MINUTES

WEDNESDAY JANUARY 15, 2025 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: Armon, Miller, Hoskins, Meyer, Jester, Garcia, Evans, Mandel, Metts

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

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

No public comment provided.

4. APPROVAL OF CONSENT CALENDAR

- Approval of December 18, 2024 Board Meeting Minutes
- Approval of Payables as Submitted
- Approval of District Monthly Financial Statements

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

5. EXECUTIVE DIRECTOR'S REPORT

Updated **Ignite cda** Public Records Retention Policy

Ex. Director Berns discussed the updated **ignite cda** Public Records Retention Policy (Policy) with the board. Ignite cda's Policy was created in 2015 and at that time met all of the Idaho Code requirements re. public record retention. Over the past 10 years, there have been a few updates to Idaho Code that impact the Policy. The updated 2025 Policy document incorporates those changes bringing the Policy up to date with current Idaho Code regarding public record retention.

Motion by Commissioner Garcia, seconded by Commissioner Mandel, to approve the updated **ignite cda Public Records Retention Policy as presented. Motion carried.**

Resolution 25-01: Destruction of Semi-Permanent and Temporary Public Records

Ex. Director Berns discussed Resolution 25-01 which pertains to the destruction of the following public records per the Agency's public record retention policy:

- Temporary Public Records: documents and statements dated prior to October 1, 2022
- Semi-Permanent Public Records: documents and statements dated prior to October 1, 2019

Motion by Commissioner Meyer, seconded by Commissioner Armon, to approve Resolution 25-01 approving the destruction of semi-permanent and temporary public records as proposed.

Roll Call:

Evans	Yes	Garcia	Yes	Jester	Yes
Armon	Yes	Metts	Yes	Mandel	Yes
Meyer	Yes	Hoskins	Yes	Miller	Yes

Motion carried.

Atlas Project: Updates

Ex. Director Berns shared the following Atlas Project updates with the board.

- At the December **ignite cda** board meeting, the Agency was informed that LaRiviere Inc. was awarded the excavation contract for the new downtown Sherman Avenue Marriott Hotel project. LaRiviere planned to bring approximately 25,000 cubic yards of structural fill material to the Atlas project Phase 3 site. Earlier this month, **ignite cda** learned that the Marriott development team had rescinded the contract with LaRiviere and has now awarded the excavation contract to Peck & Peck. Peck & Peck was contacted to see if **ignite cda** receiving some or all of the Marriott project structural fill material was still an option. Peck & Peck shared that they already have other planned uses for that material. Given that news, **ignite cda** plans to regroup and refocus on the upcoming ITD I90 widening project to see if the Agency might be able to obtain structural fill material from that initiative once awarded. ITD plans to go out to bid in February with work commencing in late spring / early summer 2025.
- Atlas Project Phase 3 Site: The Atlas Project ad hoc committee comprised of Atlas Project team members Berns, Quade, Phil Boyd (Welch Comer Engineers), Hillary Patterson (City of CDA), Ben Wharton & Matt Anderson (Heartland Real Estate Consultants) and **ignite cda** board members Meyer,

Miller and Jester will meet in late January to continue discussions re. the attainable housing Phase 3 site initiative.

- Last month, Berns, Quade and Boyd met with representatives from Habitat for Humanity to learn more about their home ownership, deed restricted attainable housing business model and how such a model might work on the Phase 3 site.

6. BOARD COMMISSIONER COMMENTS:

Commissioner Miller acknowledged and welcomed Mike Dziak who the City has hired to assist with broadcasting and recording meetings held in the Library's community room.

Commissioner Miller asked if the Agency is seeking other possible sources for the 25,000 cubic yards of structural soil material needed for the Phase 3 site.

- Ex. Director Berns shared that the Agency has been looking for such material for months and has yet to locate a viable sourcing entity.

Commissioner Jester asked if Habitat for Humanity has the capacity to engage on the Phase 3 site given the level of attainable housing homes anticipated for the Phase 3 site.

- Ex. Director Berns shared that the Habitat for Humanity representatives stated that they do possess the capacity to take on the proposed Phase 3 level of attainable housing construction effort and in a timely manner.

7. ADJOURN:

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

The **ignite cda** board meeting adjourned at 4:12 p.m. Minutes prepared and submitted by Ex. Director Berns.