



BOARD MEETING MINUTES

WEDNESDAY AUGUST 20, 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: Hoskins, Metts, Evans, Jester, Meyer

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 16, 2025 Board Meeting Minutes
- Approval of Payables as Submitted
- Approval of District Monthly Financial Statements

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

5. BUDGET HEARING: **Ignite cda** Fiscal Year 2025 Amended Budget

Chairman Hoskins called the FY2025 budget amendment public hearing to order at 4:05 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.

Ex. Director Berns shared that only one budget line item in the Amended FY25 budget has been changed since the budget was last viewed by the board at the July board meeting. The Atlas District planning budget line item has been reinstated in the amount of \$50,000 to help fund any invoices that might be received in FY25 relative to the Atlas Project Phase 3 Master Planning effort approved by the board at the July board meeting.

Ignite CDA FY2025 Amended Budget Summary									
		Amended		Amended		Amended			Amended
		River District	River District	Atlas District	Atlas District	HC District	HC District	Total	Total
Estimated	Beginning Fund Balance (10/1/24)	\$ 2,923,627	\$ 3,215,855	\$ 5,959,706	\$ 6,520,453	\$ 1,274,435	\$ 1,262,879	\$ 10,157,768	\$ 10,999,187
Revenues									
	Estimated Tax Increment	\$ 1,706,578	\$ 1,829,691	\$ 394,166	\$ 439,835	\$ 581,039	\$ 641,541	\$ 2,681,783	\$ 2,911,067
	Property Rental Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Int. & Misc. Funds	\$ 48,000	\$ 40,000	\$ 72,000	\$ 60,000	\$ 11,400	\$ 11,400	\$ 131,400	\$ 111,400
	Note Draws	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Property Divestitures	\$ -	\$ -	\$ 3,300,000	\$ -	\$ -	\$ -	\$ 3,300,000	\$ -
	Capital Acquisition Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 1,754,578	\$ 1,869,691	\$ 3,766,166	\$ 499,835	\$ 592,439	\$ 652,941	\$ 6,113,183	\$ 3,022,467
Expenses									
	Administration	\$ 118,435	\$ 118,435	\$ 59,218	\$ 59,218	\$ 59,218	\$ 59,218	\$ 236,871	\$ 236,871
	Office Expenses	\$ 4,801	\$ 4,801	\$ 2,401	\$ 2,401	\$ 2,401	\$ 2,401	\$ 9,603	\$ 9,603
	Travel	\$ 1,750	\$ 1,750	\$ 875	\$ 875	\$ 875	\$ 875	\$ 3,500	\$ 3,500
	Professional Services	\$ 48,000	\$ 48,000	\$ 80,550	\$ 80,550	\$ 18,650	\$ 18,650	\$ 147,200	\$ 147,200
	Notices	\$ 1,250	\$ 1,250	\$ 2,000	\$ 2,000	\$ 150	\$ 150	\$ 3,400	\$ 3,400
	Communications	\$ 1,500	\$ 1,500	\$ 750	\$ 750	\$ 750	\$ 750	\$ 3,000	\$ 3,000
	Insurance	\$ 5,568	\$ 5,568	\$ 2,784	\$ 2,784	\$ 2,784	\$ 2,784	\$ 11,136	\$ 11,136
	Meetings	\$ 2,450	\$ 2,450	\$ 1,225	\$ 1,225	\$ 1,225	\$ 1,225	\$ 4,900	\$ 4,900
	Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Property Taxes	\$ -	\$ -	\$ 100	\$ 100	\$ -	\$ -	\$ 100	\$ 100
	Organization Dues	\$ 10,325	\$ 10,325	\$ 5,163	\$ 5,163	\$ 5,163	\$ 5,163	\$ 20,651	\$ 20,651
	Miscellaneous	\$ 500	\$ 500	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,000	\$ 1,000
	Public Art	\$ 17,066	\$ 18,297	\$ 3,942	\$ 4,398	\$ 5,810	\$ 6,415	\$ 26,818	\$ 29,110
	Capital Acquisition Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Debt: Interest (non-OPA,IRA)	\$ 12,800	\$ 12,800	\$ 29,403	\$ -	\$ 3,002	\$ -	\$ 45,205	\$ 12,800
	Debt: Principal (non-OPA,IRA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Parking Initiatives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Planning	\$ 25,000	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 75,000	\$ 50,000
	Agency Funded Programs	\$ 162,040	\$ 250,040	\$ 4,115,960	\$ 1,268,004	\$ 20,000	\$ -	\$ 4,298,000	\$ 1,518,044
	Partnership Agreements (OPAs, IRAs)	\$ 459,538	\$ 459,538	\$ -	\$ -	\$ -	\$ -	\$ 459,538	\$ 459,538
	Special Project Reserve	\$ 350,000	\$ -	\$ 100,000	\$ -	\$ 50,000	\$ -	\$ 500,000	\$ -
	Total	\$ 1,221,023	\$ 935,254	\$ 4,454,621	\$ 1,477,718	\$ 170,278	\$ 97,881	\$ 5,845,922	\$ 2,510,853
Estimated	Ending Fund Balance (9/30/25)	\$ 3,457,182	\$ 4,150,292	\$ 5,271,251	\$ 5,542,570	\$ 1,696,596	\$ 1,817,939	\$ 10,425,029	\$ 11,510,801

Chairman Hoskins asked if there was any public comment re. the proposed FY2025 amended budget. No public comment was provided.

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

Chairman Hoskins closed the FY2025 budget amendment public hearing at 4:06 p.m.

Resolution 25-02: Adoption of **ignite cda** Fiscal Year 2025 Budget Amendment

Motion by Commissioner Metts, seconded by Commissioner Jester, to approve Resolution 25-02 adopting the **ignite cda FY2025 Budget Amendment as proposed.**

Roll Call:

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

Motion carried.

6. BUDGET HEARING: **Ignite cda** Fiscal Year 2026 Budget

Chairman Hoskins called the FY2026 budget public hearing to order at 4:07 p.m.

Ex. Director Berns presented the draft FY2026 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 FY2026 Budget Summary

Line		River District	Atlas District	HC District	Total
1	Estimated Beginning Fund Balance (10/1/25)	\$ 4,174,818	\$ 5,661,181	\$ 1,828,975	\$ 11,664,974
2					
3	Revenues				
4	Estimated Tax Increment	\$ 1,948,533	\$ 657,941	\$ 600,024	\$ 3,206,498
5	Property Rental Receipts	\$ -	\$ -	\$ -	\$ -
6	Int. & Misc. Funds	\$ 25,200	\$ 42,000	\$ 9,600	\$ 76,800
7	Note Draws	\$ -	\$ -	\$ -	\$ -
8	Property Divestitures	\$ -	\$ 3,300,000	\$ -	\$ 3,300,000
9	Capital Acquisition Financing	\$ -	\$ -	\$ -	\$ -
10	Total	\$ 1,973,733	\$ 3,999,941	\$ 609,624	\$ 6,583,298
11					
12	Expenses				
13	Administration	\$ 121,166	\$ 60,584	\$ 60,584	\$ 242,334
14	Office Expenses	\$ 4,676	\$ 2,338	\$ 2,338	\$ 9,352
15	Travel	\$ 1,750	\$ 875	\$ 875	\$ 3,500
16	Professional Services	\$ 51,500	\$ 52,950	\$ 20,150	\$ 124,600
17	Notices	\$ 1,250	\$ 2,000	\$ 200	\$ 3,450
18	Communications	\$ 1,500	\$ 750	\$ 750	\$ 3,000
19	Insurance	\$ 5,905	\$ 2,952	\$ 2,952	\$ 11,809
20	Meetings	\$ 2,450	\$ 1,225	\$ 1,225	\$ 4,900
21	Utilities	\$ -	\$ -	\$ -	\$ -
22	Property Taxes	\$ -	\$ 200	\$ -	\$ 200
23	Organization Dues	\$ 10,325	\$ 5,163	\$ 5,163	\$ 20,650
24	Miscellaneous	\$ 500	\$ 250	\$ 250	\$ 1,000
25	Public Art	\$ 19,485	\$ 6,579	\$ 6,000	\$ 32,064
26	Capital Acquisition Expense	\$ -	\$ -	\$ -	\$ -
27	Debt: Interest (non-OPA,IRA)	\$ 12,800	\$ -	\$ -	\$ 12,800
28	Debt: Principal (non-OPA,IRA)	\$ -	\$ -	\$ -	\$ -
29	Parking Initiatives	\$ -	\$ -	\$ -	\$ -
30	Planning	\$ 25,000	\$ 50,000	\$ -	\$ 75,000
31	Agency Funded Programs	\$ 127,500	\$ 3,135,000	\$ 50,000	\$ 3,312,500
32	Partnership Agreements (OPAs, IRAs)	\$ 510,903	\$ -	\$ -	\$ 510,903
33	Special Project Reserve	\$ 350,000	\$ 100,000	\$ 50,000	\$ 500,000
34	Total	\$ 1,246,710	\$ 3,420,866	\$ 200,487	\$ 4,868,062
35					
36	Estimated Ending Fund Balance (9/30/26)	\$ 4,901,840	\$ 6,240,257	\$ 2,238,113	\$ 13,380,209

Chairman Hoskins asked if there was any public comment re. the proposed FY2026 budget. No public comment was provided.

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

Chairman Hoskins closed the FY2026 budget public hearing at 4:08 p.m.

Resolution 25-03: Adoption of **ignite cda** Fiscal Year 2026 Budget

Motion by Commissioner Metts, seconded by Commissioner Evans, to approve Resolution 25-03 adopting the **ignite cda FY2026 Budget as presented.**

Roll Call:

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

Motion carried.

7. EXECUTIVE DIRECTOR’S REPORT

Atlas Project: Monument Signage - Design & Pricing

Following is a memo from Phil Boyd (Welch-Comer Engineers) to the board re. the monument signage agenda item. Mr. Boyd discussed the revised design signage concept and pricing with the board.

Memorandum

TO: TONY BERNS
FROM: PHIL BOYD, P.E.
PRJ. #: 41292.03.0
SUBJECT: ATLAS WATERFRONT MONUMENT SIGNS
DATE: AUGUST 18, 2025

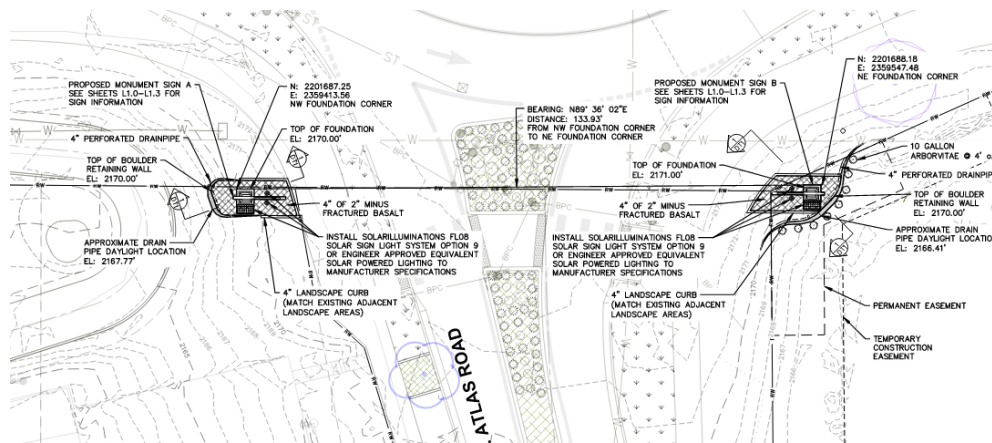
T. LaRiviere proposes to construct two monument signs (See Figure 1) for \$137,237.56 at the locations shown in Figure 2.

The proposed signs will be solar lit, which reduced the project costs by eliminating the need for new Avista power services to each sign and electrical power panels, wiring and lighting.
Figure 1.



If the Board decides to move forward with the project, we will need to secure an easement for the west side sign from the Bo Apartments owner. Additionally, we will need to apply for a city building permit which will include permit application fees.

We recommend the Board consider budgeting \$150,000 for the project to accommodate permit fees (~\$3,000), and construction contingency (\$9,762.44) in the event an unforeseen condition is discovered during construction or additional scope of work is necessary. Permit fees and construction contingency spending would be at the direction of Executive Director Berns.



1 Monument Sign Locations

- Commissioner Meyer asked if work could begin this year?
 - Mr. Boyd shared that work can most likely start this year on the eastern sign location since the easement is in place. Work

commencing on the western sign location will depend upon how quickly an easement can be obtained for that location.

Motion by Commissioner Metts, seconded by Commissioner Meyer, to approve the revised Atlas Project Monument Signage concept and pricing as presented, with a not to exceed cost of \$150,000.

Motion carried.

Atlas Project: Phase 3

N. A. Degerstrom: Structural Soil Import Property Use Agreement

LaRiviere, Inc.: Structural Soil Spread & Compact Contract Amendment

Welch-Comer: Spread & Compact Construction Mgt. Contract Amendment

Following is a memo from Phil Boyd (Welch-Comer Engineers) to the board re. the three Atlas Project Phase 3 agenda items. Mr. Boyd discussed the three Phase 3 agenda items with the board.

Memorandum

TO: TONY BERNES
FROM: PHIL BOYD, P.E., JORDAN TILLET, P.E.
PRJ. #: 41292.03.0
SUBJECT: ATLAS PHASE 3 - CONTRACT AMENDMENTS
DATE: AUGUST 15, 2025

Background

ignite CDA intends to continue importing structural soils to the Atlas Waterfront Phase 3 Area (formerly known as Mt. Hink) to bring the site to a finished grade suitable for residential development. Welch Comer notified I-90 project bidders of the opportunity to tip structural soils at Atlas Phase 3. NA Degerstrom (NAD), the successful I-90 East Bound bidder, contacted Welch Comer and we have been negotiating a tipping agreement with NAD, with input from Executive Director Berns and Hawley Troxell. Additionally, Welch Comer (WC) has negotiated a "spread and compact" contract amendment with T. LaRiviere Equipment and Excavation (TLA).

The following memo sections outline three action items for the Board's consideration:

Ignite CDA Agreement with:	Amount	Term
1. NAD - Land Use ("Tipping")	\$0	April 2026
2. TLA Spread and Compact	\$173,000 (NTE)	May 2026
3. WC Construction Phase Services	\$24,340 (NTE)	May 2026

NAD Land Use (“Tipping”) Agreement

The proposed agreement in Attachment 1 outlines the terms and conditions under which NAD will tip structural soils from the I-90 project on the Atlas Phase 3 site. The agreement ends in April 2026, unless mutually agreed to extend, because we anticipate the Phase 3 infrastructure project is planned to begin in May 2026, subject to several Board actions (e.g. approval of a Phase 3 Master Plan, Entitlements, and Infrastructure Design).

TLA Spread and Compact Contract Amendment

NAD’s tipped soil will need to be spread and compacted to a finished grade surface. TLA completed all the Phase 3 structural import and compaction to date, and it seems prudent to continue to have TLA complete this work to maintain a continuity of warranty.

We explored several pay items and unit price scenarios with TLA considering the potential variability of schedule and rate of receiving NAD soils which impacts TLA mobilization/demobilization, pieces of equipment required, and equipment standby. Additionally, the existing on-site soils will need to be excavated and embanked which is a more expensive operation than spread, and compact.

In the end, we negotiated a single spread and compact unit price (\$3.70/CY) that includes all mobilization/demobilization, equipment standby, and excavation and embankment of the existing soils. We believe this unit price format reduces ignite’s risk to indeterminate NAD operations, but at a slightly higher unit price than if we paid for mobilization/demobilization separately but at a lower overall project cost. The following table summarizes estimated cost for multiple pay items.

DESCRIPTION	PAY UNIT	EST. BID QUANT.	UNIT PRICE	TOTAL PRICE
General Conditions (Project Management, Bonds and Insurance)	LS	1	\$ 15,000.00	\$ 15,000
Mobilization	EA	2	\$ 3,500.00	\$ 7,000
Excavate and Embank Existing On-site Materials	CY	12000	\$ 4.85	\$ 58,200
Spread and Compact NAD Tipped Soils	CY	40000	\$ 3.20	\$ 128,000
			Total	\$ 208,200
Composite Estimated Unit Cost (Total Project Cost/52,000 CY)	\$ 4.00			

TLA was prepared to absorb some of the indeterminate NAD operations risk because they believe with their current workload they can long-term stage equipment at the Atlas site (without ignite paying standby). Additionally, a single unit price reduces WC’s contract administration time required to track and justify demobilization/remobilization costs. See Attachment 2

Sub-contracted geotechnical services work will be furnished by TLA to the Owner as a cost-plus 15% markup.

LaRiviere’s proposed contract amendment is \$173,000.

Welch Comer Construction Phase Services

WC construction phase services includes engineering and survey services to measure existing and future surfaces for pay request, create a preliminary finished grade surface in advance of the Phase 3 master plan and provide construction administration. See Attachment 3

Survey Services	\$ 7,480
Design Services	\$ 2,800
Construction Services	<u>\$14,060</u>
Total	\$24,340

Due to the variable nature of the soil import work, Welch Comer's proposes completing the work on a time and materials basis with a not to exceed amount of \$24,340.

Summary

If ignite CDA contracted structural soils import from a material supplier and placed and compacted the soil, the estimated unit cost would be \$20/cy which result in a project cost of \$400,000 to \$800,000 for the 20,000 to 40,000 CY estimated import quantity.

Action Items for Board Consideration

1. Land Use ("Tipping") Agreement with NA Degerstrom
 2. Spread and Compact Soils Contract Amendment with T. LaRiviere not to exceed \$173,000
 3. Construction Phase Services Contract Amendment with Welch Comer not to exceed \$24,340
-

Motion by Commissioner Jester, seconded by Commissioner Evans, to approve the N.A. Degerstrom, Inc. Phase 3 Structural Soil Import Property Use Agreement as presented.

Motion carried.

Motion by Commissioner Metts, seconded by Commissioner Evans, to approve the LaRiviere, Inc. Phase 3 Structural Soil Spread and Compact Contract Amendment as presented, with a not to exceed cost of \$173,000.

Motion carried.

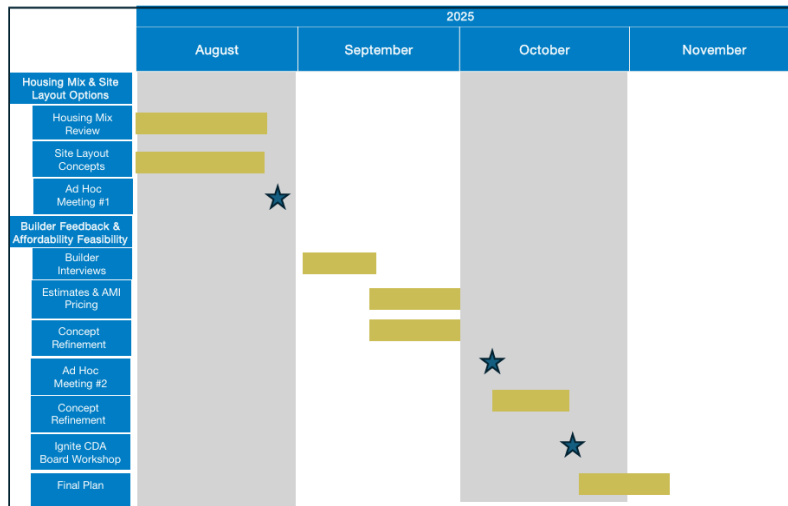
Motion by Commissioner Metts, seconded by Commissioner Evans, to approve the Welch Comer Phase 3 Structural Soil Spread and Compact Construction Administration Contract Amendment as presented, with a not to exceed cost of \$24,340.

Motion carried.

Atlas Project: Update

Mr. Boyd shared and discussed the following Phase 3 master planning project work and meeting schedule with the board.

Phase 3 Attainable Housing Master Plan Schedule



As shown in the graphic, the Atlas Project Phase 3 adhoc committee will be meeting in late August with the GGLO/Welch Comer / Heartland master planning team to review / discuss planning efforts to date re. attainable housing on the Phase 3 site. The adhoc committee will meet again in early October to review master planning refinements leading up to an ignite cda board workshop in late October.

8. BOARD COMMISSIONER COMMENTS:

No board commissioner comments were provided.

9. EXECUTIVE SESSION – Idaho Code Section 74-206

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

Motion by Commissioner Jester, seconded by Commissioner Evans, 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:

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

Motion carried.

The **ignite cda** board entered Executive Session at 4:24 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 4:50 p.m.

10. ADJOURN:

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

The **ignite cda** board meeting adjourned at 4:51 p.m. Minutes prepared and submitted by Ex. Director Berns.