



Coeur d'Alene's Urban Renewal Agency

2024

Meeting Minutes



BOARD MEETING MINUTES

WEDNESDAY JANUARY 17, 2024 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, Chapkis, Metts, Mandel, Meyer, Evans, Armon

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

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

4. APPROVAL OF CONSENT CALENDAR

- Approval of December 20, 2023 Board Meeting Minutes
- Approval of Payables as Submitted
- Approval of District Monthly Financial Statements

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

5. 2023 DRAFT **ignite cda** ANNUAL REPORT

- Public Comment re. 2023 **ignite cda** Draft Annual Report

Executive Director Berns shared that there was a change to the urban renewal statutes in 2011 that now requires an urban renewal agency to accept public comment on their annual report prior to submittal to City Council. The following **ignite cda** process has been established to meet the statute requirements:

- The "draft" 2023 annual report to council was posted on the **ignite cda** website's home page a week prior to the January 2024 board meeting,
- A public notice ran in the CDA Press a week prior to the January 2024 board meeting indicating that the **ignite cda** Board will accept public comment on the annual report at the January 2024 board meeting. The notice states that the draft report is posted on-line, and also states that

- written public comments are welcome and can be submitted via mail or email,
- Public comment on the **ignite cda** annual report will be a discrete agenda item at the January 2024 board meeting. When this agenda item is addressed, an overview of the annual report will be provided by the Ex. Director. The **ignite cda** Chairman will then ask if there is any public comment on the annual report. The Board will then listen to public comment, and then review any written public comments received. The Board can then choose to discuss any issues as they wish, directing the Ex. Director to work with the Chairman on making any modifications to the draft annual report prior to submission to City Council. The Board will then approve the draft annual report, via motion, with any proposed modifications as noted.

Ex. Director Berns then proceeded to provide an overview of the draft 2023 **ignite cda** annual report.

Public Comment Re. 2023 **ignite cda Draft Annual Report**

No public comment was provided at the Board meeting, and no written public comment was received.

Motion by Commissioner Metts, seconded by Commissioner Evans, to approve the 2023 **ignite cda Annual Report as drafted, authorizing the Executive Director to submit the 2023 **ignite cda** Annual Report to the CDA City Council as required by Idaho statute. Motion carried.**

6. EXECUTIVE DIRECTOR'S REPORT

Resolution 24-01: Destruction of Semi-Permanent and Temporary Public Records

Ex. Director Berns discussed Resolution 24-01 which pertains to the destruction of the following public records per the Agency's record retention policy:

- Temporary Public Records: documents and statements dated prior to October 1, 2021
- Semi-Permanent Public Records: documents and statements dated prior to October 1, 2018

Motion by Commissioner Chapkis, seconded by Commissioner Metts, to approve Resolution 24-01 approving the destruction of semi-permanent and temporary public records as proposed.

Roll Call:

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

Motion carried.

Atlas Project: Update

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



Slide Showing Status of Atlas Project Areas

Area 5B Proposed Development



Courtesy Image Architects West



Slide Showing Proposed Development Concept for Area 5B



BOARD MEETING MINUTES

WEDNESDAY FEBRUARY 21, 2024 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, Meyer, Evans, Armon

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 January 17, 2024 Board Meeting Minutes
- Approval of January 22, 2024 City Council/ignite cda/Planning Commission Workshop Minutes
- Approval of Payables as Submitted
- Approval of District Monthly Financial Statements

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

5. EXECUTIVE DIRECTOR'S REPORT

Phase 3 Structural Fill Import / Unsuitable Material Export Opportunity

- a. Welch Comer Contract Amendment
- b. LaRiviere Contract Amendment

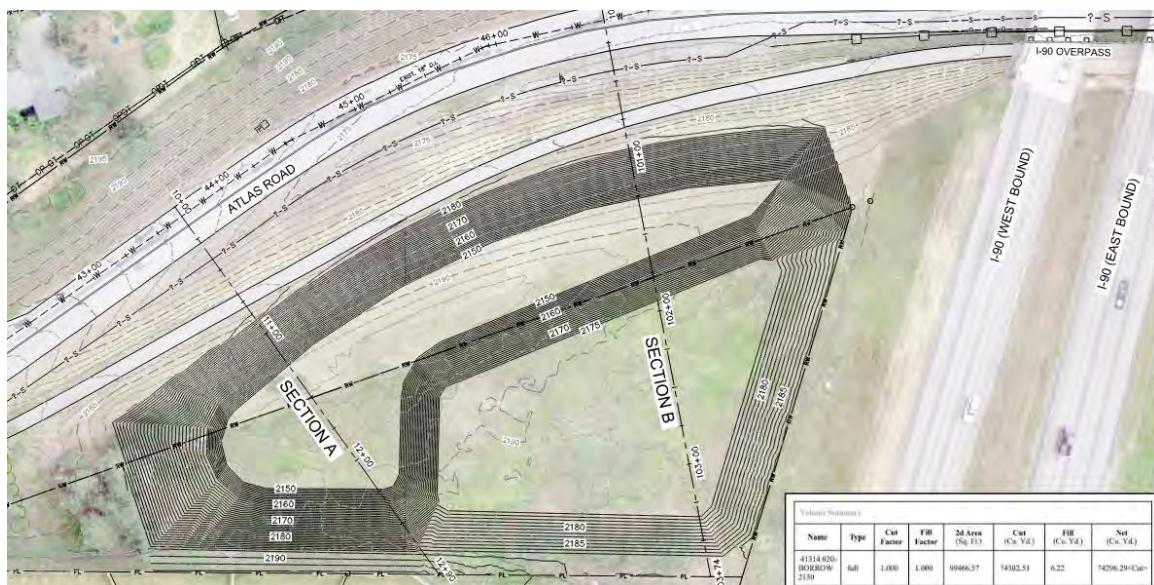
Background:

*Over the last several months, the Welch Comer Team, City staff and **ignite cda** have evaluated several City owned borrow/backhaul sites to generate Phase 3 structural fill material needed to bring the Phase 3 site up to a developable grade. The estimated structural fill quantity needed for this effort is*

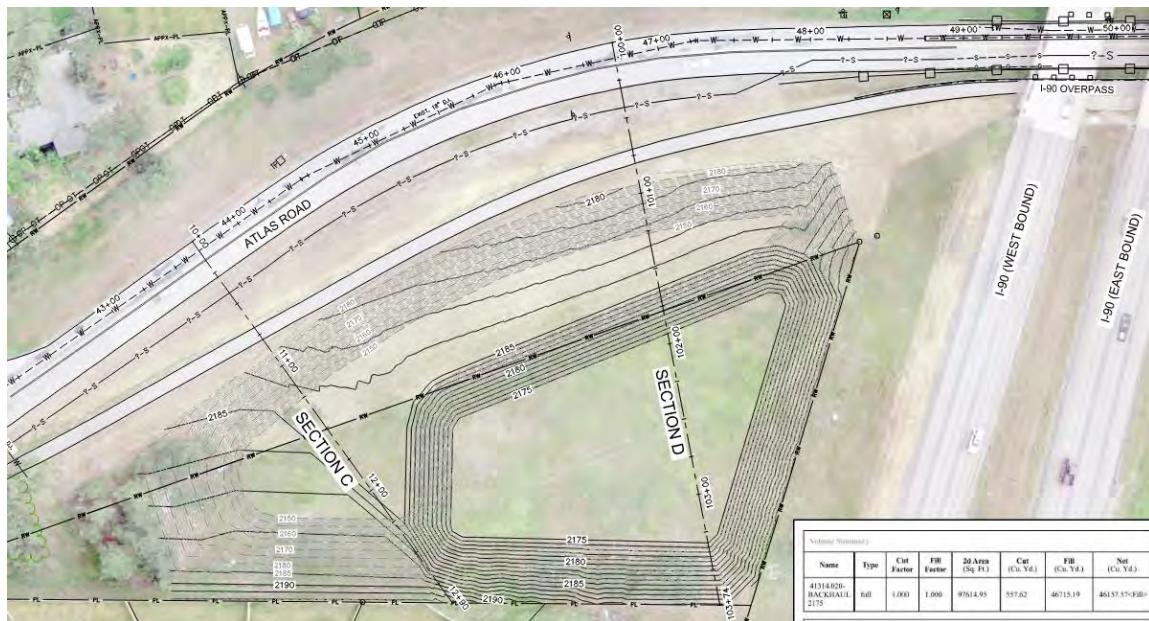
approximately 75,000 cubic yards. Efforts focused on City owned assets close to the Atlas project site to keep costs as low as possible since the fill material would be free, with **ignite cda** just having to pay for the material haul and placement. The following City owned assets were evaluated: Seltice Way median, Atlas Park open green space, and a parcel located on Atlas Road (city parcel depicted below). The City is considering transferring this parcel to ITD for a future stormwater swale for the I-90 lane expansion project.



After evaluating the different options, it was determined that the Atlas Road borrow/backhaul site was the preferred option. **ignite cda** asked the City to allow **ignite cda** to borrow ~75,000 cubic yards of structural soils from the City parcel and back haul ~60,000 cubic yards of structurally un-suitable “Mt Hink” soils to fill in the excavation created by the structural soil haul off. The Atlas Road borrow pit excavated site grading plan is shown in the image below.



As part of the **ignite cda**-City-ITD partnership on this project, **ignite cda** would finish grade the site to ITD's desired swale configuration shown below. The finished grade site condition, including the ITD swale, is shown below.



Ex. Director Berns shared that this action item for board consideration is contingent upon City Council's approval of this initiative. At their February 20, 2024, City Council discussed this initiative and decided to table this issue until their March 5, 2024 meeting. The reason for postponing a decision on this issue was Council's desire for additional site related information and a more definitive arrangement with ITD on the ultimate use of the property parcel.

This initiative will be brought back to the **ignite cda** board for consideration and potential action following a decision by City Council.

Atlas Project: Update

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

Phase 3 Northside



Stabilization efforts for the Centennial Trail on the north side of the Phase 3 site

Area 18 & 19 Sewer



Hill Climb Through Area 14 &15



Photos showing work underway in Areas 18/19, and work completed in Areas 14/15

Area 18 & 19 Excavation to Embankment



Photos showing relocation of structural fill material from Areas 18/19 to Phase 3

6. BOARD COMMISSIONER COMMENTS:

No Commissioner comments.

7. ADJOURN: **Motion by Commissioner Evans, seconded by Commissioner Armon, to adjourn. Motion carried.**

The **ignite cda** board meeting adjourned at 4:22 p.m. Minutes prepared and submitted by Ex. Director Berns.

Area 14 & 15 Proposed Development



Courtesy Images ML Architect

WELCH-COMER  ENGINEERS | SURVEYORS



ignite cda

Slide Showing Proposed Development Concept for Areas 14 & 15

Area 18 & 19 Proposed Development



Courtesy Images ML Architect

WELCH-COMER  ENGINEERS | SURVEYORS



ignite cda

Slide Showing Proposed Development Concept for Areas 18 & 19

7. BOARD COMMISSIONER COMMENTS: No Commissioner comments.
8. ADJOURN: Motion by Commissioner Metts, seconded by Commissioner Armon, to adjourn. Motion carried.

The **ignite cda** board meeting adjourned at 4:28 p.m. Minutes prepared and submitted by Ex. Director Berns.



BOARD MEETING MINUTES

WEDNESDAY MARCH 20, 2024 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, Mandel, Chapkis, English, Armon, Garcia

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

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

CDA citizen Lynn Fleming shared input with the board re. the Atlas mill site project. One of the key elements of her input involved asking the board to consider realigning the scoring matrix in future Atlas project Request for Proposals (RFPs) to include some level of preference for home affordability.

4. APPROVAL OF CONSENT CALENDAR

- Approval of February 21, 2024 Board Meeting Minutes
- Approval of Payables as Submitted
- Approval of District Monthly Financial Statements

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

5. EXECUTIVE DIRECTOR'S REPORT

Tetra Tech Phase 3 Non-Structural Fill Testing Proposal

*Background: An initiative has been proposed involving **ignite cda**, City of CDA, and the Idaho Transportation Department (ITD), entitled the Atlas Road borrow/backhaul site initiative (initiative). The initiative calls for the import of approximately 75,000 cubic yards (CY) of structural fill material from the City/ITD Atlas Road site ROW, primarily, and the I-90 swale site, to the Phase 3*

area of the Atlas Mill site project, and the export of approximately 60,000 CY of clean non-structural fill material from the Phase 3 site to the Atlas Road site.

*This proposed initiative is designed to bring the Atlas Mill Phase 3 site up to a developable grade while also removing the remaining non-structural fill material from the Phase 3 site. This initiative will utilize the import of publicly owned structural fill material from an area in close proximity to the Phase 3 site, resulting in a large cost savings to **ignite cda**. Please refer to the February 21, 2024 **ignite cda** board meeting minutes for more information on this initiative.*

One of ITD's requirements for the Atlas Road borrow/backhaul Phase 3 initiative is for testing of the to be exported non-structural fill materials to the Atlas Road site to assure that the materials do not contain any contaminants. ITD had the same requirement for when **ignite cda** previously exported over 450,000 CY of Phase 3 non-structural fill material to ITD's pit on Ramsey Road. No contaminates were found in the materials sent to the ITD Ramsey Road pit.

To satisfy ITD's current request, **ignite cda** proposes to engage Tetra Tech to perform the required testing. This is the same firm **ignite cda** used to test the materials that were exported to the ITD pit on Ramsey Road. The Tetra Tech proposal contains a phased testing approach. The initial phase will be to perform preliminary testing of the to be exported material to get approval from ITD for the Atlas Road borrow/backhaul initiative. Assuming ITD agrees to the initiative, and then both the City Council and the **ignite cda** board agree to the initiative, then **ignite cda** will look to engage Tetra Tech to perform additional testing throughout the haul process as was done on the Ramsey Road haul effort.

The plan is to place the Atlas Road borrow/backhaul initiative on the April 2 City Council agenda, thus the effort to get Tetra Tech engaged. In order to meet the April 2 City Council date, an aggressive schedule is needed to get the work done that ITD has requested, Tetra Tech's efforts being one of the work items.

Tetra Tech's proposed cost for the Phase 3 preliminary testing is \$2,917 as shown in the Task 3A column in the following proposal exhibit. Given board approval of Tetra Tech's Task 3A, Task 3A work will be completed and sent to ITD by March 22.

Board discussion ensued re. the Tetra Tech proposal and ITD's requirement for additional testing given that over 450,000 cubic yards of Phase 3 non-structural materials have already been tested with no indication of contamination.

IGNITE CDA				TASK 1		TASK 2		TASK 3A		TASK 3B		TASK 4		TOTAL		
				PROJECT MANAGEMENT		UPDATE QAPP AND SSHP		INITIAL XRF SCREENING MARCH 21/22, 2024		ROUTINE WEEKLY SAMPLING, XRF USE, QAQC		WEEKLY STATUS REPORT + FINAL REPORT				
NAME	TITLE	UNIT RATE	QTY	PRICE	QTY	PRICE	QTY	PRICE	QTY	PRICE	QTY	PRICE	QTY	PRICE		
TETRA TECH STAFF																
Jon Wege	Sr. Environmental Scientist	\$ 160.00	12	\$1,920	4	\$640	6	\$960	12	\$1,920	16	\$2,560	50	\$8,000		
Maureen McGraw	Sr. Engineer / Project Manager	\$ 175.00	2	\$350									2	\$350		
Field Staff THD	Environmental Scientist/Geologist	\$ 115.00	16	\$1,840	8	\$920	12	\$1,380	100	\$11,500	36	\$4,140	172	\$19,780		
Natalie Morrow	Quality Control	\$ 140.00											4	\$560		
Deb Lloyd	Business Admin	\$ 95.00	2	\$190									2	\$190		
Jessica Cook	Administrative Assistant	\$ 80.00	2	\$160									2	\$160		
TESTING				\$4,480		\$1,560		\$2,340		\$13,420		\$7,260		\$49,140		
LAB (Soil/Core)																
Lab - SPLP SW-846 1312 Extraction		\$ 110									11	\$1,210		11	\$1,210	
Lab - Biochemical Oxygen Demand, 5 Day, SM 5210B (S		\$ 88									11	\$968		11	\$968	
Lab - Tannins and Lignin SM 5550B (SPLP leachate)		\$ 83									11	\$908		11	\$908	
Lab - Chemical Oxygen Demand, EPA 410.4 (SPLP leach		\$ 60									11	\$660		11	\$660	
Lab - Total Organic Carbon SM 5310B (SPLP leachate)		\$ 50									11	\$550		11	\$550	
Lab - TCLP (SW-846 1311) Metals As + Pb		\$ 160									11	\$1,760		11	\$1,760	
Lab - RCRA Metals (EPA 6010/6020 etc)		\$ 120									11	\$1,320		11	\$1,320	
Lab - Energy Fee and disposal fee, 1 per invoice		\$ 48									11	\$528		11	\$528	
TOTAL OTHER DIRECT COSTS				\$ 749											\$7,904	
TRAVEL																
Mileage		\$ 0.650					80	\$52	1500	\$975			1580	\$1,027		
Per Diem/Day of travel		\$ 54.00														
OTHER DIRECT COSTS															\$1,024	
XRF Rental, Daily (Includes Shipping)		\$ 500					1	\$500	10	\$5,000			11	\$5,500		
GPS Unit		\$ 25					1	\$25	10	\$250			11	\$275		
FedEx		\$ 70														
TOTAL OTHER DIRECT COSTS															\$5,775	
GRAND TOTAL				\$4,480		\$1,560		\$2,340		\$13,420		\$7,260		\$40,246		

Motion by Commissioner Chapkis, seconded by Commissioner Metts, to approve the Tetra Tech Phase 3 non-structural fill material preliminary testing proposal (Task 3A) as presented, in an amount not to exceed \$3,000. Motion carried.

Atlas Project: Update

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



City of CDA Planning Commission approved Atlas Project PUD Amendment #4. Graphic depicts approved PUD changes for several of the project Areas.



Photo showing the new Atlas project bike/ped trail (dark black paved area) located between the DeChase apartment buildings area and the Lanzce Douglass project buildings area that connects the Centennial Trail to the Atlas Waterfront Park trail.



Photo showing site embankment work on the north side of the Phase 3 site.

6. BOARD COMMISSIONER COMMENTS:

Commissioner Garcia shared that she really likes the new bike/ped path that connects the Centennial Trail to the new Atlas Waterfront Park trail.

7. ADJOURN: Motion by Commissioner Garcia, seconded by Commissioner Metts, to adjourn. Motion carried.

The **ignite cda** board meeting adjourned at 4:34 p.m. Minutes prepared and submitted by Ex. Director Berns.



SPECIAL CALL BOARD MEETING

THURSDAY APRIL 4, 2024 10:00 A.M.

WELCH COMER ENGINEERS

330 E. LAKESIDE AVENUE, SUITE 101, CDA, IDAHO

MINUTES

1. CALL TO ORDER

Ignite cda Chair Hoskins called the board meeting to order at 10:03 a.m.

ignite cda board members present: Hoskins, Metts, Chapkis

ignite cda board members attending virtually: English, Meyer, Armon, Mandel

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

Motion by Commissioner Chapkis, seconded by Commissioner Mandel, to remove the LaRiviere, Inc. Atlas Project Contract Change Order #6 agenda item.

Motion carried.

2. ATLAS PROJECT PHASE 3: ATLAS ROAD BORROW/BACKHAUL INITIATIVE

Welch Comer Atlas Project Amendment #27

Following is a memo to the Agency from Phil Boyd re. the proposed Welch Comer contract amendment #27 including the cost matrix for the proposed services.

Memorandum

TO: **TONY BURNS, EXECUTIVE DIRECTOR**
FROM: **PHILIP F. BOYD, P.E.**
PRJ. #: **41292.03.0**
SUBJECT: **AMENDMENT #27**
DATE: **APRIL 2, 2024**

Attached, please find proposed Amendment #27 for:

1. Atlas Road Borrow Site Design and Permitting
2. Atlas Phase 3 Site Layout and Grading Design
3. Atlas Road Construction Phase and Surveying Services

Items 1 and 2 are inter-related because we need to grade the Atlas Phase 3 site to determine how much structural soils we need and then grade the Atlas Road borrow site to determine how much structural soil we can borrow, and how much Phase 3 non-structural soil we can back haul. This is an iterative process with heavy ITD design influence. Both items 1 and 2 will result in grading construction documents that will be used to secure ITD (Atlas Rd. site) and City (Atlas Rd. and Phase 3 sites) approvals and permitting. Please see the agreement for more specific scope of work.

Item 3 includes the three months of construction phase services (surveying, inspection, construction administration, coordination with City, public, ITD) for the Atlas Road Haul change order. During the haul, we will also be working on the Phase 2B construction observation (already under contract with Ignite CDA), so we will be adding additional staff for the haul operation on a part time basis (two hours per day) to help observe startup operations (planned work for the day, traffic control, corrective actions from the prior day). During the remainder of the workday, our Phase 2B inspector will periodically inspect the Atlas Borrow site and haul route.

We are pleased to have developed this idea for the Atlas Phase 3 site structural soil import/non-structural soils export as the most cost-effective option for remediating Phase 3. As you know, developing this has been a lengthy process; your leadership and influence with the City and ITD brought the idea to fruition.

Professional Services	Professional Services Fee
Design and Permitting Phase	\$40,000
Negotiation Phase	\$3,000
Construction Phase Services and Survey	\$50,000
Total	\$93,000

Motion by Commissioner Chapkis, seconded by Commissioner Metts, to approve both the design & permitting phase and the negotiation phase of the Welch Comer Contract Amendment #27 totaling \$43,000, with approval of the construction phase services and survey expenditures contingent upon City Council approval of the Atlas Road Borrow / Backhaul initiative.
Motion carried.

Tetra Tech Contract: Task #2 Authorization

ITD and the Idaho Department of Environmental Quality (IDEQ) are requiring an updated Quality Assurance Project Plan (QAPP) and Site-specific Safety and Health Plan (SSHP) for the proposed Atlas Road Borrow/Backhaul initiative. This update work is contained in the Tetra Tech contract as presented previously to the **ignite cda** board under Task #2.

IGNITE CDA			TASK 1		TASK 2		TASK 3		TASK 3		TASK 5		TOTAL		
			PROJECT MANAGEMENT	UPDATE QAPP AND SSHP	INITIAL XRF SCREENING MARCH 21/22, 2024		ROUTINE WEEKLY SAMPLING AND XRF USE		WEEKLY STATUS REPORT + FINAL REPORT						
NAME	TITLE	UNIT RATE			QTY	PRICE	QTY	PRICE	QTY	PRICE	QTY	PRICE			
TETRA TECH STAFF															
Jon Welge	Sr. Environmental Scientist	\$ 160.00	12	\$1,920	4	\$640	6	\$960	12	\$1,920	16	\$2,560	50	\$8,000	
Maureen McGraw	Sr. Engineer / Project Manager	\$ 175.00	2	\$350									2	\$350	
Field Staff THD	Environmental Scientist/Geologist	\$ 115.00	16	\$1,840	8	\$920	12	\$1,380	100	\$11,500	36	\$4,140	172	\$19,780	
Natalie Morrow	Quality Control	\$ 140.00										4	\$560		\$560
Deb Lloyd	Business Admin	\$ 95.00	2	\$190									2	\$190	
Jessica Cook	Administrative Assistant	\$ 80.00	2	\$160									2	\$160	
TOTAL LABOR COST					\$4,460	\$1,560		\$3,340		\$13,420		\$7,260		\$29,040	
LAB (Soil/Core)															
Lab - SPLP SW-846 1312 Extraction		\$ 110													
Lab - Biochemical Oxygen Demand, 5 Day, SM 5210B (SPLP leachate)		\$ 88													
Lab - Tannins and Lignin SM 5550B (SPLP leachate)		\$ 83													
Lab - Chemical Oxygen Demand, EPA 410.4 (SPLP leachate)		\$ 60													
Lab - Total Organic Carbon SM 5310B (SPLP leachate)		\$ 50													
Lab - TCLP (SW-846 1311) Metals As + Pb		\$ 160													
Lab - RCRA Metals (EPA 6010/6020 etc)		\$ 120													
Lab - Energy Fee and disposal fee, 1 per invoice		\$ 48													
TOTAL OTHER DIRECT COSTS		\$ 719										\$7,904		\$7,904	
TRAVEL															
Mileage		\$ 0.650													
Per Diem, Day of travel		\$ 54.00													
TOTAL TRAVEL COSTS												\$52	\$975	\$1,027	
OTHER DIRECT COSTS															
XRF Rental, Daily (Includes Shipping)		\$ 500													
GPS Unit		\$ 25													
FedEx		\$ 70													
TOTAL OTHER DIRECT COSTS												\$525	\$5,250	\$5,775	
GRAND TOTAL					\$4,460	\$1,560		\$2,917		\$27,549		\$7,260		\$43,745	

Motion by Commissioner Mandel, seconded by Commissioner Meyer, to approve Task #2 of the Tetra Tech Contract in an amount not to exceed \$1,600. Motion carried.

3. ATLAS PROJECT: ATLAS FIVE LLC: DDA AMENDMENT #2

The Atlas Five LLC development team has requested a DDA phasing plan extension for Atlas Project Areas 14 & 15. Per the existing phasing plan in the DDA, all residential units need to be completed within 42 months of closing. The development team has requested that the phasing plan be extended to 92 months.

Ignite cda not only receives revenue from land sales, but also from tax increment revenues generated when constructed buildings are assessed and added to the tax roll. There is a tax increment opportunity cost to ignite for agreeing to the requested phasing plan time frame extension. The total opportunity cost for Areas 14 & 15 has been calculated to be \$131,185.

Amendment # 2 to the DDA pertains to the requested phasing plan time frame extension and associated time frame penalty calculations.

Motion by Commissioner Metts, seconded by Commissioner Chapkis, to approve a modification to the DDA with Atlas Five LLC regarding Areas 14 and 15, which modification shall allow an extension to the Phasing Plan proportionate, based on the number of units in each area, to previous Phasing Plan extensions granted on Areas 5B and 8, as well as Area 6, along with a penalty payment clause associated with the requested Phasing Plan extension. Motion carried.

4. ATLAS PROJECT: COEUR INVESTMENT GROUP LLC: DDA AMENDMENT #2

The Coeur Investment Group LLC development team has requested a DDA phasing plan extension for Atlas Project Areas 9, 16, 17, 18, 19. Per the existing phasing plan in the DDA, all residential units need to be completed within 60 months of closing. The development team has requested that the phasing plan be extended to 120 months.

Ignite cda not only receives revenue from land sales, but also from tax increment revenues generated when constructed buildings are assessed and added to the tax roll. There is a tax increment opportunity cost to ignite for agreeing to the requested phasing plan time frame extension. The total opportunity cost for Areas 9, 16, 17, 18, 19 has been calculated to be \$300,067.

Amendment # 2 to the DDA pertains to the requested phasing plan time frame extension and associated time frame penalty calculations.

Motion by Commissioner Metts, seconded by Commissioner Chapkis, to approve a modification to the DDA with Coeur Investment Group LLC regarding Areas 9 and 16, 17, 18, 19, which modification shall allow an extension to the Phasing Plan proportionate, based on the number of units in each area, to previous Phasing Plan extensions granted on Areas 5B and 8, as well as Area 6, along with a penalty payment clause associated with the requested Phasing Plan extension.

Motion carried.

5. ADJOURN

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

The **ignite cda** special call board meeting adjourned at 11:12 a.m. Minutes prepared and submitted by Ex. Director Berns.



BOARD MEETING MINUTES

WEDNESDAY April 17, 2024 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, Meyer, Armon, Chapkis, Evans, Garcia, English

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

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

4. APPROVAL OF CONSENT CALENDAR

- Approval of March 20, 2024 Board Meeting Minutes
- Approval of April 4, 2024 Special Call Board Meeting Minutes
- Approval of Payables as Submitted
- Approval of District Monthly Financial Statements

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

5. EXECUTIVE DIRECTOR'S REPORT

Atlas Project: Architectural Design Guidelines Modifications

The Smock development team has requested architectural design guideline variances regarding garage door color and glazing, including the allowance of windows in garage doors facing the street. The Smock development team has approached the Atlas Project Architecture Design Review Committee (ADRC: Phil Boyd, Hilary Patterson, Dell Hatch) with this suggestion. Providing complimentary color and glazing options for garage doors will allow all developers to use these elements to de-emphasize the garage similar to characteristic images already included in the design guidelines. The Smock team

feels that these design changes will produce a more saleable and desirable building product for the Atlas Project.

After review, the ADRC has approved these suggestions and recommends that the architectural design guidelines be modified to allow the suggested variances. The Atlas Waterfront Master HOA Board has approved these proposed modifications. Below in blue font are the recommended modifications to the guidelines.

A clean, uncluttered roofline is encouraged for residential developments within the Atlas Development Area. Primary roof pitches should generally range from 6:12 to 12:12. Roof overhangs can vary, and should reinforce design character while responding to climate (snow, protection from wind/rain, solar responsive).

Roof materials shall be fire retardants, such as asphalt shingle or metal. All roofing materials need to be approved by the city. A variety of colors are encouraged that complements the architecture. Secondary rooflines such as porches or projections may be different from the above pitches. Gutters shall be painted or of an integral color to closely match the trim color. Downspouts and corner boards shall be painted to match the color of the adjacent wall surface of the home.

De-emphasis of the frontage-facing garage doors is a priority at the Atlas Waterfront Development area. Therefore, garage doors other than alley-loaded garages shall be painted to match the body of the home.* Corner clips and corner boards are appropriate corner conditions for exterior walls and shall be painted to match the adjacent wall surface. Flat roofs that complement well-designed contemporary structures are encouraged and to be approved by the city.

Garage doors may have glazing or be complimentary colors to the building color or be wood grained per section 1.8c on Page 38 of these guidelines.



Roof Pitches/Porch Elements Break Down Scale Of House To Pedestrian Level



Clean, Uncluttered Roof Line



Careful Use of Materials Can Break Down Scale & Create Visual Interest

- Vinyl or metal trim around windows is not allowed on front facades and elsewhere only by approval of the city.

Changes in the material on a wall surface, such as from shingle to lap siding will require a material separation, such as a trim band board; Changes in shall wrap the corners around the wall plane no less than 16", preferably to a return wall.

c. COLOR

Homebuyer preference research supports a diverse use of color. Multiple colors that reflect material changes and individuality of each residence are encouraged on single-family homes and required for attached homes. Gutters shall be painted or of an integral color to match the trim color.

Downspouts and corner boards shall be painted to match the color of the adjacent wall surface of the home.

De-emphasis of the frontage-facing garage doors is a priority within the Atlas development area. Therefore, garage doors other than alley-loaded garages shall be painted to match the body of the home. [or painted an approved complimentary color or be a wood grain as approved by the ADRC.](#)

Corner clips and corner boards are appropriate corner conditions for exterior walls and shall be painted to match the adjacent wall surface.

[Garage doors with windows are subject to ADRC approval. Windows shall be less than 25% of the surface area of the garage door.](#)



Color And Light Can Create Visual Interest



Creative Way Of Using Color Can De-Emphasize The Frontage Facing Garage Door



Mixing Different Materials Create Visual Interest



Creative Way Of Using Color Can De-Emphasize The Frontage Facing Garage Door

Motion by Commissioner Garcia, seconded by Commissioner Evans, to approve the recommended modifications as presented to the Atlas Project Architectural Design Guidelines. Motion carried.

Atlas Project Phase 3: Atlas Road Borrow/Backhaul Initiative

Background: Ex. Director Berns and Phil Boyd, Welch Comer Engineers, discussed this Atlas Project Phase 3 opportunity with the board.

Following the January **ignite cda** / City of CDA / CDA Planning Commission workshop, **ignite cda** asked Welch Comer Engineers (WC) to develop a Phase 3 market rate development concept, while still retaining some opportunity for local worker housing. WC developed the layout shown below, consisting of +/- 56 twin homes and +/- 28 townhomes, and completed a conceptual level grading plan to estimate (+/-10%) how much fill material the site would need.



Over the last several months, the WC Team, City staff and **ignite cda** have evaluated several borrow/backhaul sites to generate Phase 3 structural fill material. Efforts focused on City owned assets close to the Atlas project site to keep costs as low as possible since the fill material would be free, with **ignite cda** just having to pay for the material haul and placement. The following City controlled assets were evaluated: Seltice Way median, Atlas Park open green space, and a parcel located on Atlas Road (city parcel depicted below). The City plans to transfer this Atlas Road parcel to ITD for a future stormwater swale for the I-90 lane expansion project.



After evaluating the different options, it was determined that the Atlas Road borrow/backhaul site was the preferred option. **ignite cda** asked the City to allow **ignite cda** to borrow ~75,000 cubic yards of structural soils from the City parcel and to backhaul ~60,000 cubic yards of non-structural Phase 3 materials to fill in the excavation created by the structural soil haul off.

As part of the **ignite cda**-City-ITD partnership on this project, **ignite cda's** contractor would finish grade the site to ITD's desired swale configuration.

Following additional work with the City and ITD on this proposed initiative, the quantity of borrowed structural fill from the Atlas site has decreased to approximately 64,000 cubic yards and the backhaul of non-structural fill material from the Phase 3 site has decreased to approximately 20,000 cubic yards, thus necessitating a strategy of blending some portions of the Phase 3 materials with the Atlas Road borrowed structural fill materials to produce structural fill materials for the Phase 3 site.

Working with WC, **ignite cda** evaluated options for either bidding out this borrow/backhaul project or negotiating a change order to LaRiviere's existing Atlas project contract. Bidding the project out would allow **ignite cda** to receive definitive construction market pricing but would require detailed engineering bid documents and a longer project schedule. Even though negotiating a change order with 05LaRiviere does not directly confirm market rates, it does require only permit level engineering documents and can be completed in a shorter time frame.

The proposed negotiated Atlas Road borrow/backhaul contract with LaRiviere has resulted in a total cost of \$16/ cubic yard, which includes the material blending strategy and all appurtenant costs (e.g. traffic control). This initiative is still very cost effective for **ignite cda** since buying structural fill on the open market and placing / compacting it on site with all appurtenant costs would cost in the \$30 /cubic yard range.

The following table summarizes the two options. Note the construction cost bid out estimate includes a range because it may be higher or lower than WC's estimate.

Item	Bid Out the Project	Lariviere Change Order
Bidding/Negotiating Period	Apr 18 to May 15, 2024	Complete pending Board approval
Earliest Construction Period	May 29 to August 29, 2024	April 22 to July 23, 2024
Design/Construction Documents	\$60,000	\$40,000
Bidding/Negotiating Phase	\$10,000	\$3,000
Construction Phase Services	\$110,000	\$50,000
Construction Costs	\$1,750,000 to \$2,500,000	\$1,920,000
Total Cost	\$1,930,000 to \$2,680,000	\$2,013,000

In the process of negotiating with LaRiviere, WC utilized competitive intelligence in arriving at cost values that reflect the current construction market.

Ignite cda staff recommends that the board utilize the services of LaRiviere to perform the Atlas Road borrow/backhaul initiative at the price negotiated by the WC team. The LaRiviere team has been, and continues to be, a valuable contractor for the project, often offering up creative cost saving solutions for issues that arise on the project site.

At the April 16 City Council meeting, City Council approved the Atlas Road borrow/backhaul initiative with the following two conditions:

- That a plan be in place to repair any ped/bike trail damage that occurs, and
- The ped/bike trail be opened back up to the public by July 1.

Should the Board elect to move forward with this Atlas Road borrow/backhaul initiative as proposed, a change order #6 would be needed to the LaRiviere Atlas Project contract. LaRiviere would be given a notice to proceed on April 22 with a substantial completion date of July 23, 2024.

LaRiviere - Atlas Rd. Borrow/Backhaul – CO#6 (\$1,919,775) includes:

- Hauling approximately 64,000 CY of structural soils from the Atlas Road borrow site to Phase 3
- Back Hauling approximately 20,000 CY of non-structural Phase 3 soils d to the Atlas Road Borrow site.
- Blending approximately 30,000 CY of Phase 3 non-structural soils with Atlas Road structural soils to create structural soil.
- Remediating approximately 10,000 CY of Phase 3 unconsolidated structural soils to a consolidated condition.

CONTRACT CHANGE ORDER NO. 6
TO
ATLAS PHASE 2

NEW PAY ITEMS

Pay Item	Description	Unit	Original Contract Qty	Change Order Qty	Resulting Contract Qty
CO6-1	Stock Pile at Borrow Pits	CY	0	10,000	10,000
CO6-2	Excavation to Stockpile topsoil- ITD Swale Site	CY	0	4,000	4,000
CO6-3	Place Stockpiled Topsoil	CY	0	4,000	4,000
CO6-4	Round-Trip Haul - ITD Swale/Ph3, On-Road	CY	0	64,000	64,000
CO6-5	Street Sweeping (~3 hr/day average)	HR	0	140	140
CO6-6	Street Sweeping Standby Time	HR	0	225	225
CO6-7	Static Traffic Control	DAY	0	45	45
CO6-8	Flaggers	HR	0	2,156	2,156
CO6-9	Hydroseed	SF	0	105,200	105,200
CO6-10	Materials Testing & Geotechnical Engineering	Cost +	15%	0	1
CO6-11	Silt Fencing	LF	0	900	900
CO6-12	Stabilized Construction Entrances, incl. Maint.	EA	0	2	2
CO6-14	"No Parking" Signs	EA	0	9	9
CO6-15	Gate Type 3 (Double Leaf)	EA	0	1	1
CO6-16	Double Depth Drywell	EA	0	1	1
CO6-17	ITD Type 4 Chain Link Fence	LF	0	660	660
CO6-18	Hand-Picking Materials - Phase 3	HR	0	90	90
CO6-19	Blending and Embankment from Stockpile	CY	0	30,000	30,000
CO6-20	Excavation to Stockpile -8% - Phase 3	CY	0	30,000	30,000
CO6-21	Excavation to Embankment Unconsolidated - Phase 3	CY	0	10,000	10,000
CO6-22	Decommission Well	Cost +	15%	0	1
CO6-23	Excavation to Stockpile 6% - Phase 3	CY	0	10,000	10,000
CO6-24	Stockpile to Embankment 6% - Phase 3	CY	0	21,000	21,000
CO6-25	Excavation to Stockpile for Back-Haul	CY	0	10,000	10,000

Unit Price	Total (C.O. Qty x Unit Price)
\$ 3.75	\$ 37,500.00
\$ 3.75	\$ 15,000.00
\$ 4.00	\$ 16,000.00
\$ 13.74	\$ 879,360.00
\$ 234.00	\$ 32,760.00
\$ 63.00	\$ 14,175.00
\$ 450.00	\$ 20,250.00
\$ 63.00	\$ 135,828.00
\$ 0.12	\$ 12,624.00
\$ 100,000.00	\$ 100,000.00
\$ 5.00	\$ 4,500.00
\$ 6,000.00	\$ 12,000.00
\$ 500.00	\$ 4,500.00
\$ 3,800.00	\$ 3,800.00
\$ 4,300.00	\$ 4,300.00
\$ 42.00	\$ 27,720.00
\$ 200.00	\$ 18,000.00
\$ 8.25	\$ 247,500.00
\$ 3.75	\$ 112,500.00
\$ 4.40	\$ 44,000.00
\$ 10,000.00	\$ 10,000.00
\$ 3.75	\$ 37,500.00
\$ 4.40	\$ 92,400.00
\$ 3.75	\$ 37,500.00

Additionally, given the board's willingness to move forward with this initiative, approval of Task 1, 3B & 4 of the Tetra Tech testing proposal re. the non-structural fill material previously submitted to **ignite cda** is needed.

Tetra Tech Proposal Tasks 1, 3B & 4 (see table below) \$39,269

IGNITE CDA			TASK 1		TASK 2		TASK 3A		TASK 3B		TASK 4		TOTAL	
			PROJECT MANAGEMENT		UPDATE QAPP AND SSHP		INITIAL XRF SCREENING MARCH 21/22, 2024		ROUTINE WEEKLY SAMPLING, XRF USE, QAQC		WEEKLY STATUS REPORT + FINAL REPORT			
NAME	TITLE	UNIT RATE	QTY	PRICE	QTY	PRICE	QTY	PRICE	QTY	PRICE	QTY	PRICE	QTY	PRICE
TETRA TECH STAFF														
Jon Wege	Sr. Environmental Scientist	\$ 160.00	12	\$1,920	4	\$640	6	\$960	12	\$1,920	16	\$2,560	50	\$8,000
Maureen McGraw	Sr. Engineer / Project Manager	\$ 175.00	2	\$350									2	\$350
Field Staff THD	Environmental Scientist/Geologist	\$ 115.00	16	\$1,840	8	\$920	12	\$1,380	100	\$11,500	36	\$4,140	172	\$19,780
Natalie Morrow	Quality Control	\$ 140.00											4	\$560
Deb Lloyd	Business Admin	\$ 95.00	2	\$190									2	\$190
Jessica Cook	Administrative Assistant	\$ 80.00	2	\$160									2	\$160
LAB (Soil/Core)														
Lab - SPLP SW-846 1312 Extraction		\$ 110											11	\$1,210
Lab - Biochemical Oxygen Demand, 5 Day, SM 5210B (S)		\$ 88											11	\$968
Lab - Tannins and Lignin SM 5550B (SPLP leachate)		\$ 83											11	\$908
Lab - Chemical Oxygen Demand, EPA 410.4 (SPLP leachate)		\$ 60											11	\$660
Lab - Total Organic Carbon SM 5310B (SPLP leachate)		\$ 50											11	\$550
Lab - TCLP (SW-846 1311) Metals As + Pb		\$ 160											11	\$1,760
Lab - RCRA Metals (EPA 6010/6020 etc)		\$ 120											11	\$1,320
Lab - Energy Fee and disposal fee, 1 per invoice		\$ 48											11	\$528
TOTAL OTHER DIRECT COSTS														\$17,904
TRAVEL														
Mileage		\$ 0.650					80	\$52	1500	\$975			1580	\$1,027
Per Diem/Day of travel		\$ 54.00												
OTHER DIRECT COSTS														\$5,775
XRF Rental, Daily (Includes Shipping)		\$ 500					1	\$500	10	\$5,000			11	\$5,500
GPS Unit		\$ 25					1	\$25	10	\$250			11	\$275
FedEx		\$ 70												
TOTAL OTHER DIRECT COSTS														\$5,775
GRAND TOTAL														\$43,746

The Atlas Road borrow/backhaul initiative will allow **ignite cda** to complete the preparation of the Phase 3 site in an accelerated time frame, not having to wait and pay more for structural fill material on the open market. This path forward will provide the **ignite cda** board the latitude to determine the ultimate land use and product mix of the reclaimed Phase 3 site in the 2024/2025 timeframe.

- LaRiviere, Inc. Atlas Project Contract Change Order #6

Motion by Commissioner Armon, seconded by Commissioner English, to approve the Atlas Road borrow/backhaul initiative as proposed, utilizing LaRiviere, Inc. as the contractor, authorizing Change Order #6 to the LaRiviere, Inc. Atlas project contract as proposed, in an amount not to exceed \$1,919,775. Motion carried.

- Tetra Tech Phase 3 Non-Structural Fill Testing Proposal: Tasks 1, 3B & 4

Motion by Commissioner Armon, seconded by Commissioner Evans, to approve Tasks 1, 3B & 4 of the Tetra Tech Phase 3 Non-Structural Fill Testing Proposal as submitted, in an amount not to exceed \$39,500. Motion carried.

Atlas Project: Update

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



Photo showing the Phase 3 site highlighting in yellow the location of the remaining non-structural fill material.



Photo showing the Phase 3 site highlighting in yellow the location of the remaining non-structural fill material.

6. BOARD COMMISSIONER COMMENTS: No Commissioner comments.
7. ADJOURN: **Motion by Commissioner Garcia, seconded by Commissioner Meyer, to adjourn. Motion carried.**

The **ignite cda** board meeting adjourned at 4:34 p.m. Minutes prepared and submitted by Ex. Director Berns.



BOARD MEETING MINUTES

WEDNESDAY MAY 15, 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: Metts, Meyer, Chapkis, Evans, Garcia, English, Mandel

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

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

4. APPROVAL OF CONSENT CALENDAR

- Approval of April 17, 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. EXECUTIVE DIRECTOR'S REPORT

Atlas Project: Monument / Entry Signage

Ex. Director Berns shared the following memo with the board from Phil Boyd (Welch-Comer Engineers) providing background for the Atlas project monument signage discussion. Mr. Boyd discussed the signage options with the board.

TO: **TONY BURNS**
FROM: **PHIL BOYD, PE**
PRJ. #: **41292.03.0**
SUBJECT: **ATLAS WATERFRONT MONUMENT SIGNS**
DATE: **MAY 13, 2024**

In 2021, the Board considered placing monuments at the three primary Atlas access points (Atlas Road, Heartwood Road, Suzanne Dr.). Because of the land development uncertainty on the east side of Heartwood Road and budget concerns (2021 estimated costs \$325,000 to \$400,000), the Board decided to proceed with entry monuments at Atlas Road and Suzanne Dr.



Initially, the Atlas Road monument sign was designed to be in the Atlas Road/Seltice Way Right of Way by an encroachment permit. During City permitting, the City requested we not put the sign in City ROW. We then undertook the time-consuming process of negotiating an easement with Dechase Miksis for the monument sign on their property, which was eventually secured. The new sign location required that the sign be redesigned.

Additionally, Dechase Miksis had finished their buildings and landscaping complicating the construction process and increasing project costs. We continued to redesign the sign to keep the costs within the \$360,000 Board authorized budget. At this time, the budget only included the signs and did not include the costs of bringing electrical services to the signs because the Avista system was not completely designed.

During this same time period, development of the Phase 3 (aka Mt. Hink) came into more focus allowing a definitive sign location for the Heartwood Road sign and the Avista electrical system was designed and constructed. Therefore, we requested T. LaRiviere reprice the monument signs to include the Heartwood Road sign and the electrical connections to Avista installed power meters which totals \$432,000.

The cost breakdown is as follows:

Option 1 Original Sign Locations

Atlas and Suzanne Monument Signs	\$378,000
Estimated Avista Power Meter Setting Cost	\$ 5,000
Option 1 Subtotal	\$383,000

Option 2 Add Heartwood Sign

Heartwood Monument Sign	\$ 54,000
Estimated Avista Power Meter Setting Cost	\$ 2,500
Option 2 Subtotal	\$ 56,500

Option 1 and Option 2 Totals

T. Lariviere Contract Increase of \$72,000 to	\$432,000
Avista Meter Setting Fees	\$ 7,500
Total Project Cost	\$439,500

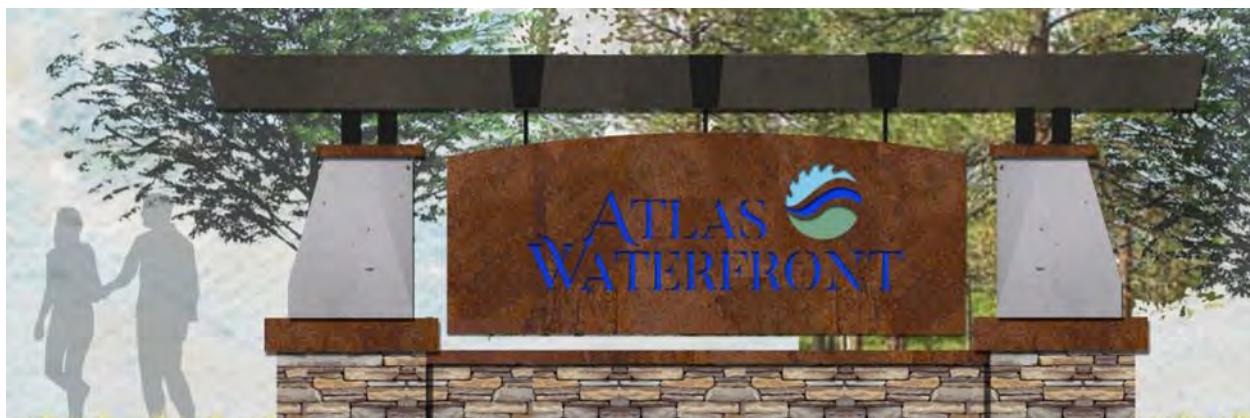


Figure 1 Atlas Road Monument Sign



Figure 2 Heartwood Road Monument Sign



Figure 3 Suzanne Dr. Monument Sign

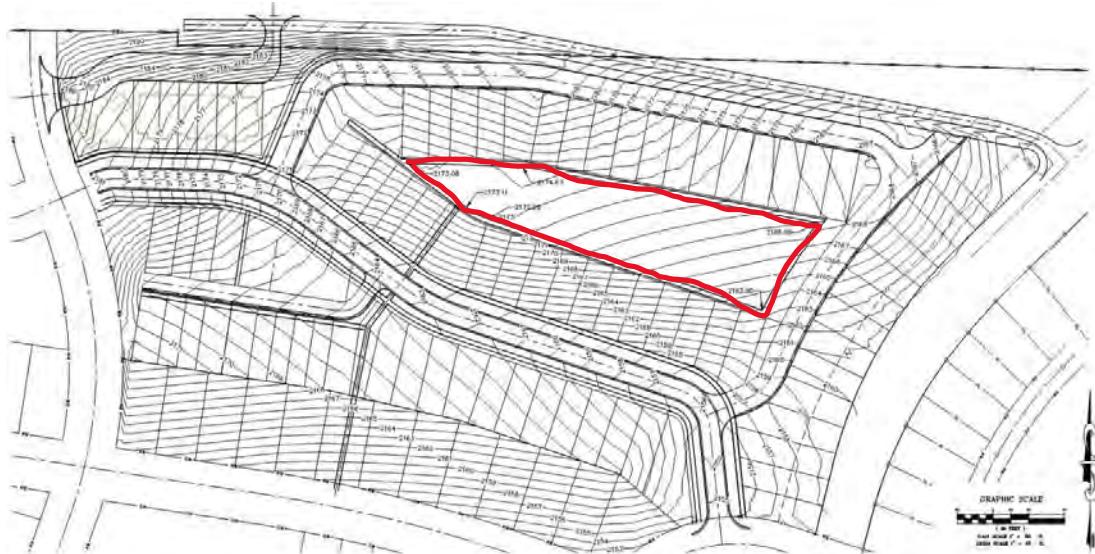
Board discussion ensued re. the entry monument signage options. Discussion ranged from having no monument signage at all, to possibly having signage at just one or possibly two entry locations. The board decided to table the entry monument signage discussion until the June board meeting to allow staff to gather additional information which will include discrete location signage costs and gaining a sense from the property owners as to their expectations for entry monument signage.

Atlas Project: Update

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



Photo depicting remaining area of Phase 3 site that is currently being worked to determine level of non-structural fill material.



Graphic depicting proposed lot layout for the Phase 3 site which contains a courtyard feature (outlined in red) where the remaining on-site non-structural fill material will be placed.

Board discussion ensued regarding the placement of non-structural fill material in the courtyard feature area. Pros/cons were discussed involving the complete removal of all on-site non-structural fill material, thus turning the courtyard area

into a buildable site. Following discussion, direction given to staff was to continue with the lot layout as depicted with the courtyard feature containing the remaining on-site non-structural fill material.

Also discussed was the pending board decision to construct market rate housing, or local worker housing, or some combination of both housing products on the Phase 3 site. Further discussion on this topic will occur at a later board meeting.

6. BOARD COMMISSIONER COMMENTS: No Commissioner comments.
7. ADJOURN: **Motion by Commissioner Evans, seconded by Commissioner Garcia, to adjourn. Motion carried.**

The **ignite cda** board meeting adjourned at 5:21 p.m. Minutes prepared and submitted by Ex. Director Berns.



SPECIAL CALL BOARD MEETING

WEDNESDAY JUNE 12, 2024 3:00 P.M.

WELCH COMER ENGINEERS

330 E. LAKESIDE AVENUE, SUITE 101, CDA, IDAHO

MINUTES

1. CALL TO ORDER

ignite cda Vice Chair Metts called the board meeting to order at 3:07 p.m.

ignite cda board members present: Armon, Garcia, Meyer, English

ignite cda board members attending virtually: Metts, Chapkis

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

2. ATLAS PROJECT PHASE 3: HOUSING PRODUCT DISCUSSION – MARKET RATE DEVELOPMENT AND/OR LOCAL WORKER HOUSING (LWH) DEVELOPMENT

Members of the Atlas project team [Berns, Quade, Phil Boyd (Welch Comer Engineers) and Ben Wharton (Heartland Real Estate Consultants)] led a discussion with the board re. both market rate and LWH possible product solutions on the Atlas project Phase 3 site. Phase 3 of the project site is depicted below and is comprised of Areas 11 & 20. The lot layout shown in the graphic for Areas 11 & 20 is for illustrative purposes only at this time and is not a final lot layout solution.



Board discussion focused on the following elements of the housing product issue:

- Is the Atlas Project Phase 3 site an appropriate location for LWH.
- If LWH is pursued on the Phase 3 site, is it possible/practical to have a certain percentage of the units to be sold and managed as LWH and the remaining units to be sold at market rate.
- What are the long-term management issues associated with a deed restricted LWH approach, and what entity could be engaged to manage the long-term deed restrictions.
- Financial impact to the Atlas District associated with the inclusion of some level of LWH on the Phase 3 site.

Motion by Commissioner Armon, seconded by Commissioner Meyer, directing the Executive Director and the Atlas project team to develop a hybrid cottage court Phase 3 concept, for further board review, that includes market rate single family homes & local worker housing twin homes that:

- provides neighborhood integrity, and
- produces between 25% to 50% of deed restricted lots on the Phase 3 site.

Motion carried.

3. ADJOURN

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

The **ignite cda** special call board meeting adjourned at 4:15 p.m. Minutes prepared and submitted by Ex. Director Berns.



BOARD MEETING MINUTES

WEDNESDAY JUNE 19, 2024 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 4:02 p.m.

ignite cda board members present: Hoskins, Meyer, Chapkis, Evans, Garcia, Mandel

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

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

4. APPROVAL OF CONSENT CALENDAR

- Approval of May 15, 2024 Board Meeting Minutes
- Approval of June 12, 2024 Special Call Board Meeting Minutes
- Approval of Payables as Submitted
- Approval of District Monthly Financial Statements

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

5. EXECUTIVE DIRECTOR'S REPORT

Atlas Project: Monument / Entry Signage

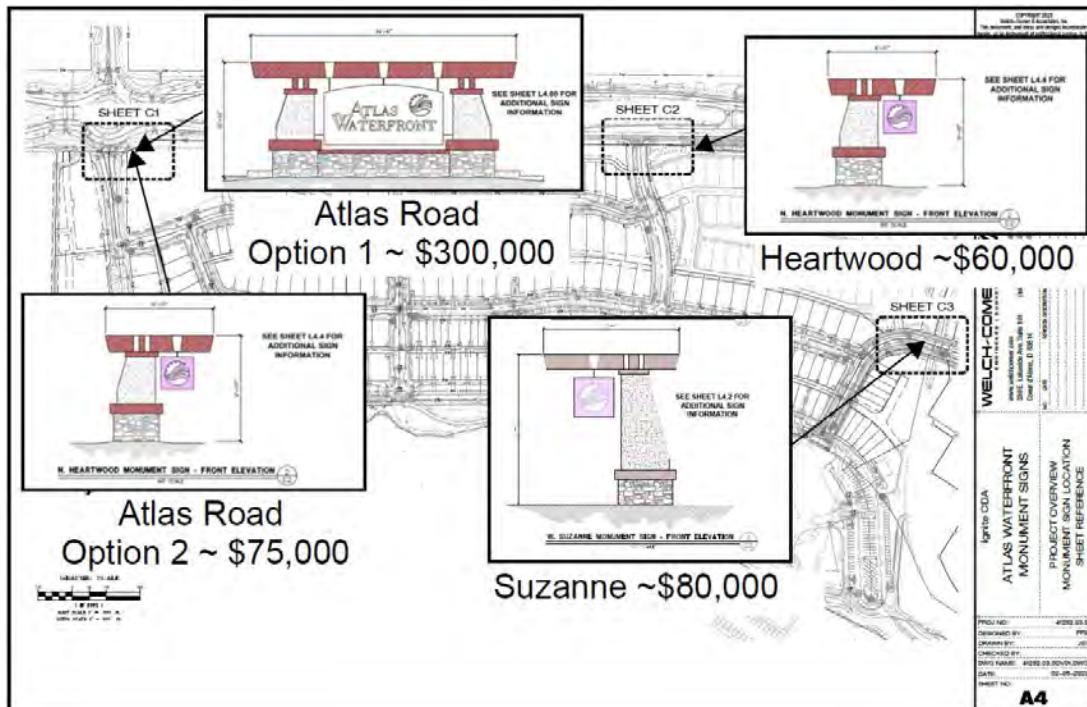
Background: please refer to the May 15, 2024 board meeting minutes for further background on this agenda item.

At the May board meeting, the board decided to table the entry monument signage discussion until the June board meeting to allow staff to gather additional information re. discrete location signage costs and gaining a sense from the project development teams as to their expectations for entry monument signage.

The graphic below depicts proposed entry monument signage locations; locations are designated by a “star”: Atlas Road location, Heartwood Road location and Suzanne Road location.



Phil Boyd (Welch-Comer Engineers) developed the following graphic depicting the discrete costs associated with the three proposed entry monument signage locations.



Atlas Project development team feedback was sought re. the need/desire for entry monument signage for the Atlas Project site. Developer feedback was mixed on this issue, with the majority of the development teams sharing that monument signage was not critical to the project site.

Board discussion ensued re. the issue of entry monument signage for the Atlas Project site. Issues discussed included:

- Value to the project site of having entry monument signage.
- If signage is desired, is signage needed at all three proposed entry locations.
- Possibly have a reduced signage footprint for the project site at several locations; e.g. choosing Atlas Road Option 2 for placement at both Atlas and Suzanne entrances.
- If signage is installed, should signage be of the same size/height.
- If signage is installed, should language be included in the signage, e.g. “Atlas Waterfront”.

Motion by Commissioner Meyer, seconded by Commissioner Mandel, to:

- proceed with the Atlas Road Option 2 signage concept and have Option 2 monument signage installed on both sides of the Atlas Road entrance,
- have no entry monument signage installed at either Heartwood or Suzanne road entrances,
- have “Atlas Waterfront” language added to each sign,
- have both signs be of the same size/height,
- have the revised concept and associated costs brought back to the board for further discussion/consideration.

Motion carried.

Atlas Project Area 6 DDA Amendment #2

Ex. Director Berns discussed the Area 6 Disposition and Development Agreement (DDA) Amendment #2 with the board. This DDA amendment addresses an extension penalty clause that pertains to Agency approved phasing plan timeframe extensions. The Atlas project team worked with the development team on the penalty calculations and penalty timeframes.

Motion by Commissioner Garcia, seconded by Commissioner Mandel, to approve Area 6 DDA Amendment #2.
Motion carried.

Atlas Project Areas 14 & 15 DDA Amendment #2

Ex. Director Berns discussed the Areas 14 & 15 DDA Amendment #2 with the board. This DDA amendment addresses an extension penalty clause that pertains to Agency approved phasing plan timeframe extensions. The Atlas project team worked with the development team on the penalty calculations and penalty timeframes.

Motion by Commissioner Garcia, seconded by Commissioner Meyer, to approve Areas 14 & 15 DDA Amendment #2.

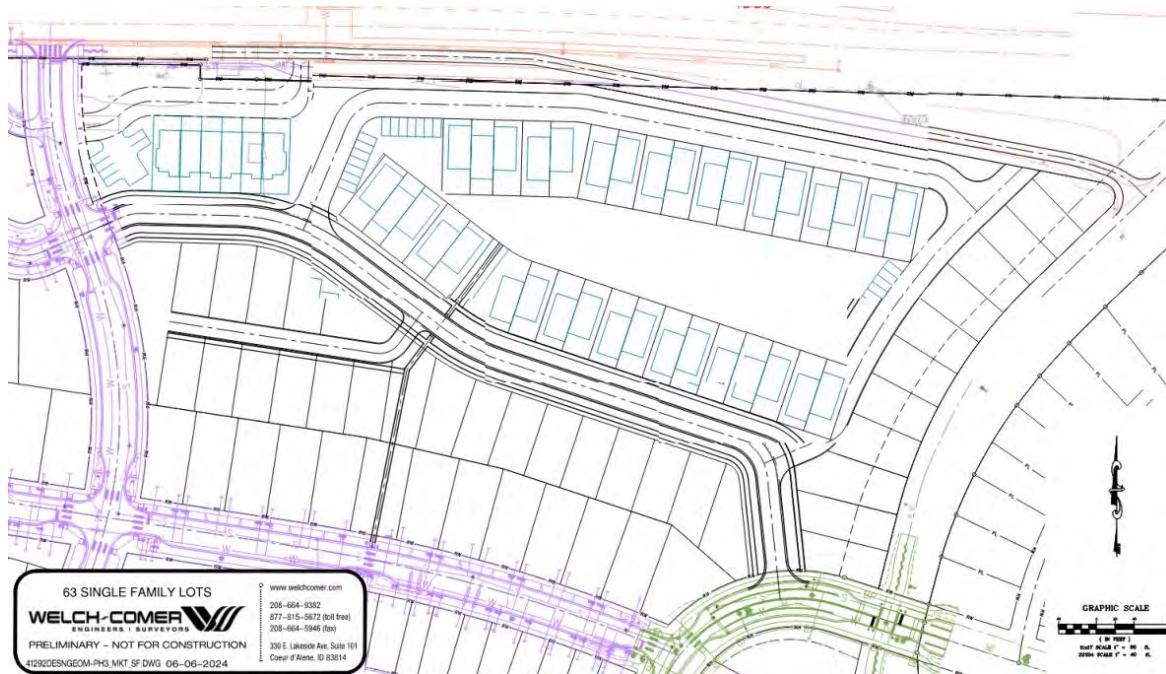
Motion carried.

Atlas Project: Update

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



Graphic depicting, via black border outline, the current road paving effort underway.



Graphic depicting current Phase 3 development concept which includes 31 single family lots, 35 twin home lots and 6 townhome lots, for a total of 72 dwelling units.



Photo illustrating consolidation of larger scale structural fill material well below final grade on the Phase 3 site.



Photo illustrating the ongoing placement of smaller scale structural fill material to bring the Phase 3 site up to final grade.

6. BOARD COMMISSIONER COMMENTS:

Commissioner Garcia thanked the Executive Director for his efforts in managing the timely information flow to the board.

7. ADJOURN: **Motion by Commissioner Garcia, seconded by Commissioner Mandel, to adjourn. Motion carried.**

The **ignite cda** board meeting adjourned at 4:30 p.m. Minutes prepared and submitted by Ex. Director Berns.



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	<u>Estimated</u> Beginning Fund Balance (10/1/23)	\$ 4,047,088	\$ 4,053,422	\$ 5,679,940	\$ 7,067,660	\$ 763,759	\$ 758,350	\$ 10,481,787
2								\$ 11,879,432
3	Revenues							
4	Estimated Tax Increment	\$ 1,698,156	\$ 1,731,115	\$ 327,544	\$ 335,427	\$ 588,103	\$ 600,003	\$ 2,613,803
5	Property Rental Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Int. & Misc. Funds	\$ 14,400	\$ 45,000	\$ 24,000	\$ 76,500	\$ 2,400	\$ 8,200	\$ 40,800
7	Note Draws	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Property Divestitures	\$ -	\$ -	\$ 4,870,000	\$ 3,372,872	\$ -	\$ -	\$ 4,870,000
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
11								\$ 6,169,117
12	Expenses							
13	Administration	\$ 115,086	\$ 115,086	\$ 57,542	\$ 57,542	\$ 57,542	\$ 57,542	\$ 230,170
14	Office Expenses	\$ 6,301	\$ 6,301	\$ 3,151	\$ 3,151	\$ 3,151	\$ 3,151	\$ 12,602
15	Travel	\$ 1,500	\$ 1,500	\$ 750	\$ 750	\$ 750	\$ 750	\$ 3,000
16	Professional Services	\$ 49,750	\$ 31,600	\$ 113,025	\$ 43,000	\$ 20,025	\$ 14,600	\$ 182,800
17	Notices	\$ 1,000	\$ 1,000	\$ 2,500	\$ 2,500	\$ 150	\$ 150	\$ 3,650
18	Communications	\$ 1,500	\$ 1,500	\$ 750	\$ 750	\$ 750	\$ 750	\$ 3,000
19	Insurance	\$ 4,640	\$ 4,640	\$ 2,320	\$ 2,320	\$ 2,320	\$ 2,320	\$ 9,280
20	Meetings	\$ 2,561	\$ 2,561	\$ 1,281	\$ 1,281	\$ 1,281	\$ 1,281	\$ 5,123
21	Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Property Taxes	\$ -	\$ -	\$ 100	\$ 100	\$ -	\$ -	\$ 100
23	Organization Dues	\$ 10,325	\$ 10,325	\$ 3,163	\$ 5,163	\$ 5,163	\$ 5,163	\$ 20,651
24	Miscellaneous	\$ 500	\$ 500	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,000
25	Public Art	\$ 16,982	\$ 17,311	\$ 3,275	\$ 3,354	\$ 5,881	\$ 6,000	\$ 26,138
26	Capital Acquisition Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Debt: Interest (non-OPA, IRA)	\$ 12,800	\$ 12,800	\$ 1,537	\$ 1,537	\$ 154	\$ 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	\$ 1,963,268	\$ 4,535,000	\$ 4,329,000	\$ -	\$ -	\$ 6,418,470
32	Partnership Agreements (OPAs, IRAs)	\$ 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
35		\$ 2,834,766	\$ 3,217,682	\$ 6,015,842	\$ 6,401,761	\$ 1,206,847	\$ 1,274,442	\$ 10,057,454
36	<u>Estimated</u> Ending Fund Balance (9/30/24)							\$ 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	<u>Estimated</u> Beginning Fund Balance (10/1/24)	\$ 2,923,627	\$ 5,959,706	\$ 1,274,435	\$ 10,157,768
2					
3	Revenues				
4	<u>Estimated</u> 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
11					\$ 6,113,183
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
35					\$ 5,845,919
36	<u>Estimated</u> 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

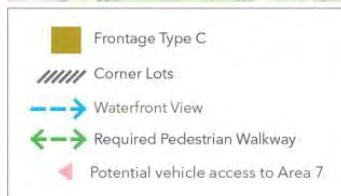
The Scoring Matrix which will be used to evaluate and score each proposal is outlined below.

AREA 7 SCORING MATRIX		POINTS
1	Development Experience - Track Record - Evidence of Financial Capacity - References	50
2	Consistency with Development Standards and Architectural Design Guidelines - 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.



USE	BUILDING TYPES	LOTS
• 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 	<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.



BOARD MEETING MINUTES

WEDNESDAY AUGUST 21, 2024 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, Mandel, English, Meyer

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

2. PLEDGE OF ALLEGIANCE

Chairman Hoskins welcomed newly appointed Commissioner Kevin Jester to the board.

3. PUBLIC COMMENT

No public comment provided.

4. APPROVAL OF CONSENT CALENDAR

- Approval of July 17, 2024 Board Meeting Minutes
- Approval of Payables as Submitted
- Approval of District Monthly Financial Statements

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

5. BUDGET HEARING: **ignite cda** Fiscal Year 2024 Amended Budget

Chairman Hoskins called the FY2024 budget amendment public hearing to order at 4:02 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 FY2024 Budget Summary - AMENDED								
Line		Amended	Amended	Amended	Amended	Total	Amended	Amended
	River District	River District	Atlas District	Atlas District	HC District	HC District	Total	Total
1	<u>Estimated</u> 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
2								\$ 11,879,432
3	Revenues							
4	<u>Estimated</u> Tax Increment	\$ 1,698,156	\$ 1,731,115	\$ 327,544	\$ 335,427	\$ 588,103	\$ 600,003	\$ 2,613,803
5	Property Rental Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Int. & Misc. Funds	\$ 14,400	\$ 45,000	\$ 24,000	\$ 76,500	\$ 2,400	\$ 8,200	\$ 40,800
7	Note Draws	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Property Divestitures	\$ -	\$ -	\$ 4,870,000	\$ 3,372,872	\$ -	\$ -	\$ 4,870,000
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
11								\$ 6,169,117
12	Expenses							
13	Administration	\$ 115,086	\$ 115,086	\$ 57,542	\$ 57,542	\$ 57,542	\$ 57,542	\$ 230,170
14	Office Expenses	\$ 6,301	\$ 6,301	\$ 3,151	\$ 3,151	\$ 3,151	\$ 3,151	\$ 12,602
15	Travel	\$ 1,500	\$ 1,500	\$ 750	\$ 750	\$ 750	\$ 750	\$ 3,000
16	Professional Services	\$ 49,750	\$ 31,600	\$ 113,025	\$ 43,000	\$ 20,025	\$ 14,600	\$ 182,800
17	Notices	\$ 1,000	\$ 1,000	\$ 2,500	\$ 2,500	\$ 150	\$ 150	\$ 3,650
18	Communications	\$ 1,500	\$ 1,500	\$ 750	\$ 750	\$ 750	\$ 750	\$ 3,000
19	Insurance	\$ 4,640	\$ 4,640	\$ 2,320	\$ 2,320	\$ 2,320	\$ 2,320	\$ 9,280
20	Meetings	\$ 2,561	\$ 2,561	\$ 1,281	\$ 1,281	\$ 1,281	\$ 1,281	\$ 5,122
21	Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Property Taxes	\$ -	\$ -	\$ 100	\$ 100	\$ -	\$ -	\$ 100
23	Organization Dues	\$ 10,325	\$ 10,325	\$ 5,163	\$ 5,163	\$ 5,163	\$ 5,163	\$ 20,650
24	Miscellaneous	\$ 500	\$ 500	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,000
25	Public Art	\$ 16,982	\$ 17,311	\$ 3,275	\$ 3,354	\$ 5,881	\$ 6,000	\$ 26,138
26	Capital Acquisition Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Debt: Interest (non-OPA, IRA)	\$ 12,800	\$ 12,800	\$ 1,537	\$ 1,537	\$ 154	\$ 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	\$ 1,963,268	\$ 4,535,000	\$ 4,329,000	\$ -	\$ -	\$ 6,418,470
32	Partnership Agreements (OPAs, IRA)	\$ 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
35								\$ 7,154,664
36	<u>Estimated</u> 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

Chairman Hoskins asked if there was any public comment re. the proposed FY2024 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 FY2024 budget amendment public hearing at 4:03 p.m.

Resolution 24-02: Adoption of **ignite cda** Fiscal Year 2024 Budget Amendment

Motion by Commissioner Mandel, seconded by Commissioner Meyer, to approve Resolution 24-02 adopting the **ignite cda FY2024 Budget Amendment as proposed.**

Roll Call:

Jester	Abstained	Garcia	Absent	Mandel Yes
Armon	Absent	Metts	Yes	English Yes
Evans	Yes	Hoskins	Yes	Meyer Yes

Motion carried.

6. BUDGET HEARING: **Ignite cda** Fiscal Year 2025 Budget

Chairman Hoskins called the FY2025 budget public hearing to order at 4:04 p.m.

Ex. Director Berns presented the draft FY2025 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 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
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12 Expenses				
13 Administration	\$ 118,435	\$ 59,218	\$ 59,218	\$ 236,871
14 Office Expenses	\$ 4,801	\$ 2,401	\$ 2,401	\$ 9,602
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32 Partnership Agreements (OPAs, IRAs)	\$ 459,538	\$ -	\$ -	\$ 459,538
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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

Chairman Hoskins asked if there was any public comment re. the proposed FY2025 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 public hearing at 4:05 p.m.

Resolution 24-03: Adoption of **ignite cda** Fiscal Year 2025 Budget

Motion by Commissioner Evans, seconded by Commissioner Metts, to approve Resolution 24-03 adopting the **ignite cda FY2025 Budget as presented.**

Roll Call:

Jester	Abstained	Garcia	Absent	Mandel Yes
Armon	Absent	Metts	Yes	English Yes
Evans	Yes	Hoskins	Yes	Meyer Yes

Motion carried.

7. EXECUTIVE DIRECTOR'S REPORT

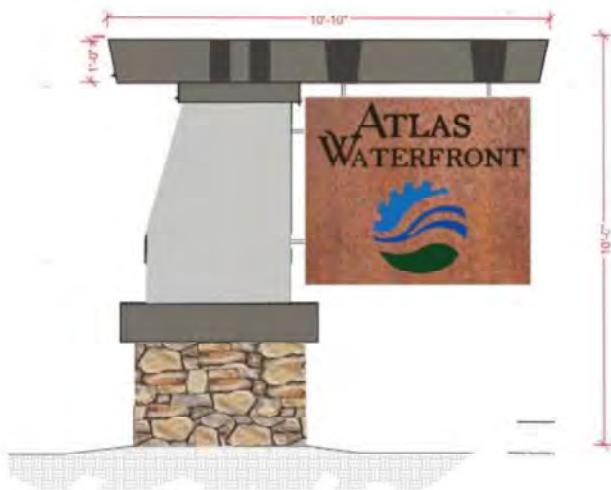
Atlas Project: Monument Signage - Design Update

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

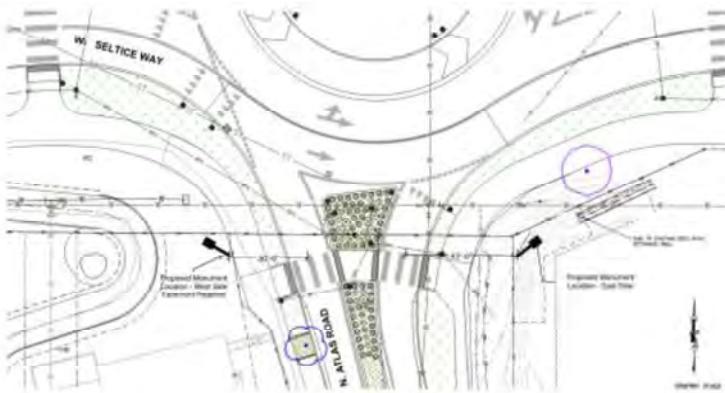
Memorandum

TO: **TONY BURNS**
FROM: **PHIL BOYD, P.E.**
PRJ. #: **41292.03.0**
SUBJECT: **ATLAS ENTRY MONUMENTS**
DATE: **AUGUST 19, 2024**

The Board directed us to scale back the number of entry monuments to just the Atlas Road location and reduce the size of the entry monument(s). We developed a scaled down schematic design of the Atlas Road entry monument, shown below. This monument could be viewed from both sides, so the sign lighting was changed from interior to exterior lit. The lighting will likely be integrated into the support beam and cast downward on the sign. This change will also reduce the signage cost.



If a monument is desired on the west side of Atlas Road, we will need to secure an easement from the property owner. We previously secured an easement for the east side monument and the property owner has indicated they are agreeable to a change from the original monument sign to a scaled down monument sign.



The preliminary estimated sign cost is \$75,000 each. There will be some costs associated with preparing the legal descriptions and easement documents for the west side easement and working with the property owner (~\$2,000). Since the property owner is the same as the east side, we anticipate the property owner will be agreeable to provide the easement at no cost and we can use existing easement documents.



If the Board elects to move forward with the revised sign(s), we will modify the drawings and solicit final pricing from T. LaRiviere for the September Board meeting. If the Board approves T. Lariviere's final pricing, we will apply for City building permits. The signs could be constructed over the fall and winter months.

Board discussion ensued re. the signage proposal. As Mr. Boyd suggested in his memo to the board, given board direction to proceed, following are the next steps in the process:

- Put design specific drawings together to allow pricing of the signs,
- Have the contractor price both signs off of the drawings,
- Bring the design and pricing back to the board in October,
- If the board decides to move forward in October, seek to acquire the needed easements and seek permitting from the city.

Motion by Commissioner English, seconded by Commissioner Jester, authorizing the process outlined by Mr. Boyd as follows:

- Put design specific drawings together to allow pricing of the signs,
- Have the contractor price both signs off of the drawings,
- Bring the design and pricing back to the board in October for further discussion/consideration.

Motion carried.

Atlas Project: Update

Phil Boyd (Welch-Comer Engineers) shared an Atlas Project update with the board. Following is a summary slide discussed with the board:

Project Update

- Phase 2B
 - Infrastructure is substantially complete
 - Waiting to install plants in cooler weather
- Phase 3
 - Atlas Haul is complete.
 - Site is ~ 10,000 CY “short” of structural fill
- Atlas Entry Monument Signs
 - Updated concept for Board Consideration



8. BOARD COMMISSIONER COMMENTS:

Commissioner English shared that the September **ignite cda** board meeting will be his last meeting as a Commissioner on the **ignite cda** board. He feels the time is right for him to resign his position on the board for both personal and professional reasons. He has discussed his replacement on the board with soon to be Mayor McEvers and recommended to the new Mayor that Councilwoman Kiki Miller would be the best choice to fill his seat on the board. Councilwoman Miller, given her background and experience, would bring a much-needed skill set to the board.

9. EXECUTIVE SESSION – Idaho Code Section 74-206

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

Motion by Commissioner Mandel, seconded by Commissioner Metts, 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	Abstained	Garcia	Absent	Mandel Yes
Armon	Absent	Metts	Yes	English Yes
Evans	Yes	Hoskins	Yes	Meyer Yes

Motion carried.

The **ignite cda** board entered Executive Session at 4:21 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 4:51 p.m.

10. ADJOURN:

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

The **ignite cda** board meeting adjourned at 4:52 p.m. Minutes prepared and submitted by Ex. Director Berns.



BOARD MEETING MINUTES

WEDNESDAY SEPTEMBER 18, 2024 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: Metts, Garcia, Armon, Mandel, English, Hoskins, Meyer, Jester

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 August 21, 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

Atlas Project: Update

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

Project Update

- Phase 2B
 - Landscaping Work
- Phase 3
 - Atlas Haul is complete.
- Atlas Entry Monument Signs
 - Working on the Updated Plans and West side of Atlas Easement
- Landscaping work continues.
- Atlas Road – Phase 3 initiative of importing structural fill material and exporting non-structural fill material complete.
- Monument signage design, pricing and easement acquisition efforts continue.



Current Project Status: Photo looking west from Heartwood Road showing recently completed road and alley infrastructure.



Current Project Status: Photo looking west over new home construction on Area 14



Current Project Status: Photo looking north over Areas 1 & 2

Phase 3 Development Concept Discussion

Following is a background memo sent to the board discussing the current concept analysis for the Phase 3 site.

September 16, 2024

To: ignite CDA Board

From: Phil Boyd, P.E., Welch Comer Engineers & Tony Berns, Ex. Director ignite cda

Re: Atlas Phase 3 Housing Options – Discussion Document

Background

The ignite CDA Board (Board) has been discussing opportunities to assist the Coeur d'Alene community with creating attainable housing. For purposes of this analysis, "attainable" is defined as household income above 120% of the Area Median Income (AMI). The Board identified Atlas Phase 3, shown in Figure 1 in blue outline, as a potentially attainable housing development opportunity.



Figure 1 Atlas Waterfront Development with Phase 3 Noted

The purpose of this memo is to present the quantitative financial analysis for three development options:

- Option 1 – All homes market rate
- Option 2 – 75% market rate homes, 25% attainable homes
- Option 3 – 50% market rate homes, 50% attainable homes

These options will be presented / discussed at the September 18, 2024 Board meeting with the intent of receiving general direction from the Board on next steps.

Site

The 9-acre Phase 3 site was formerly a gravel borrow pit that was filled with wood chips, soil and rock from past lumber mill operations. Ignite CDA remediated the site, except for the upland park area, removing the non-structural soils and importing structural soils and regrading site structural soils to create the existing site topography. The site topography, non-structural upland park, and adjacent site conditions dictated a 71-lot layout. Smaller lots are proposed to increase density and lower per lot development cost.

The Atlas Consulting Team (Welch Comer Engineers and Heartland Real estate Advisors) with input from Hilary Patterson recommended that attainable housing could be most efficiently constructed and deed restricted in a single twin home product type (~1,300 sf). The attainable home style, architecture and quality would be consistent with the surrounding single-family homes, but with limited floor plans



Figure 2 Cottage Court Twin Home Examples

and modest exterior changes resulting in cost-efficient construction. Figure 2 above shows cottage court home examples.

Figures 3 and 4 below show (in green) 25% and 50% attainable twin homes & triplex locations.



Figure 3 25% Attainable Housing Locations



Figure 4 50% Attainable Home Locations

Financial

If the Board elects to create attainable housing, ignite CDA could provide a certain number of lots to a developer at no cost, with necessary deed restrictions, to lower

the house purchase price. Attainable housing will decrease Phase 3 estimated land sale revenues as shown below.

	Market Rate	25% Attainable Lots	50% Attainable Lots
Phase 3 Land Est. Sale Revenue	\$7,460,000	\$5,600,000	\$3,700,000
Phase 3 Est. Development Costs	(\$4,100,000)	(\$4,100,000)	(\$4,100,000)
Phase 3 Est. Net Revenue	\$3,360,000	\$1,500,000	(\$390,000)

	Market Rate	25% Attainable	50% Attainable
Phase 3 Est. Tax Increment	\$260,000	\$235,000	\$210,000

Note: An "attainable" unit in this analysis is a 1,374 SF, 3 bed, 2 bath home sold for approximately \$413K, which would be affordable to residents of Coeur d'Alene earning at or above 120% of area median income ("AMI") based on September 2024 mortgage rates.

Next Steps

If the Board elects to move forward with Option 1 (market rate development), we anticipate the Board could issue a request for proposals (RFP) in Q2-2025. The Board may want to be mindful of existing lot sale absorption on RFP timing to not meaningfully impact those sales.

If the Board elects to move forward with either Option 2 or Option 3, we will undertake a process to identify a partner (e.g. PAHA or IFHA) that can manage the long-term deed restriction process. Additionally, we will need to confirm with legal counsel the process for disposing of the attainable housing lots in a statutory compliant manner.

Board discussion ensued re. the potential inclusion of attainable housing product on the Phase 3 site. Consensus and direction from the board was to pursue the 50% attainable home concept as presented. Commissioner Meyer shared, if possible, that he would like to see the 50% attainable home metric met with a zero-dollar impact to the Agency vs. the forecasted loss of \$390K.

6. ELECTION OF IGNITE CDA CHAIR & VICE CHAIR

Motion by Commissioner Armon that Commissioner Hoskins be nominated as ignite cda Board Chair, and that Commissioner Metts be nominated as ignite cda Vice-Chair, for fiscal year 2025. Commissioner Mandel seconded the motion. No other nominations were proffered, and no objections to the nomination slate were voiced. Motion carried.

7. BOARD COMMISSIONER COMMENTS:

Chairman Hoskins shared that this meeting will be Commissioner English's last board meeting, and on behalf of the entire board thanked him for his service on the board. Commissioner English shared that he enjoyed his time on the board and the ability to work on some very value adding projects for the community.

Chairman Hoskins also shared that Jeff Crowe is retiring from his media consulting / TV broadcasting role with the City of CDA. Chairman Hoskins thanked Mr. Crowe for his years of service broadcasting & recording **ignite cda** board meetings and wished him well in his future endeavors.

8. 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 Metts, 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	Yes	Mandel	Yes
Armon	Yes	Metts	Yes	English	Yes
Evans	Absent	Hoskins	Yes	Meyer	Yes

Motion carried.

The **ignite cda** board entered Executive Session at 4:31 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 5:22 p.m.

9. ACTION ON EXECUTIVE DIRECTOR

Motion by Commissioner Garcia, seconded by Commissioner Meyer, to increase the employer contribution to the Executive Director's annual 401k contribution by \$500. Motion carried.

Motion by Commissioner Garcia, seconded by Commissioner English, to award the Executive Director the full bonus for Fiscal Year 2024. Motion carried.

10. ADJOURN:

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

The **ignite cda** board meeting adjourned at 5:24 p.m. Minutes prepared and submitted by Ex. Director Berns.



BOARD MEETING MINUTES

WEDNESDAY OCTOBER 16, 2024 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: Metts, Armon, Mandel, Miller, Hoskins, Meyer, Jester, Evans

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

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

5. EXECUTIVE DIRECTOR'S REPORT

Atlas Project: Area 8 – Riverfest LLC Proposed Twin Home Design Changes

The Riverfest LLC development is proposing a new design concept for the 16 twin home units planned for the north portion of Area 8. Following are three representative slides that show the evolution of the twin home design for the north portion of Area 8:



Depiction of Original Twin Home Design Concept Approved in the Riverfest Disposition & Development Agreement (DDA) Executed in January 2022.



Depiction of Revised Twin Home Design Concept Approved by **ignite cda** in September 2022.



Depiction of Proposed Twin Home Design Concept Being Submitted to **ignite cda** for Consideration/Approval in October 2024.

As is evident, the October 2024 submitted twin home design concept differs significantly from both the original DDA design concept and the design concept submitted in September 2022. The current design concept now calls for basically a one-level structure across all of the 16 lots vs. a two-level structure as originally proposed and approved. Following is correspondence from members of the Riverfest LLC team containing rationale for the latest redesign proposal.

1. Market Insights: *Our updated plans better align with the price points and sizes that buyers are actively seeking.*

2. Feedback on Apartments: *We've received significant feedback from buyers regarding the existing apartments built on Veneer and that their size, design, and architectural features negatively impact the value of the homes to be built on Veneer. We would not be able to sell the houses for the cost to build the houses because of their location.*

3. Feasibility: *Considering the concerns mentioned, we believe the previous plans would not be viable for building and selling. The construction costs and anticipated selling prices for that location simply don't align, and we are committed to protecting our financial position by pursuing options that we know will succeed. The disconnect between construction costs and anticipated selling prices necessitate a shift toward more successful options.*

4. Project Aesthetics: *While we anticipated the construction of apartments, we find the final product design less than appealing and with features that do not meet the aesthetic features our project will meet.*

5. Market Performance: *We have included a listing of a property directly across the street from the Bo Apartments on Atlas Rd. It has been on the market for over two years without a sale, attributed directly to the presence of the Bo Apartments. It has been listed with 2 different Realtors. Another home is listed for sale across the street from the Bo Apartments on Atlas Rd and has been on the market for 111 days with no pending sale.*

6. Design Transition: We have invested in redesigning our townhomes with Architects West. They have done an excellent job creating a design that bridges the gap between the apartments and our planned homes, enhancing the overall community aesthetic.

We genuinely believe these adjustments are in the best interest of the community and will foster a more successful project creating higher values for the neighborhood and surrounding homes thus creating increased tax revenue for Ignite.

Please consider our proposal for the Atlas Area 8 North design. Don't hesitate to reach out to any of our team members with questions. Thank you for your consideration.

John Beutler

9/26/2024

Updated design revisions include the following:

- The buildings are expanded to the 5' side setbacks we anticipate being approved in November.
- The buildings are 2 ½ feet wider than previously submitted to the ADRC in August 2024.
- The interior steps going to the bedrooms and the split have been removed to make a single level unit.
- 3 to 4 steps have been added at the front porch for the required stoop at the sidewalk.
- A 300 square foot entertainment room with an egress window has been added in the basement.
- The west units will be 1,673 square feet which includes 232 square feet on the lower level.
- The east units will be 1,606 square feet which includes 253 square feet on the lower level.

The proposed revisions reflect an average reduction of 136 square feet per unit compared to the square footage in the DDA plans. However, our analysis of active and recently sold properties in the Atlas and Riverstone markets indicates a clear trend: single-level homes command a higher price per square foot than multi-story homes. Based on our extensive experience with thousands of buyers in the area, we know that the majority prefer single-level living for its convenience and desirability. Our confidence in this new plan is backed by data showing that single-level homes sell for over \$100 more per square foot compared to their multi-level counterparts. Additionally, the MLS closed sales data utilized by the Assessor's office in determining assessed property values support the assertion that these single-level homes will yield higher property tax revenue than the plans outlined in the DDA. This shift not only meets buyer preferences but also enhances the financial benefits to the community.

Thank you for your review and consideration,

Ann Beutler

10/7/2024

Members of the Atlas project team (Berns, Quade, Boyd, Warton) analyzed the financial implications to **ignite cda** of the revised Riverfest LLC proposed designs for the 16 twin home lots as proposed. The Atlas project financial model contains a build out valuation for the entirety of Area 8 at **\$28.8 million**. This value is based on the original Riverfest LLC designs contained in the DDA. This \$28.8 million value includes the 16 twin home lots as well as the 12 single family lots located on the southern portion of Area 8. We were able to get viable sales data to calculate an average sales price for the 12 single family lots which equates to a total build out value of **\$17.3 million**. Thus, the 16 twin home lots would need to yield a build out value of **\$11.5 million** for **ignite cda** to break even per the financial model's forecast. The \$11.5 million value translates to individual twin home sales of approximately **\$718,400 each**, which the Atlas project team thinks is a reasonable expectation for the proposed designs. The Riverfest LLC team has shared that they envision a sales price for each of the 16 single level twin homes in the **\$950,000** range.

In summary, the Atlas project team does not see an adverse financial impact to the Agency should the board decide to approve the revised single level twin home design concept. Having a somewhat more affordable product type located on the Atlas project site does offer some benefits from a holistic project basis. The decision point for the board will involve the acceptability of the proposed product design in this location.

Chairman Hoskins invited members of the Riverfest LLC team to share any further insights with the board regarding their proposed new design concept.

- Riverfest LLC members John Beutler and Ann Beutler shared that Ex. Director Berns provided a good summary of their rationale for the new design. They shared that they have been building on the project site for many months and it has become clear to them that a smaller, one level residential product is needed on the project site. They believe that their design will meet the need for this product type on the project site and will sell.

Ex. Director Berns shared that he sees the following course of actions for the board to consider at this time:

- Board can deny the proposed concept redesign request and hold Riverfest LLC to the design concepts approved in the DDA and/or September 2022 submittals, or
- Board can approve the proposed new single story design concept request as submitted, or
- Board can approve the proposed new single story design concept request as submitted with the condition that the RiverFest LLC team works with the Architecture Design Review Committee (ADRC) on any design issues identified by the ADRC, or

- Board can postpone any decision at this time and seek additional information/clarifications.

Motion by Commissioner Jester, seconded by Commissioner Armon, to approve the proposed new single story design concept request as submitted with the condition that the RiverFest LLC team works with the Architecture Design Review Committee (ADRC) on any design issues identified by the ADRC.

Motion carried with Commissioner Miller abstaining.

Atlas Project: Update

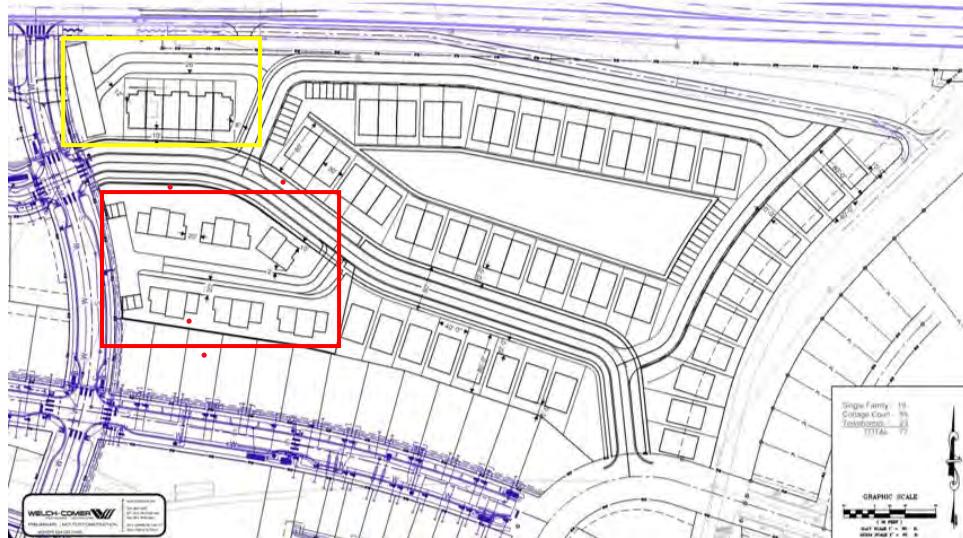
Phil Boyd (Welch-Comer Engineers) shared an Atlas Project update with the board. Following are key slides from his presentation:

Project Update

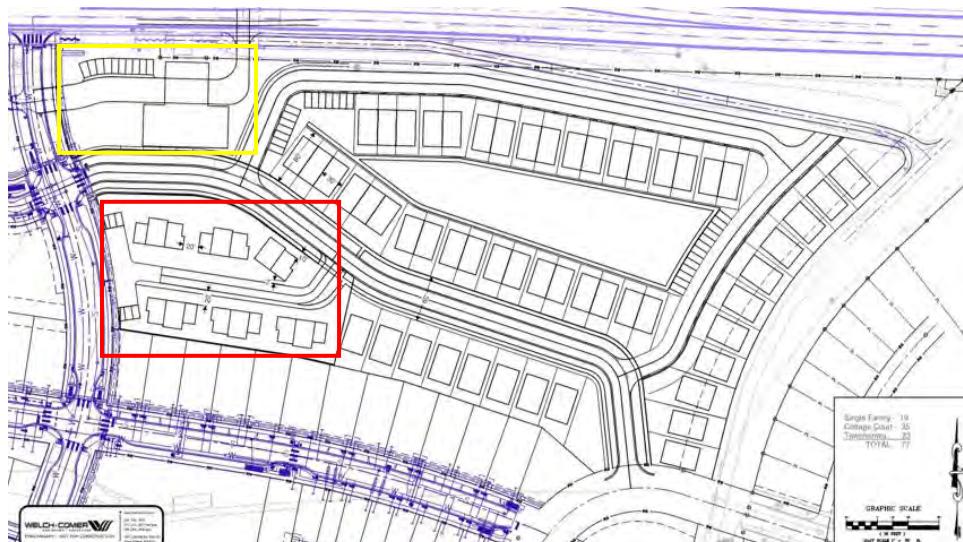
- Phase 2B
 - Landscaping work nearly complete.
- Phase 3
 - Planning Commission PUD Hearing November 12, 2024



Photos showing construction of new walkways on the project site.



Graphic depicting development concepts for the Phase 3 site: a condo concept (red border) and a townhome concept (yellow border)



Graphic depicting development concepts for the Phase 3 site: a condo concept (red border) and a City fire station concept (yellow border)

Both of the above concept options will be presented to the City's Planning Commission for inclusion in an Atlas Project PUD amendment.

6. BOARD COMMISSIONER COMMENTS:

Chairman Hoskins welcomed Kiki Miller to the **ignite cda** board.

7. EXECUTIVE SESSION – Idaho Code Section 74-206
Subsection (1) (b): to consider the evaluation of the **ignite cda** Executive Director

Motion by Commissioner Armon, seconded by Commissioner Metts, 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	Yes
Armon	Yes	Metts	Yes	Miller	Yes
Evans	Yes	Hoskins	Yes	Meyer	Yes

Motion carried.

The **ignite cda** board entered Executive Session at 4:35 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 4:57 p.m.

8. ACTION ON EXECUTIVE DIRECTOR

No action taken.

9. ADJOURN:

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

The **ignite cda** board meeting adjourned at 4:58 p.m. Minutes prepared and submitted by Ex. Director Berns.



BOARD MEETING MINUTES

WEDNESDAY NOVEMBER 20, 2024 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: Mandel, Miller, Hoskins, Meyer, Jester

ignite cda staff present: Berns ignite cda legal counsel: Absent

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

No public comment provided.

4. APPROVAL OF CONSENT CALENDAR

- Approval of October 16, 2024 Board Meeting Minutes
- Approval of Payables as Submitted
- Approval of District Monthly Financial Statements

Motion by Commissioner Mandel, seconded by Commissioner Miller, to approve the Consent Calendar. Motion carried.

5. EXECUTIVE DIRECTOR'S REPORT

Atlas Project: Update

Phil Boyd (Welch-Comer Engineers) shared the following Atlas Project update with the board.

- Phase 2: winter shutdown in place, seeding scheduled for spring of 2025.
- Atlas Road Borrow Site: top-soil placement and seeding underway.
- Phase 3: Planning Commission approved Atlas Project PUD amendment #5.

Atlas Project: Monument Signage Update

Phil Boyd (Welch-Comer Engineers) shared an update with the board re. the project's signage. Following is a memo to the board re. the proposed signage.

Memorandum

TO: TONY BURNS
FROM: PHIL BOYD, P.E.
PRJ. #: 41292.03.0
SUBJECT: ATLAS ENTRY MONUMENTS
DATE: NOVEMBER 15, 2024

The Board directed us to scale back the number of entry monuments to just the Atlas Road location and reduce the size of the entry monument(s). In August 2024, we developed conceptual scaled down schematic design shown below for two locations at Atlas Road and the Board directed us to proceed with the design and pricing the monuments.

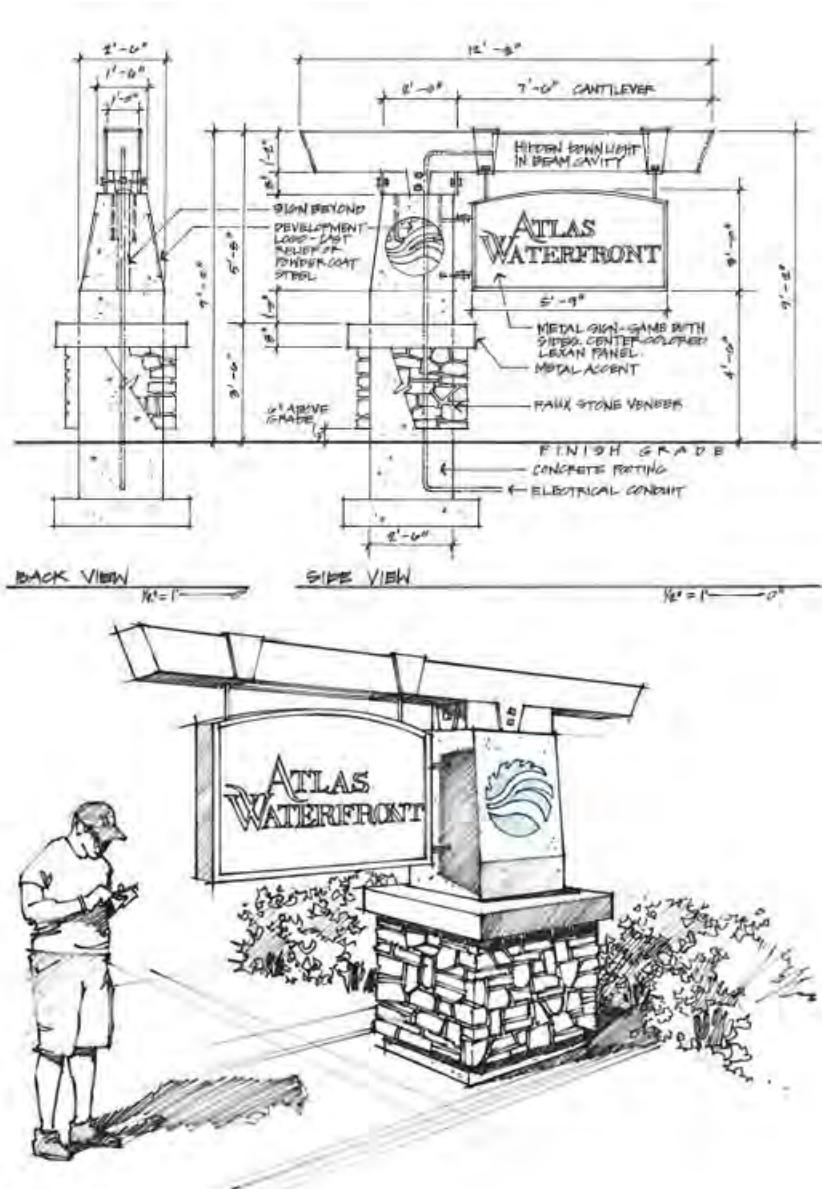


Dell Hatch has further refined the design, shown in the images on the following page. These signs are viewable from both directions of travel, with downlighting in the horizontal "mast arm." Dell has suggested we may "flatten" the sign angle shown in the plan view above.

We wanted to secure the Board's approval of this sign concept before asking T. LaRiviere to re-price the signs. We have asked T. LaRiviere to re-price two previous sign iterations and out of respect of their, and their subcontractors, time we want to confirm the Board is satisfied with this sign concept.

We anticipate Dell's refined design will still be within the previously estimated sign cost of \$75,000 each.

If the Board approves this sign design, we will prepare additional structural plans and solicit final pricing from T. LaRiviere.



Monument Signs



Board discussion ensued re. the monument signage initiative. The **ignite cda** board provided direction to proceed with final pricing for the design as presented. Final monument signage design and pricing will be brought back to the board as an action item in either December or January.

6. BOARD COMMISSIONER COMMENTS:

No commissioner comments were provided.

7. EXECUTIVE SESSION – Idaho Code Section 74-206

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

Motion by Commissioner Meyer, seconded by Commissioner Jester, 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:

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

Motion carried.

The **ignite cda** board entered Executive Session at 4:10 p.m. Those present were the **ignite cda** Board of Commissioners. 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 4:21 p.m.

8. ACTION ON EXECUTIVE DIRECTOR

Motion by Commissioner Jester, seconded by Commissioner Meyer, to approve the Ex. Director's performance goals for fiscal year 2025. Motion carried.

9. ADJOURN:

Motion by Commissioner Mandel, seconded by Commissioner Jester, to adjourn. Motion carried.

The **ignite cda** board meeting adjourned at 4:23 p.m. Minutes prepared and submitted by Ex. Director Berns.



BOARD MEETING MINUTES

WEDNESDAY DECEMBER 18, 2024 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

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 November 20, 2024 Board Meeting Minutes
- Approval of Payables as Submitted
- Approval of District Monthly Financial Statements

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

5. EXECUTIVE DIRECTOR'S REPORT

Atlas Project Phase 3: LaRiviere Inc. Contract Change Order/Amendment: Structural Material Import and Placement

The Idaho Transportation Department (ITD) Atlas Road Borrow/Backhaul initiative allowed the Atlas Project Phase 3 site to be finished to an acceptable, but not a preferred finished grade. The preferred finished grade would allow the north edge of the site to be raised and the home sites to be terraced. **Ignite cda** planned to "keep an eye peeled" for 2025 structural fill surplus construction projects that could tip structural soils for free at the Phase 3 site; **ignite cda** would then pay to spread and compact the structural soils. LaRiviere Inc. was recently selected as the earthwork contractor for the downtown Marriott hotel project and has agreed to deliver structural soils to the Phase 3 site at no cost (i.e.

no charge for the structural fill material or the truck haul), but proposes to charge for spreading and compaction of the delivered fill material. The following LaRiviere Inc. proposal provides a unit cost to spread and compact the delivered structural soil, and for street sweeping along with direct cost-plus markup for sub-contractor work.

The Agency does not anticipate that traffic control will be required at the Phase 3 site because the truck deliveries will be infrequent. However, the City has required traffic control on Seltice Way during most Atlas Project haul work, so LaRiviere Inc. was asked to budget for traffic control, but will only use the budget if it is required by the City.

LaRiviere Inc.'s proposed contract amendment is \$127,100. For comparison purposes, purchasing, hauling, placing and compacting structural soils from a material supplier to the Atlas Project Phase 3 site would increase the cost to approximately \$680,000.



Item Price Summary

Project Name: Atlas Phase 3 Embankment	Customer: Ignite
Job Number:	Billing Address: 105 N First Street, Suite 100
Bid As:	Coeur D Alene, ID 83814
Estimator:	Phone:
Project Address:	Contact:
Completion Date:	

Change Order: PH 3 Marriott Fill - PH3 Marriott Fill

Pay Items		Job Cost ID	Task JCID	Bid Quantity	UM	Unit Bid Price	Total Bid Price
D 1 - Grade & Compact Fill				25,000.00	CY	\$2.90	\$72,500.00
D 2 - Geotechnical Engineering Budget				1.00	LS	\$25,000.00	\$25,000.00
D 3 - Traffic Control Budget	Actual sub-contractor invoice + 5% markup			1.00	LS	\$20,000.00	\$20,000.00
D 4 - Street Sweeping Budget				40.00	HR	\$240.00	\$9,600.00
Pay Items Total:							\$127,100.00

Board discussion ensued on this Phase 3 site initiative, including discussion re. timing of haul deliveries, suitability of the material to be delivered to the site and geo-testing of the delivered / compacted materials to meet development / construction requirements.

Motion by Commissioner Armon, seconded by Commissioner Jester, to approve the \$127,100 proposed change order / amendment to the LaRiviere Inc. contract for the structural material import and placement for the Atlas Project Phase 3 site as presented. Motion carried.

Atlas Project Phase 3: Welch Comer Engineers Contract Change Order / Amendment: Monument Sign Re-Design

Earlier in the year, the board provided direction to Welch Comer Engineers / Bernardo Wills Architects to decrease the scope and scale of the Atlas Project entry monument signage proposal resulting in the following design concept.



Given that direction, a preliminary two sign concept was developed to be located at the intersection of Atlas Road and Seltice Way, with an estimated cost of approximately \$150,000. This refined concept was presented to the board in the fall and gained board support. Given the change in concept, the monument signs will need to be re-designed and submitted to the City for a building permit. Following is a summary of the re-design project costs as proposed by Welch Comer.

Structural Design	\$ 4,200
Architectural Design	\$ 4,800
East Side Easement Documents	\$ 1,000
Permit Application	\$ 1,000
Total	\$11,000

The Welch Comer proposed contract amendment is \$11,000.

As the design team (Welch Comer / Bernardo Wills) and LaRiviere Inc. were working through the concept design, LaRiviere Inc. proposed to use solar

powered lights to save approximately \$20,000 in Avista and electrical contractor costs. Bernardo Wills agreed that this was an acceptable proposal. Bernardo Wills also proposed modifying the monument sign orientation and site design (which will increase costs). Currently, the Agency is still waiting for LaRiviere Inc.'s concept level budget based on the Bernardo Wills preliminary drawings. If the board wants to move forward with the signage re-design work at this time, the Board can make the proposed Welch Comer contract amendment contingent upon LaRiviere Inc.'s signage budget meeting the board's proposed budget which is currently at \$150,000.

It was also brought to the board's attention that the two signs will be located on private property outside of the right of ways as required by the City. The following graphic illustrates the approximate location and scope/scale of the two monument signs – the sign locations are depicted in white block forms in the graphic.



Board discussion ensued on the monument signage issue with an overall agreement to wait for final pricing from LaRiviere Inc. before moving forward with any sign re-design work.

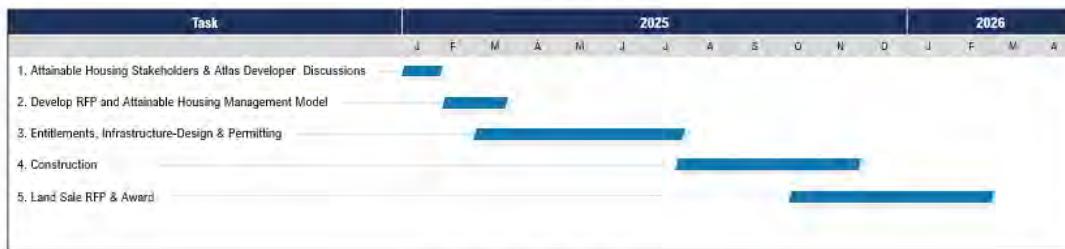
Atlas Project: Update

Phil Boyd (Welch-Comer Engineers), Ex. Director Berns and Counsel Quade discussed the following Atlas Project update with the board.

The Atlas Project Team (Ex. Director Berns, Hilary Patterson [City], Danielle Quade [Hawley-Troxell, **ignite cda** counsel], Heartland Real Estate Consultants, Welch Comer Engineers) has discussed the Atlas Project Phase 3 potential development process considering the Board's goal to provide 50% of the Phase 3

homes at attainable prices (attainable defined as a buyer earning 100-120% of the Kootenai County Area Median Income). The graphic below depicts a proposed process & timeline developed by the Atlas Project Team re. the development of the Phase 3 site. This process & timeline is an accelerated (aggressive) scenario for development of the Phase 3 site, i.e. some of the depicted timeframes might be extended based upon outcomes of the Q1 2025 discussions, refinement of a proposed attainable housing model and on-site construction issues.

Atlas Phase 3 Schedule



Board discussion ensued on this proposed process and timeframe. Chairman Hoskins suggested that an ad hoc committee of board members be formed to assist the Atlas Project Team on the Phase 3 site initiative as it moves forward. The following board commissioners volunteered to serve on the ad hoc committee:

- Commissioner Meyer
- Commissioner Miller
- Commissioner Jester

6. BOARD COMMISSIONER COMMENTS:

Chairmans Hoskins wished everyone Happy Holidays.

7. ADJOURN:

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

The **ignite cda** board meeting adjourned at 4:41 p.m. Minutes prepared and submitted by Ex. Director Berns.