



BOARD MEETING MINUTES

WEDNESDAY DECEMBER 17, 2025 4:00 P.M.

COEUR D'ALENE PUBLIC LIBRARY COMMUNITY ROOM

1. CALL TO ORDER

Commissioner Garcia called the **ignite cda** board meeting to order at 4:00 p.m.

ignite cda board members present: Armon, Miller, Meyer, Evans, Jester, Garcia, Mandel

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 November 19, 2025 Board Meeting Minutes
- Approval of November 20, 2025 Special Call Board Meeting Minutes
- Approval of December 10, 2025 Special Call Board Meeting Minutes
- Approval of Payables as Submitted
- Approval of District Monthly Financial Statements

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

5. EXECUTIVE DIRECTOR'S REPORT

Atlas Project: Phase 3 Adhoc Committee Recommendation re. Attainable Housing Development Strategy for the Phase 3 Site

*Background on this agenda item can be found in the November 20, 2025 **ignite cda** special call board meeting minutes.*

Ex. Director Berns shared and discussed the following Phase 3 Adhoc Committee recommendation with the board re. an attainable housing development strategy for the Atlas Project Phase 3 site.

Summary of Adhoc Committee's Recommendation

Committee membership: ignite cda (Miller, Jester, Meyer, Berns, Quade), Welch Comer Engineers (Boyd), City of CDA (Patterson), Heartland Real Estate Consultants (Wharton).

The Committee recommends to the Board the following development concept for the Phase 3 site which includes 100% attainable deed restricted home ownership product. The concept, which includes a courtyard style open space area and public parking areas, depicts the type of residential building product (i.e. single family, twin home, town home or cottage) and the proposed location on the site for each building product. The concept optimizes the use of the Phase 3 site by constructing 104 residential units and provides a varied mix of products that touch various affordability levels in the community.



Figure 1. Concept rendering of proposed Phase 3 attainable home ownership concept.

The Committee reviewed and discussed master plan generated information in the process of forming a recommendation. The primary topic of discussion involved the strategy of working with the private sector on developing the site and ignite cda (or the developer) engaging a third-party entity to manage the long-term nature of the deed restrictions, or work with a non-profit organization (e.g. Habitat for Humanity) who would develop the site and manage the long-term nature of the deed restrictions. The pros and cons of working with these two sectors were discussed by the committee.

During the conversation re. working with either non-profit builders or private sector builders, the Committee leaned toward working with the non-profit building sector which would likely result in further lowering housing development costs and placing taxpayer dollars into a non-profit's hands that could be further leveraged in the CDA community for additional attainable housing opportunities.

Motion by Committee member Meyer, seconded by Committee member Jester, to share the following recommendation with the **ignite cda** board re. an Atlas Project Phase 3 attainable housing development strategy:

- *Utilize the concept as depicted in Figure 1 to develop 100% attainable deed restricted home ownership product on the Phase 3 site,*
- *Partner with a non-profit entity (e.g. Habitat for Humanity) to develop the Phase 3 site, and to manage the long-term deed restrictions associated with the development,*
- *Direct the Committee to continue its work on refining the proposed partnership model with a non-profit entity and bring a more refined partnership model back to the board for further consideration.*
- *Direct the Committee to pursue engagement of a professional communication expert to develop a communication outreach package for the Phase 3 attainable housing initiative.*

Motion carried.

At the November 20, 2025 **ignite cda** special call board meeting, the board agreed with the concept of 100% attainable deed restricted home ownership on the Phase 3 site as depicted in Figure 1, and provided direction to the Adhoc Committee to develop a Request for Proposals (RFP) for the Phase 3 offering and look to engage a communication firm to assist with messaging. Elements of a Phase 3 attainable housing RFP would most likely include the following:

- RFP open to both for-profit and non-profit developers
- RFP objective of awarding the Phase 3 site to a developer that could deliver the desired home ownership, deed restricted residential product mix as depicted in Figure 1
- Key RFP award consideration points:
 - Purchase price for Phase 3 site
 - Developer experience with attainable housing initiatives
 - Submitted proposal's consistency with attainable housing development standards and architectural design guidelines
 - For sale product pricing at targeted Area Median Income (AMI) levels, possibly including developer fees and subcontractor markup fees
 - Long-term deed restriction management strategy
 - Community benefit associated with longer-term home sale proceeds
 - Construction phasing plan and anticipated market absorption
 - Long term maintenance strategy for home exterior and landscaping

- Sub-HOA enforcement strategy
- Transaction cost mitigation strategies (financing, commissions, closing costs)
- Special homebuyer programs (e.g. financial education, downpayment assistance)

Motion by Commissioner Miller, seconded by Commissioner Meyer, to approve the Atlas Project Phase 3 Adhoc Committee's recommendation re. an attainable housing development strategy for the Phase 3 site and preparation of an RFP for the Phase 3 site. Motion carried.

Atlas Project: Welch Comer Contract Amendment #32: Phase 3 Attainable Housing Initiative

Ex. Director Berns and Phil Boyd (Welch Comer Engineers) discussed the Welch Comer contract amendment #32 proposal with the board. This contract amendment is specific to Atlas Project Phase 3 wherein the **ignite cda** board is pursuing the development of attainable, deed restricted home ownership on the Phase 3 site. Following are key excerpts from the contract amendment as well as key slides from Mr. Boyd's presentation to the board.

The Board-approved Phase 3 concept plan, developed by the Welch Comer-GGLO-Heartland team in collaboration with the Atlas Attainable Housing Ad Hoc Committee, is shown in Figure 1.



Figure 1.

Amendment #32 scope of services includes:

1. Site, infrastructure, street, and pocket-park landscape design necessary to prepare construction documents for permitting and bidding.
2. Architectural design guidelines specific to Phase 3 to ensure the attainable housing quality and characteristics match the neighborhood.
3. Site modeling and renderings, based on the architectural design guidelines, that can be used to visually communicate the project.
4. Communication and outreach services that include developing branding, messaging, and community engagement to effectively inform the community about this important project.

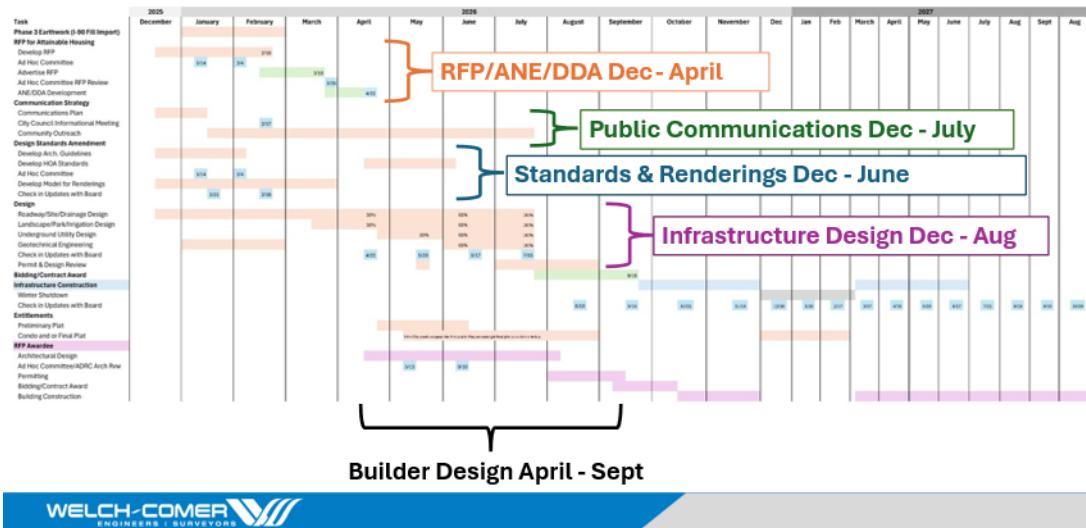
Also enclosed, please find a proposed project schedule that outlines, in addition to this scope of services, the request-for-proposal land disposition process and the selected RFP respondent(s)' anticipated schedule. This schedule will provide the Board with a broad understanding of the overall schedule.

The proposed fee schedule for this scope of services is shown below.

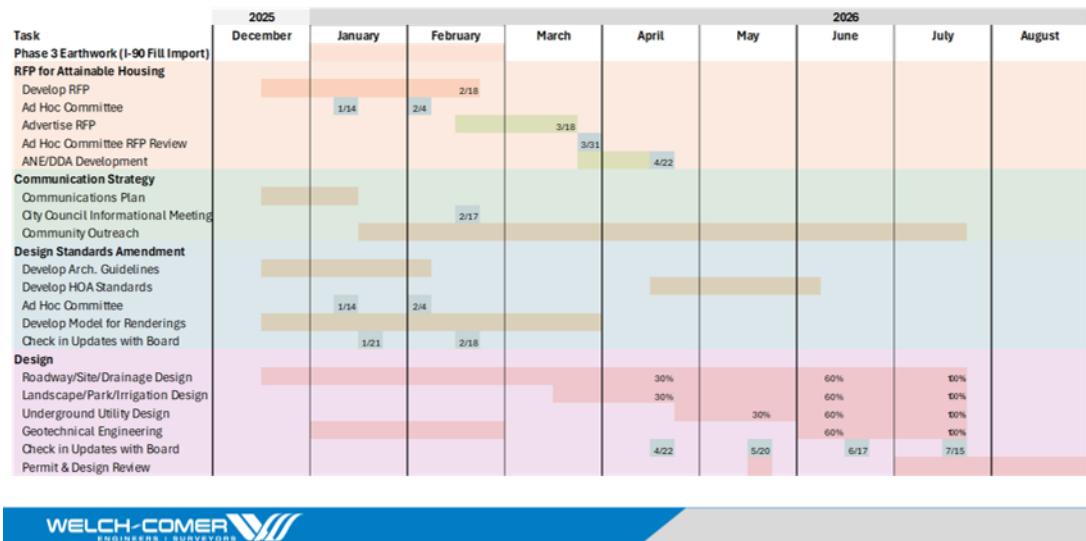
	Professional Services Fee	Basis of Payment
Project Coordination & Management	\$78,000	Lump Sum
Civil Design 30%	\$244,700	Lump Sum
Civil Design 60%	\$105,700	Lump Sum
Civil Design 100%	\$52,900	Lump Sum
Geotechnical Engineering	\$7,500	Lump Sum
Total Civil Engineering	\$488,800	
Park, Irrigation, and Streetscape Design	\$58,700	Lump Sum
Design Guidelines	\$17,300	Lump Sum
Master Plan Refinement & Renderings	\$34,500	Lump Sum
Total Landscape Architecture	\$110,500	
Project Branding	\$11,100	Lump Sum
Messaging	\$11,700	Lump Sum
Audience Outreach and Engagement Plan	\$11,600	Lump Sum
Public Outreach Materials	\$10,700	Lump Sum
Total Phase 1 Public Outreach	\$45,100	
Total Phase 3 Attainable Housing Design Phase	\$644,400	

The design schedule is anticipated to be completed between mid-December 2025 and mid-July 2026. The overall schedule proposed for this project is shown below, with design/planning work commencing in December 2025.

Phase 3 Attainable Housing Overall Schedule



Phase 3 Attainable Housing Design Phase Schedule



Atlas Phase 3 Welch Comer Team



- Project Management
- Site Design
- Infrastructure Design
- HOA Standards
- RFP Development

- Master Plan Refinement
- Architectural Standards
- Site & Building Renderings
- Street & Park Landscape Architecture

- Communication Planning
- Project Branding
- Outreach Planning



- Geotechnical Engineering



Board discussion ensued. Board member comments:

- Commissioner Jester thanked Mr. Boyd for his presentation and providing a very clear scope of work. He asked if obtaining the needed structural fill material for Phase 3 will be an issue?
 - Mr. Boyd shared that there are two plans to for the Phase 3 site re. structural fill material:
 - Plan A: procure around 40,000 cubic yards of structural fill material at no cost. The hope was that this level of material could be delivered to **ignite cda** at no cost from the contractor (N.A. Degerstrom) that won the ITD I90 east construction project. That now might not be the case since there may be an issue of how much excess soil material the contractor will possess. Efforts are now underway to pursue the contractor (Scarcella) that obtained the ITD I90 west construction project to see if they may have excess fill material to deliver to the Phase 3 site at no cost to **ignite cda**.
 - Plan B: procure around 10,000 cubic yards of structural fill material. This plan is not as desirable in that the site development costs to **ignite cda** may be higher due to the need for constructing additional retaining walls to provide the necessary grading/slope contours needed for development.
 - Commissioner Miller asked if **ignite cda** will be involved in managing any of the proposed HOA standards for the Phase 3 site?

- Mr. Boyd shared that the proposed HOA standards for the Phase 3 site will be implemented and managed by the development team chosen through the RFP process.
- Commissioner Meyer thanked Mr. Boyd for his presentation and asked if any ballpark costs are available that get the Agency to the Phase 3 project's finish line?
 - Mr. Boyd shared that amendment #32 will get the Agency to the point of bidding out the construction work and the construction phase services needed for assuring the construction work is built properly. Estimated costs are shown below for the Phase 3 site to attain the finish line:

Welch Comer Contract Amendment #32	\$ 644,400
Estimated contractor construction costs: 0	\$5,108,000
Estimated bidding and construction phase services	<u>\$ 596,000</u>
Estimated total project cost:	\$6,348,400

If desired, and in addition to the above costs, Welch Comer can be retained by the Agency to assist with other project related issues such as working with the chosen development team on design submittals, construction issues, etc.

- Commissioner Armon asked if the Agency cannot obtain the desired 40,000 cubic yards of structural fill material from the I90 project contractors at zero cost, how much would that quantity of material cost on the open market?
 - Mr. Boyd shared that he does not have a current cost at this time for obtaining market rate structural fill material.
- Commissioners Meyer and Garcia asked if repairing the portion of the Centennial Trail located on the northern boundary of the Phase 3 site adjacent to Seltice Way is in the proposed scope of work in front of the board?
 - Mr. Boyd shared that the funds to repair that section of the Centennial Trail are not included in amendment #32, but those funds are included in previous board approved project expenditures and will be spent when trail reconstruction is ready to begin.

Motion by Commissioner Evans, seconded by Commissioner Jester, to approve Welch Comer Contract Amendment #32 as proposed and presented pertaining to the Atlas Project Phase 3 initiative, with a spending cap not to exceed \$644,400. Motion carried.

Atlas Project: Project Update

No project update was provided.

Informational Presentation Meeting with City Council First Quarter of 2026

Executive Director Berns shared that an **ignite cda** informational presentation will be scheduled in the first quarter of 2026 with City Council to update Council on Agency initiatives, including an update on the overall Atlas Project and the Phase 3 attainable housing initiative specifically.

Motion by Commissioner Meyer, seconded by Commissioner Armon, agreeing to schedule a first quarter 2026 informational presentation to City Council as proposed. Motion carried.

6. BOARD ACTION ITEMS

- Approval of Revised **ignite cda** Employee Personnel Policy

Motion by Commissioner Mandel, seconded by Commissioner Evans, approving the proposed revisions to the **ignite cda Employee Personnel Policy. Motion carried.**

- Approval of Tony Berns Consulting Agreement

Motion by Commissioner Jester, seconded by Commissioner Evans, approving the Consulting Agreement with Tony Berns. Motion carried.

7. BOARD COMMISSIONER COMMENTS:

No Commissioner comments provided.

8. ADJOURN:

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

The **ignite cda** board meeting adjourned at 4:46 p.m. Minutes prepared and submitted by Ex. Director Berns.