



# Downtown Redevelopment Authority

## Meeting Summary/Meeting Minutes

**Thursday, December 21, 2023**

11:00am, City Hall  
415 W 6<sup>th</sup> Street  
Vancouver, WA 98660

**Board Members Present:**

Robertson, Kee, \*Donovan, Fazio, Hutton  
\*Donovan brand new and abstained from voting

**Commissioners/Board Members Absent:**

Copenhaver, Ewing

**Staff Present:** Ramras, Hallvik, Liles, Jacobson

**Guests:** Dyann Bernatz, Mike McLeod (Hilton GM), Andrew Dowie (Hilton), Bob Hayward (CHM Warnick)

## AGENDA

1. **Call to order** 11:01am – Jan Robertson, President
  - a. Roll Call – Krista Liles, Support Staff
  - b. Excusal of Absence – Ewing, \*Copenhaver (\*attempted to attend virtually but had sound/connection issues and left the meeting)
2. **Approval of Minutes (October 19, 2023)** – *Approved. 1 abstention.*
3. **Claims and Admin Expenses (approval)** – *Approved. 1 abstention.*
4. **Review November 2023 Financials** – Jacobson and Ramras provided update as presented in packet. No discussion.
5. **2024 Hilton Budget Approval** – SR 12-21-23

## Members

**Jan Robertson**  
*President*

**Kathleen Kee**  
*Secretary/Treasurer*

Dyann Bernatz  
Tom Donovan  
Debi Ewing  
Marc Fazio  
Brad Hutton

## Staff Support

**Natasha Ramras**  
*Executive Director*

**Dan Lloyd**  
*Assistant City Attorney*

**Krista Liles**  
*Senior Support Specialist*

### Financial Management Services

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cityofvancouver.us

### Microsoft Teams meeting:

[Click here to join the meeting](#)  
Meeting ID: 274 377 421 997  
**Or call in (audio only)**  
[+1 347-941-5324, 593032339#](#)  
Phone Conference ID: 593 032  
339#

**To request accommodation or other formats, please contact:**

Amanda Delapena | 360-487-8605 | TTY: 711 | [amanda.delapena@cityofvancouver.us](mailto:amanda.delapena@cityofvancouver.us)

- a. **Proposal** – Approve the 2024 Operating and Capital Budgets (AMENDED to reflect a correction in dollar amount from \$21,088,218 to \$21,088,281.). *Approved as amended. 1 abstention.*
  
- 6. **Approval of Architectural Work Tasks selected by DRA A&D firm and Authorization to Proceed** – SR 12-21-23-03
  - a. **Proposal** – DRA staff recommends the DRA Board approves Tasks 1 and 2 under the contract, as presented in the packet. *Approved. 1 abstention.*
  
- 7. **Approval of Procurement Policy Amendment**– SR 12-21-23-02
  - a. **Proposal** – Section 3.4.6: to authorize the Executive Director of the DRA to approve professional services contracts with the total value below \$50,000. All contracts above this threshold are to be approved by the DRA Board. *Approved. 1 abstention.*
    - 1. **Discussion** – Donovan asked if this process was intended to expedite procurement efforts from RFP to beginning work. Ramras confirmed that it was.
  
- 8. **Other (Executive Director Updates)**
  - a. Year End Flow-of-Funds – Ramras provided overview of year-end as outlined in the packet.
  - b. 2024 Work/Meeting Plan – Proposal: to approve the meeting dates and work plan schedule for 2024. *Approved. 1 abstention.*
  
- 9. **Asset Manager Report** – Bob Hayward, CHM Warnick presented an overview of the report on page 100.
  
- 10. **Hotel Managers Report** – Mike Mcleod, Hilton GM gave an update including staffing levels, lobby remodel guest feedback, status of water penetration issue.
  - a. **Discussion** – Donovan inquired about the water issues and asked for opinion on the source and remediation. McLeod confirmed it was unknown and looks forward to working with the remediation contractor to solve it.
  - b. **Discussion** – President Robertson thanked McLeod and his team for a successful renovation and financially responsible year. She then acknowledged Board Member Copenhaver’s tenure with DRA and thanked him for his service. *Action item: prepare certificate of thanks and send to Copenhaver (Liles)*
  
- 11. **Executive Session, if needed** – N/A

Meeting adjourned at 11:58am.

Approval:

DocuSigned by:  
 2/16/2024  
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Jan Robertson, President Date

Community Communications: Commentary will be accepted no later than 24 hours prior to the meeting date. Please send all comments to Krista Liles at <mailto:krista.liles@cityofvancouver.us>.