



# Downtown Redevelopment Authority

## Meeting Summary/Meeting Minutes

### Thursday, February 15

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

#### **Board Members Present:**

Robertson, Kee, Donovan, Fazio, Ewing, Bernatz

#### **Commissioners/Board Members Absent:**

Hutton

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

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

## AGENDA

1. **Call to order** 10:59am – Jan Robertson, President
  - a. Roll Call – Krista Liles, Support Staff
  - b. Excusal of Absence – Hutton, *approved.*
2. **Approval of Minutes (December 21, 2023)** – *Approved.*
3. **Officer Elections (approval)** – action as follows:
  - a. **President** – Ewing nominated Robertson: Motion to approve Jan Robertson for another term. *5 ayes, 1 abstention, 0 nays. Approved.*
  - b. **Secretary** – Ewing nominated Kee: Motion to approve Kathleen Kee for another term. *5 ayes, 1 abstention, 0 nays. Approved.*
4. **Update on Financials: Preliminary Year-end 2023 & January 2024** – *Jacobson & Ramras provided a combined overview of financials as presented*

## 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**

Street Address  
P.O. Box 1995  
Vancouver, WA 98668  
360-487-8437  
TTY: 711  
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)

on page 4 of the packet. **Discussion:** Fazio - why is 30% higher on the lodging tax year over year December? Jacobson - Due to higher occupancy. Donovan: budgeted loss in January? \$230k loss due to seasonality of low occupancy. Donovan: when is 2023 closed? – end of March. Robertson: asked if it would be helpful for new members to have a brief meeting with Hilton GM to understand the DRA budget process. **Action item:** Liles to arrange budget overview meeting.

5. **Approval of Claims and Admin Expenses** – Approved as presented on page 12 of the packet.
6. **Update on Capital Expenses** – Approved as presented on page 14 of the packet.
7. **Executive Updates** –
  - a. DRA Project Status Update – **Discussion:** general questions about concerns over water mitigation and roof replacement without full analysis complete. Ramras to give update after final findings are submitted.
  - b. Audit Update
8. **Asset Manager Report** – Bob Hayward, CHM Warnick
9. **Hotel Manager Report** – Mike McLeod, Hilton GM
10. **Executive Session, if needed** – N/A

Meeting adjourned at 11:46am.

Approval:

DocuSigned by:

  
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4/18/2024

Jan Robertson, President

Date