



# DOWNTOWN REDEVELOPMENT AUTHORITY MEETING MINUTES

Vancouver City Hall – Council Chambers – 415 W. 6<sup>th</sup> Street  
PO Box 1995 – Vancouver, Washington 98668-1995

[www.cityofvancouver.us](http://www.cityofvancouver.us)

Marc Fazio • Debi Ewing • Brad Hutton • David Copenhaver • Jan Robertson • Kathleen Kee

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## **REGULAR MEETING - 2.16.23**

### **ITEM 1: CALL TO ORDER AND ROLL CALL**

The February 16, 2023 meeting of the Downtown Redevelopment Authority was called to order at 11:10 am.

**Present:** Marc Fazio, Kathleen Kee, Brad Hutton, David Copenhaver, Jan Robertson, David Copenhaver, Debi Ewing

**Motion** by Fazio, seconded by Hutton, to nominate Kathleen Kee as Temporary Chair for today's meeting. Approved.

### **ITEM 2: APPROVAL OF MINUTES**

**Motion** by Robertson, seconded by Hutton, and carried unanimously to approve the minutes from the December 15, 2022, meeting. Approved.

### **ITEM 3: OFFICER ELECTIONS**

**Motion** by Hutton to elect Jan Robertson as Board President for another term, seconded by Ewing, approved unanimously.

**Motion** by Fazio to elect Kathleen Kee as Board Secretary, seconded by Hutton, approved unanimously.

### **ITEM 4: FINANCIALS: PRELIMINARY YEAR-END 2022 & JANUARY 2023**

**Item Summary** – Ramras provided overview of Year end 2022 and January 2023 financial statements as presented in the board packet. Discussion regarding increase in Sales Tax and waterfall amount, potential investment opportunity. Ramras to research investment option(s) with bank and provide information to Board before next meeting.

### **ITEM 5: CLAIMS AND ADMINISTRATIVE EXPENSES**

**Item Summary** – Diaz provided overview of Claims and Vouchers for December and January in the amounts of **\$3,032,814.71** and **\$69,094.94**, respectfully.

**Motion** to approve Claims and Administrative expenses as presented by Hutton, seconded by Fazio. Approved.

### **ITEM 6: CAPITAL EXPENSES - APPROVED**

**Item Summary** – Ramras provided explanation of Capital expense payment approval requests #01202038 (**\$145,624.79**) and #0102040 (**\$1,140.25**). She provided an overview of a couple anticipated expenses that would be covered by the contingency – Bulk Amenity Brackets (**\$1,814.60**), and the Timeclock Replacement – (**\$11,973.15**).

**Motion** to approve all Capital expenses as presented, by Hutton, seconded by Fazio. Approved.

**ITEM 7A: OTHER BUSINESS – HOTEL REMODEL**

**Item Summary** - Ramras provided an update of the remodel project including an update on new issues, as presented in the packet on page 46. Action: add Terracon to the updates, per request from Hutton.

**ITEM 7B: OTHER BUSINESS – CONTRACTS: CSG CONTRACT AMENDMENT SR 02-16-23-01 - APPROVED**

**Item Summary** – Ramras provided an overview of the Staff Report requesting an amendment to the CSG contract as a result of the ongoing water issues discovered during the remodel.

**Motion** to approve the amendment to CSG contract as presented in SR 02-16-23-01 by Hutton, seconded by Fazio. Approved.

**ITEM 7C: OTHER BUSINESS – CONTRACTS: LOBBY REMODEL CHANGE ORDER REVIEW – SR 02-16-23-02 - APPROVED**

**Item Summary** - Ramras provide an overview of the Staff Report requesting the ratification of change orders to the CSG contract in the amount of \$192,647.

**Hutton moved to approve** SR 02-16-23-02 as presented, Ewing seconded. Approved.

**ITEM 7D: DRA PROCUREMENT POLICIES REVISION – SR 02-16-23-03 - APPROVED**

**Item Summary** – Ramras provided overview of the Staff Report requesting an amendment to the Procurement Polices and Guidelines as defined in the attachment.

**Motion** to approve SR 02-16-23-03 as presented, by Hutton, seconded by Fazio. Approved.

**ITEM 8: ASSET MANAGER REPORT**

**Item Summary** – Bob Hayward, CHM Warnick SVP, presented an update and overview of global, statewide, and local market information, as well as business updates for the Hilton Vancouver Washington, as provided in the CHM Asset Manager’s Report.

**ITEM 9: HOTEL MANAGER REPORT**

**Item Summary** – Hilton General Manager Mike McLeod provided hotel performance updates including construction impact on guests, current and forecasted revenue/expenses, and ongoing staffing challenges. Board discussion regarding construction impact on guests and balancing work delays.

**ITEM 10: EXECUTIVE SESSION – N/A**

**ADJOURNMENT** - Meeting adjourned at 12:24pm.

Approved by:



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Jan Robertson, President

Date:

4/21/2023

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City Manager’s Office (360) 487-8600 | WA Relay: 711 | [Amanda.Delapena@cityofvancouver.us](mailto:Amanda.Delapena@cityofvancouver.us)