



DOWNTOWN REDEVELOPMENT AUTHORITY MEETING MINUTES

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

www.cityofvancouver.us

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

REGULAR MEETING – 4-20-23

ITEM 1: CALL TO ORDER AND ROLL CALL

The April 20, 2023 meeting of the Downtown Redevelopment Authority was called to order at 11:04 am.

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

Absent: Jan Robertson

Motion by Kee, seconded by Ewing, to excuse the absence of Jan Robertson for today's meeting. Approved.

Motion to nominate Marc Fazio as temporary board chair for today's meeting by Ewing, Fazio accepted nomination. Unanimously approved.

ITEM 2: APPROVAL OF MINUTES

Motion by Ewing, seconded by Kee, and carried unanimously to approve the minutes from the February 16, 2023 meeting. Approved.

ITEM 3: MARCH/APRIL Q1 2023 FINANCIALS - UPDATE

Item Summary - Ramras provided overview of Financials as provided in the packet.

ITEM 4: CLAIMS AND ADMINISTRATIVE EXPENSES - APPROVED

Item Summary – Ramras provided overview of normal Claims and Vouchers for April in the amounts of **\$2,978,237.24** and **\$27,743.68**.

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

ITEM 5: CAPITAL EXPENSES - APPROVED

Item Summary – Ramras provided explanation of Capital expense payment approval requests for March and April totaling **\$603,541.40**.

- *Copenhaver asked for clarification on whether the change order totals are coming out of contingency. Ramras explained that there is no contingency line item for CSG, which is why the \$227k is part of the request to be added to the contract as presented in Item 6c: SR 04-20-23-01 Capital Budget Amendment*
- *Follow up question by Copenhaver – asked for exact % of contingency vs. change order totals. Ramras will provide an explanation as outlined in Item 6b: Change Order Review and detailed in Item 6c: SR 04-20-23-01*

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

ITEM 6A: OTHER BUSINESS – HOTEL REMODEL - UPDATE

Item Summary - Ramras provided an update of the remodel project including an update on new issues, as presented in the packet on page 63.

ITEM 6B: OTHER BUSINESS – CHANGE ORDER REVIEW - UPDATE

Item Summary – Ramras provided an overview of the most current Change Orders as presented on page 64 and how they are impacting the overall schedule.

ITEM 6C: OTHER BUSINESS – CAPITAL BUDGET AMENDMENT – SR 04-20-23-01 - APPROVED

Item Summary - Ramras provided an overview of the Staff Report requesting to amend and increase the 2023 Capital Budget by \$250,000, due to unforeseen issues like the ongoing water penetration mitigation and inflation impacting the cost components of the project.

- *Fazio asked what the estimated date of completion for the remodel is and Ramras confirmed late June.*

Ewing moved to approve SR 04-20-23-01 as presented, Kee seconded. Approved.

ITEM 6D: RFQ FOR ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES - UPDATE

Item Summary – Ramras provided overview of the draft RFQ to solicit architectural and engineering services to address ongoing work related to urgent or cyclical repair, as outlined in the attachment.

- *Ewing asked if an audit of the water resolutions is scheduled and Ramras said at this time no, but she recommends future discussion and securing a contractor, which requires the RFP process*

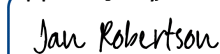
ITEM 7: ASSET MANAGER/HOTEL MANAGER REPORT

Item Summary – Mike McLeod gave an overview of the CHM Warnick Asset Manager report for March, as well as operational updates for the hotel.

ITEM 9: Executive Session – N/A

ADJOURNMENT - Meeting adjourned at 11:47 AM.

Approved by:



Jan Robertson, President

Date:

7/21/2023



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