



# Public Facilities District

**December 11, 2025**

**10:00 am**

**City Hall**

Council Chambers

415 W 6<sup>th</sup> Street

Vancouver, WA 98660

## AGENDA

1. **Call to order** – Board President
  - a. Roll Call – Support Staff
  - b. Excusal of Absence, if needed
2. **Approval** – 6.26 Meeting Minutes, 8.26 Special Meeting Minutes
3. **Approval** – Claims and Vouchers
4. **Update** – Budget-to-Actuals, Financials
5. **Approval** – 2026 Biennial Budget Adoption – SR 12.11.25.1
6. **Approval** – PFD Procurement Policy – SR 12.11.25.2
7. **Approval** – 2026 Work Plan/Schedule
8. **Executive Director Updates:**
  - a. Property Update
  - b. Audit Update
9. **Hotel Manager update**

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>.

## Members

**Abbie Layne**  
*President*

**Azsha Preble**  
*Secretary/Treasurer*

**Hunter Byrnes**  
**Ken O'Hollaren**  
**Cody Scherer**

## Staff Support

**Natasha Ramras**  
*Executive Director*

**Erin Jacobson**  
*Principal Accountant*

**Krista Liles**  
*Executive Assistant*

**Financial Management Services**  
P.O. Box 1995  
Vancouver, WA 98668  
360-487-8437  
TTY: 711  
[cityofvancouver.us](http://cityofvancouver.us)

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

Tatyana Willburn | 360-487-8605 | TTY: 711 | [Tatyana.willburn@cityofvancouver.us](mailto:Tatyana.willburn@cityofvancouver.us)



# Public Facilities District

## Meeting Summary/Meeting Minutes

**June 26, 2025**

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

**Board Members Present:**

Layne, Preble, Byrnes, Scherer

**Commissioners/Board Members Absent:**

O'Hollaren

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

**Guests:** Alex Dawes (Hilton GM)

## AGENDA

1. **Call to order** at 11:02 am – Layne, President
  - a. Roll Call – Liles, Staff
  - b. Excusal of Absence – ***motion to excuse*** O'Hollaren by Layne, seconded by Preble, approved unanimously.
2. **Welcome** – new board member Cody Scherer
3. **Officer Elections** –
  - a. **Nomination for President:** Abbie Layne accepted the nomination.  
***Motion to approve:*** Preble, seconded by Byrnes. 3 ayes, 0 nay, Layne abstained. Approved – President appointed.
  - b. **Nomination for Secretary:** Azsha Preble accepted the nomination. ***Motion to approve:*** Byrnes, seconded by Layne. 3 ayes, 0 nays, Preble abstained. Secretary appointed.
4. **Approval – 12.13.24 Meeting Minutes- *Motion to approve*** by Preble, seconded by Byrnes. Scherer abstained, 3 ayes, 0 nays. Approved.

## Members

**Abbie Layne**  
*President*

**Azsha Preble**  
*Secretary/Treasurer*

Hunter Byrnes  
Ken O'Hollaren  
Cody Scherer

## Staff Support

**Natasha Ramras**  
*Executive Director*

**Dan Lloyd**  
*Assistant City Attorney*

**Krista Liles**  
*Senior Support Specialist*

### Financial Management Services

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5. **Approval of PFD Claims and Vouchers – Motion to approve** as presented by Preble, Byrnes. 3 ayes, 0 nays. Approved.
6. **Update - DRA November Financials** - Layne asked if the DRA is well positioned to begin work on the Convention Center expansion. Ramras confirmed that first steps for design consideration have been authorized, but variables for the land south of Webber Bldg are still unknown. Moving forward is paused to consider status of Performing Arts Committee and how an approval of that facility might impact the expansion of the Convention Center.
7. **Update – DRA Audit**
8. **Executive Director Updates**
  - a. **Sales Tax Credit Extension** – Scherer asked about the terms of the remaining bonds and whether/when refinancing would take place. Ramras explained that one of the bonds, which is effective through 2034 would likely be refinanced to help subsidize the cost of the convention center expansion.
  - b. **Performing Arts Committee** – Layne asked about the Webber Building demolition timeline. Ramras explained that due to the basement, it didn't make sense to demolish, backfill the land and then hold for future build. That cost will be incorporated into the future build scope of work.
9. **Approval - 2025 Work Plan – motion to approve** as presented by Preble, seconded by Layne. 3 ayes, 0 nays. Approved.
10. **Hotel Manager Update**
11. **Executive Session, if needed** – N/A
12. **Meeting Adjourned at 11:49am.**

**Approved by**

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Abbie Layne, President

**Date**



# Public Facilities District

## Meeting Summary/Meeting Minutes

### \*Special Meeting August 26, 2025

10:00am, City Hall/Teams  
415 W 6<sup>th</sup> Street  
Vancouver, WA 98660

#### Board Members Present:

Preble, Byrnes, Scherer, O'Hollaren

#### Commissioners/Board Members Absent:

Layne

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

**Guests:** Alex Dawes (Hilton GM)

## AGENDA

1. **Call to order** at 10:02 am – Preble, Secretary Treasurer
  - a. Roll Call – Liles, Staff
  - b. Excusal of Absence – ***motion to excuse*** Layne by Byrnes, seconded by O'Hollaren. *Approved.*
2. **Approval Item #1 – SR 08-26-25-01 Credit Extension - *motion to approve*** by Scherer, seconded by Byrnes. 3 ayes, 0 nays. *Approved.*
3. **Approval Item #2 – Second Amendment to Payment Agreement – *motion to approve*** by O'Hollaren, seconded by Byrnes. 3 ayes, 0 nays. *Approved.*
4. **Executive Session, if needed** – N/A
5. **Meeting Adjourned at 10:32am**

## Members

**Abbie Layne**  
*President*

**Azsha Preble**  
*Secretary/Treasurer*

Hunter Byrnes  
Ken O'Hollaren  
Cody Scherer

## Staff Support

**Natasha Ramras**  
*Executive Director*

**Dan Lloyd**  
*Assistant City Attorney*

**Krista Liles**  
*Executive Assistant*

**Anna Diaz**  
*Accountant*

#### Financial Management Services

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360-487-8437, TTY: 711  
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**Approved by**

---

Azsha Preble, Secretary/Treasurer

**Date**

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**\*Special Meeting is defined in RCW 42.30.080**

**VANCOUVER PUBLIC FACILITIES DISTRICT  
STC TRANSFERS APPROVAL**

We, the undersigned members of the Board of Directors of Vancouver Public Facilities District do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$2,311,509.32 this 10th day of December, 2025.

\_\_\_\_\_  
**PRESIDENT**

\_\_\_\_\_  
**SECRETARY/TREASURER**

\_\_\_\_\_  
**NATASHA RAMRAS, EXECUTIVE DIRECTOR**

\_\_\_\_\_  
**BOARDMEMBER**

DATE	INCLUSIVE CHECK NUMBERS	CHECK TOTAL
May 2025 – December 2025	(see attached listing)	\$2,311,509.32
	<b>TOTAL</b>	<b>\$2,311,509.32</b>

**FUND: PFD****CLAIMS AND VOUCHERS MAY 31, 2025 THRU NOVEMBER 30, 2025**

Date	Supplier	Amount	Description	Document ID
6/2/2025	Public Facilities District - City	194,387.82	PFD Sales Tax to DRA	JE-00034045
7/1/2025	Public Facilities District - City	188,206.00	PFD Sales Tax to DRA	JE-00034453
8/1/2025	Public Facilities District - City	201,300.92	PFD Sales Tax to DRA	JE-00034899
9/2/2025	Public Facilities District - City	221,593.70	PFD Sales Tax to DRA	JE-00035306
10/1/2025	Public Facilities District - City	191,123.35	PFD Sales Tax to DRA	JE-00035669
11/3/2025	Public Facilities District - City	201,104.34	PFD Sales Tax to DRA	JE-00036144
<b>City PFD Sales Tax Total</b>		<b>1,197,716.13</b>		
6/11/2025	Public Facilities District - County	168,531.09	County PFD Sales Tax \$ to DRA	JE-00034201
7/11/2025	Public Facilities District - County	155,475.95	County PFD Sales Tax \$ to DRA	JE-00034597
8/12/2025	Public Facilities District - County	206,532.37	County PFD Sales Tax \$ to DRA	JE-00035039
9/11/2025	Public Facilities District - County	196,489.18	County PFD Sales Tax \$ to DRA	JE-00035436
10/14/2025	Public Facilities District - County	187,781.92	County PFD Sales Tax \$ to DRA	JE-00035874
11/12/2025	Public Facilities District - County	185,850.04	County PFD Sales Tax \$ to DRA	JE-00036268
<b>County PFD Sales Tax Total</b>		<b>1,100,660.55</b>		
8/1/2025	The Columbian Publishing Co	83.56	Administrative: Classified Agendal PFD	PC-63552
8/8/2025	Amazon, Inc	17.34	Building & Parking Lot Maintenance: Webber Building	PC-64120
8/22/2025	Amazon, Inc	29.38	Building & Parking Lot Maintenance: Webber Building	PC-64596
9/1/2025	Performance Systems Integration, LLC	76.57	Building & Parking Lot Maintenance: Webber Building	SINV-91353
9/1/2025	Performance Systems Integration, LLC	139.41	Building & Parking Lot Maintenance: Webber Building	SINV-91351
10/1/2025	Amazon, Inc	13.05	Building & Parking Lot Maintenance: Webber Building	PC-64596
10/1/2025	City of Vancouver (Fire Department)	59.00	Building & Parking Lot Maintenance: Webber Building	PC-65855
10/1/2025	City of Vancouver (Fire Department)	153.00	Building & Parking Lot Maintenance: Webber Building	PC-65855
10/1/2025	Association of Washington Public Facilities Districts	750.00	Dues & Subscriptions: AWSPFD Dues (2024)	SINV-91684
10/1/2025	Association of Washington Public Facilities Districts	750.00	Dues & Subscriptions: AWSPFD Dues (2025)	SINV-91684
10/1/2025	Willis Towers Watson Insurance Services West inc	5,898.62	VPFD Public Officials Policy Renewal	SINV-92287
10/8/2025	Northwest Natural Gas Company	168.72	Utilities: Webber Building	PC-66065
10/8/2025	Northwest Natural Gas Company	193.92	Utilities: Webber Building	PC-66065
10/17/2025	Fire Systems West	435.20	Building & Parking Lot Maintenance: Webber Building	SINV-93011
10/17/2025	Fire Systems West	571.20	Building & Parking Lot Maintenance: Webber Building	SINV-93013
10/17/2025	Fire Systems West	868.31	Building & Parking Lot Maintenance: Webber Building	SINV-92437
10/17/2025	Soha Sign	1,347.76	Building & Parking Lot Maintenance: Webber Building	SINV-92352
11/12/2025	Distinctive Landscape, LLC	1,577.60	Building & Parking Lot Maintenance: Webber Building	SINV-93247
<b>Total Administrative &amp; Webber Building Expense</b>		<b>13,132.64</b>		
<b>Voucher Total</b>		<b>2,311,509.32</b>		

## City of Vancouver

### Public Facilities District

Budget to Actuals January - November 2025

Public Facilities District	2025 Budget	Jan - Nov 2025 Actuals	Actuals to Budget
Fund 401: Public Facilities District Fund (PFD)			
Revenues	\$ 3,055,553	\$ 2,572,749	84%
Expenditures	\$ 2,430,000	\$ 1,769,963	73%

PFD Detail by RC/SC	2025 Budget	Jan - Nov 2025 Actuals	Actuals to Budget
Fund 401: Public Facilities District Fund (PFD)			
Revenues			
313000: Sales & Use Tax	\$ 3,042,233	\$ 1,553,486	83%
313000: Sales & Use Tax (sales tax credit returned from DRA)	\$ -	\$ 600,440	
337000: Lodging Tax (lodging credit returned from DRA)	\$ -	\$ 360,751	
337000: City Funding	\$ 10,000	\$ 10,000	100%
361110: Investment Earnings	\$ 3,320	\$ 48,071	1448%
<b>Total Revenues</b>	<b>\$ 3,055,553</b>	<b>\$ 2,572,749</b>	
Expenditures			
530000:Supplies	\$ -	\$ 1,408	
540000: Services	\$ 30,000	\$ 19,346	64%
550000: Intergovernmental Payments	\$ 2,400,000	\$ 2,146,017	73%
550000: Intergovernmental Payments (tax credit returned from DRA)	\$ -	\$ (396,808)	
<b>Total Expenses</b>	<b>\$ 2,430,000</b>	<b>\$ 1,769,963</b>	
<b>Net Surplus (Deficit)</b>		<b>\$ 802,786</b>	



## **VANCOUVER PUBLIC FACILITIES DISTRICT STAFF REPORT NO. 12-11-25-1**

**TO:** PFD Board of Directors  
**FROM:** Natasha Ramras, Executive Director

**DATE:** 12/11/25

**Subject:** Vancouver Public Facilities District 2025-2026 Biennial Budget Amendment for 2026

**Key Points:**

- Public Facilities District adopts two-year budgets.
- The budget for 2025-2026 as adopted allows for the transfers of the sales tax credit revenue from the Vancouver Public Facilities District to the Downtown Redevelopment Authority (DRA) to support the debt on the Convention Center.
- Since the combined revenues from the Clark County PFD, Vancouver PFD and the Lodging Tax have exceeded the tax cap as set by the bond indenture documents, a portion of the VPFD tax revenue will be transferred to the Downtown Redevelopment Authority to support the current debt on the Convention Center. Additional budget is needed to authorize the transfer of the accumulated cash balance to the DRA for the purpose of the expansion of the Convention Center project.
- Administrative budget also needs to be adjusted to update the cost of supporting the work of the VPFD.

**Objective:** To adopt an amendment to the 2025-2026 Biennial Budget for the Vancouver Public Facilities District (PFD).

**Present Situation:** The proposed budget allows for sufficient appropriation to transfer the Sales Tax Credit revenue to the Downtown Redevelopment Authority to support the conference center project and for PFD's administrative expenses.

The current adopted budget anticipates transferring all revenues since combined revenues from the Clark County PFD, Vancouver PFD and the Lodging Tax have exceeded the tax cap as set by the bond indenture documents, and a portion of the VPFD tax revenue transferred to the Downtown Redevelopment Authority will support the current debt on the Convention Center. Additional budget is needed to transfer the accumulating VPFD cash balance to the DRA for the purpose of the expansion of the Convention Center project.

**Attachment A** to the 2025-2026 Budget Resolution identifies the requested amendment. The total amendment to the 2025-2026 Budget is the recommended amount of **\$3,515,532**.

**Action Requested:**

Approve the resolution amending the 2025-2026 VPFD Biennial Budget.

Attachments:

- Resolution
- Attachment A

**RESOLUTION NO 12-11-25-01**

A RESOLUTION of the Board of Directors of the Vancouver Public Facilities District approving an Amendment 1 the 2025-2026 Biennial Budget.

WHEREAS, the Vancouver Public Facilities District was established pursuant to state law Chapter 35.57 RCW; and,

WHEREAS, the PFD Board has received and considered its 2025-2026 Budget in public session and has invited public comment;

WHEREAS, the budget needs to be amended for the second year of the biennium to allow for transfer of additional funds to the Downtown Redevelopment Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE VANCOUVER PUBLIC FACILITIES DISTRICT, as follows:

Section 1. A budget appropriation amendment in the amount of **\$3,515,532** for the 2025-2026 biennium is hereby approved and adopted.

Section 2. This resolution shall take effect on January 1, 2026.

ADOPTED by the Board of Directors of the Vancouver Public Facilities District at a regular meeting held this 11<sup>th</sup> day of December 2025.

---

President

ATTEST:

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Secretary-Treasurer

City of Vancouver  
Public Facilities District  
2025-2026 Budget

*Attachment A*

	2025 Budget	2026 Budget	Amendment to the 2026 Budget	2025-2026 Amended Budget
<b>Revenues</b>				
Sales Tax	\$ 3,042,233.35	\$ 3,194,345.01		\$ 6,236,578.36
City Funding	\$ 10,000.00	\$ 10,000.00	\$ (10,000.00)	\$ 10,000.00
Investment Earnings	\$ 3,320.00	\$ 3,986.00	\$ 2,000.00	\$ 9,306.00
<b>Total Revenues</b>	<b>\$ 3,055,553.35</b>	<b>\$ 3,208,331.01</b>	<b>\$ (8,000.00)</b>	<b>\$ 6,255,884.36</b>
<b>Expenditures</b>				
Services	\$ 30,000.00	\$ 30,000.00	\$ 15,532.00	\$ 75,532.00
Transfer to DRA	\$ 2,400,000.00	\$ 2,400,000.00	\$ 3,500,000.00	\$ 8,300,000.00
<b>Total Expenses</b>	<b>\$ 2,430,000.00</b>	<b>\$ 2,430,000.00</b>	<b>\$ 3,515,532.00</b>	<b>\$ 8,375,532.00</b>
<b>Estimated Fund Balance</b>	<b>\$ 2,397,793.00</b>	<b>\$ 1,200,000.00</b>	<b>\$ (3,523,532.00)</b>	<b>\$ 74,261.00</b>
<b>Capital Budget</b>				\$ -

**VANCOUVER PUBLIC FACILITIES DISTRICT  
STAFF REPORT NO. 12-11-25-02**

**TO:** Vancouver Public Facilities District Board  
**FROM:** Natasha Ramras, Executive Director  
**Subject:** VPFD Procurement Policies and Guidelines

**DATE:** 12/11/25

**Objective:** Approve a Resolution Approving Procurement Policies and Guidelines

**Background:** During the last year, it became apparent that with the acquisition of the Webber Building (400 Columbia Street) in 2023, a number of new transactions related to the maintenance of the building took place. The VPFD needs to adopt a procurement policy in accordance with Washington State procurement laws to improve the process and payment timelines, regulate invoice and supplier tracking, and position the VPFD to manage any potential future supplier contracts and/or property acquisitions. The attached Policies clarify and define this process.

**Proposal:** The proposed policy is outlined below:

The purpose of this document is to establish policies and procedures to guide the Vancouver Public Facilities District (VPFD) procurement of goods, supplies and services including public works. The VPFD follows state requirements regarding the expenditure of public funds and follows other practices to help ensure that goods and services are procured at least cost to the public while avoiding fraud and favoritism. The procurement policies and guidelines shall apply to the VPFD and its contractors and agents.

**Action Requested:** Approve the proposed resolution. An example motion would be: “I move to approve Resolution 12-11-25-02, adopting the VPFD Procurement Policies and Guidelines”.

**RESOLUTION NO. 12-11-25-02**

A RESOLUTION of the Board of Directors of the Vancouver Public Facilities District (VPFD) approving Procurement Policies and Guidelines.

WHEREAS, the Vancouver Public Facilities District (“VPFD”) is a Washington municipal corporation operating under a charter originally granted by the City Council of the City of Vancouver, Washington (the “City”) pursuant to Ordinance No. M-3461 passed on October 18, 1999, under authority of Chapter 35.57 of the Revised Code of Washington ("RCW") with authority, among other things, to acquire, construct, own, remodel, maintain, equip, reequip, repair, finance, and operate one or more regional centers as defined therein; and

WHEREAS, the VPFD as a public corporation is committed to operating in compliance with the Washington State procurement laws but is not subject to the City of Vancouver procurement rules; and

WHEREAS, During the last year, it became apparent that the VPFD needs to adopt a procurement policy in accordance with Washington State procurement laws to improve the process and payment timelines, regulate invoice and supplier tracking, and position the VPFD to manage any potential future supplier contracts and/or property acquisitions.

NOW, THEREFORE, BE IT RESOLVED BY THE VANCOUVER PUBLIC FACILITIES DISTRICT, as follows:

Section 1. The VPFD Board hereby approves proposed Procurement Policies and Guidelines as set forth in Exhibit A, a copy of which is attached and incorporated by this reference.

Section 2. The VPFD Board of Directors and Executive Director are hereby authorized to

implement such policies and guidelines as necessary to carry out the direction of this Resolution.

Section 3. This resolution shall take effect January 1<sup>st</sup>, 2026.

ADOPTED by the Board of Directors of the Vancouver Public Facilities District this 11<sup>th</sup> day of December 2025.

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Abbie Layne, Board President

ATTEST:

---

Azsha Preble, Secretary-Treasurer



# VANCOUVER PUBLIC FACILITIES DISTRICT

## Procurement Policies and Guidelines

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 <b>Exhibit A: Procurement Thresholds and Process Summary</b>	

### 1. Introduction

#### 1.1. Purpose

The purpose of this document is to establish policies and procedures to guide the Vancouver Public Facilities District (VPFD) procurement of goods, supplies and services including public works. The VPFD follows state requirements regarding the expenditure of public funds and follows other practices to help ensure that goods and services are procured at least cost to the public while avoiding fraud and favoritism. The procurement policies and guidelines shall apply to the VPFD and its contractors and agents.

#### 1.2. Purchasing Code of Ethics

The PFD adopts the following code of ethics:

- 1.2.1. Actions of the Board of Directors, VPFD contractors and agents, and all others representing the VPFD shall be impartial and fair.
- 1.2.2. All decisions shall comply with adopted policies and procedures and shall be made through the proper channels of the VPFD (see Section 2.3 below).
- 1.2.3. No business or contracting relationship with the VPFD, VPFD contractors or VPFD agents shall be for personal gain. Purchasing decisions shall be impartial, based upon the specifications for the procurement and the responses of those bidding on the supply or service.
- 1.2.4. No Board Member, officer or agent may participate in the selection, award, or administration of a contract if she or he has a real or apparent conflict of interest. This conflict of interest extends beyond an individual Board Member, officer, or agent to include the individual's immediate family members, partners and other relationships within the immediate household.

#### 1.3. Procurement Thresholds and Processes Summary

- 1.3.1. A summary of the procurement thresholds and the related process for each type of procurement is included in Exhibit A.

### 2. Controlling Requirements

#### 2.1. City of Vancouver

- 2.1.1. The VPFD was created by the City of Vancouver via ordinance No. M-3641 as a Public Development Authority as authorized through the Revised Code of Washington (RCW) Chapter 35.21.730.
- 2.1.2. The VPFD operates according to the Charter as approved by City Council in 1999.



# Vancouver Public Facilities District

## Procurement Policies and Guidelines

- 2.1.3. The City's authorizing ordinance and the VMC state that the VPFD was established to explore the possible acquisition, construction, operation, promotion and financing of a convention center, special events center and/or related parking and other facilities within the City (the "Special Events Center") in order to promote economic development, to provide needed public facilities to serve local and regional business, community, family entertainment, youth, recreation and athletic organizations, and to further the revitalization of the City's downtown business, financial and commercial district.

### 2.2. State of Washington

- 2.2.1. State law does not require a competitive process for the procurement of general operating supplies and services by public development authorities.
- 2.2.2. RCW 39.04.020 outlines the state requirements related to the procurement process for Public Works.
  - 2.2.2.1. RCW 39.04.010 defines Public Works as "all work, construction, alteration, repair, or improvement other than ordinary maintenance."
- 2.2.3. RCW 39.80.030 outlines the state requirements related to the procurement process for Architectural and Engineering services.
- 2.2.4. RCW 39.12 outlines the state requirements related to paying prevailing wages.
- 2.2.5. RCW 39.10 outlines the state requirements allowing the use of alternative contracting procedures.

### 2.3. Exemptions from State Requirements

- 2.3.1. RCW 39.04.280 provides uniform exemptions to state competitive bidding requirements when awarding contracts for public works and other purchases. Allowable exemptions include:
  - 2.3.1.1. Purchases that are clearly and legitimately limited to a single source of supply.
  - 2.3.1.2. Purchases involving special facilities or market conditions.
  - 2.3.1.3. Purchases in the event of an emergency.
  - 2.3.1.4. Purchases of insurance or bonds.
  - 2.3.1.5. Public works in the event of an emergency.
- 2.3.2. Emergencies
  - 2.3.2.1. Competitive bidding is not required when an emergency exists; however, in making emergency purchases, the VPFD shall endeavor to include the level of competition that is practical under the circumstances. The Executive Director is authorized to make emergency purchases upon a finding of the existence of an emergency. An emergency is any unforeseen circumstances beyond the control of the VPFD that either a) present a real, immediate threat to the proper performance of essential functions; or b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate

# Vancouver Public Facilities District

## Procurement Policies and Guidelines

action is not taken. Examples include any breakage or loss of equipment or other circumstance where necessary service is interrupted or is about to be interrupted; or situations where VPFD assets may suffer a substantial loss by reason of the time required for following the regular purchasing procedures.

2.3.2.2. If an emergency occurs, the Executive Director is authorized to act and will ask the Board to pass a resolution at the next open public meeting that: Declares or confirms that an emergency situation exists or existed; Waives competitive bidding requirements for purposes of responding to the emergency situation; and authorizes, on behalf of the VPFD, the execution of any contract necessary to address the emergency.

### 2.3.3. Sole Source of Supply

2.3.3.1. RCW 39.04.280(1)(a) allows the VPFD or the Executive Director to waive competitive bidding if a purchase is clearly and legitimately limited to a single supplier.

2.3.3.2. The VPFD or Executive Director should base the decision to waive competitive bidding on an objective review of the required product or service, making sure to document why that particular product or service is mandatory, whether efforts were made to find other vendors and why the sole source procurement is justified.

## 3. Purchases of Goods and Services

### 3.1. General Guidelines

3.1.1. The Executive Director shall select vendors based on a reasonable judgment of which vendors provide the best combination of cost and quality of goods and services. The Director shall use its commercially reasonable efforts to purchase products from those vendors who have the needed items available, at the lowest price.

3.1.2. The Director shall act in an economical manner in purchasing items for the owned property, but in selecting such items for purchase the Director also shall be entitled to reasonably consider the environmental consequences of its selections and the desirability of encouraging such things as recycling of materials.

3.1.3. The Director shall solicit bids from a minimum of three vendors for all contracts providing for payments in any one (1) year, in excess of \$50,000. Bids shall be from reputable vendors (if available) known to the Director to provide high quality service at competitive prices.

3.1.4. The Director shall use a formal Request for Proposals process or sealed bids for all contracts over \$300,000. Approval of all goods and services contracts over \$300,000 shall be by the VPFD Board.

3.1.5. The Director shall provide the VPFD with a report each year on or before January 31 identifying all vendors with contracts that were paid \$50,000 or

# Vancouver Public Facilities District

## Procurement Policies and Guidelines

more in the prior year. The report shall list the vendor, contract effective date, amount paid in the prior year and a brief description of the goods or services provided.

- 3.1.6. Where applicable, the Director shall make diligent efforts to ensure contractors and vendors pay prevailing wages for all services.

### 3.2. Purchased Services

- 3.2.1. Purchased Services are those provided by vendors for routine, necessary, and continuing functions mostly relating to physical activities. These services are usually repetitive, routine, or mechanical in nature, support day-to-day operations, involve the completion of specific tasks or projects, and involve minimal decision-making.
- 3.2.2. All purchased services, regardless of the contract value, will be procured using a process that identifies the vendor that offers the best value considering qualifications as the primary factor but also considering cost.
- 3.2.3. The Director shall procure all purchased services in relation to the maintenance of the district-owned property with the guidelines identified in Section 3.2 above.

### 3.3. Personal Services

- 3.3.1. Personal services involve technical expertise provided by a consultant to accomplish a specific study, project, task, or other work. Personal services activities and products are mostly intellectual in nature and do not include architecture and engineering services, which are addressed in Section 4 below.
- 3.3.2. Personal services contracts for services, regardless of contract value, will be procured using a process that identifies the contractor that offers the best value for the project or task considering qualifications as the primary factor but also considering cost.
- 3.3.3. The Executive Director shall procure personal services contracts for services provided directly to the VPFD with the total value of less than \$50,000. Personal services contracts more than \$50,000 shall be presented for vote and approval by the VPFD Board. In situations whereby immediate contracting is required, the Board President may provide authorization to proceed with ratification to follow at the next available public meeting of the VPFD Board.

## 4. Purchases Related to Capital Projects

### 4.1. Public Works Project Definition

- 4.1.1. RCW 39.04.010 defines Public Works as "...all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein."
- 4.1.2. Not all VPFD capital projects will meet the state definition for public works. In addition, some maintenance contracts may meet the definition of public works. The Executive Director shall determine whether a specific project or contract meets the state definition of public works.

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#### **4.2. Capital Projects with a Budget Under \$300,000**

4.2.1. The Executive Director shall solicit bids for all capital/Public Works projects under \$300,000 utilizing the small works roster.

#### **4.3. Capital Projects with a Budget Over \$300,000**

4.3.1.1. The VPFD will comply with any applicable state laws for projects more than \$300,000.

# Vancouver Public Facilities District

## Procurement Policies and Guidelines

### Exhibit A: Procurement Thresholds and Process Summary

#### Vancouver Public Facilities District Procurement

#### Thresholds and Process Summary

Effective Date: January 1, 2026

Type of Purchase	Dollar Amount	Process/Requirements	Approval Required
Goods, Materials, Services and Equipment (Excluding A&E)	\$50,000 or less	No specific competitive requirements	Director
	> \$50,000 to ≤ \$300,000	Solicitation of a minimum of three vendors for documented quotes	Director
	> \$300,000	Request for Proposals or sealed bid	VPFD Board
VPFD Professional Services (Excluding A&E)	< \$50,000	No specific competitive requirements	Director
	< \$50,000	Request for Proposals	VPFD Board
Public Works/Capital Projects (Requires Prevailing Wages)	\$300,000 or less	Solicitation of quotes from the Small Works Roster	Director and VPFD Board
	> \$300,000	Sealed bid process; Award to lowest responsive and responsible bidder	VPFD Board



## PFD Board Meeting 2025

Vancouver City Hall – Beech Room, 2<sup>nd</sup> Floor

415 W. 6<sup>th</sup> Street Vancouver, WA 98660

Cody Sherer • Abbie Layne • Azsha Preble • Hunter Byrnes • Ken O'Hollaren

## 2026 PFD Meeting and Work Plan Schedule

Regular Board Meetings

Month	Work Plan Item
June 25, 2026 10 AM (tentative)	<ul style="list-style-type: none"> <li>• Review of Financials through May</li> <li>• 2025 Preliminary Financial Report</li> <li>• Review and Approval of Vouchers</li> </ul>
December 10, 2026 10 AM (tentative)	<ul style="list-style-type: none"> <li>• 2026 Budget-to-Actuals Review</li> <li>• Review and Approval of Vouchers</li> <li>• Approval of Biennial 2027-28 Budget</li> <li>• Update on the Expansion of the Convention Center Project</li> </ul>

12/11/2025