



# Public Facilities District

**July 26, 2025**

**10:00am**

**City Hall**

Council Chambers

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

Vancouver, WA 98660

## AGENDA

1. **Call to order** –President Layne
  - a. Roll Call – Krista Liles, Support Staff
  - b. Excusal of Absence, if needed
2. **Welcome** – New board member Cody Scherer – Executive Director Ramras
3. **Officer Elections** – Assistant City Attorney Lloyd
4. **Approval** – 12.13.24 Meeting Minutes
5. **Approval** – Claims and Vouchers
6. **Update** – Financials – Executive Director Ramras
7. **Executive Director Updates**
  - a. Sales Tax Credit Extension
  - b. Performing Arts Committee
  - c. Other
8. **General Manager Update** – General Manager Dawes
9. **Executive Session, if needed** –Assistant City Attorney Lloyd

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*

**Dan Lloyd**  
*Assistant City Attorney*

**Krista Liles**  
*Senior Support Specialist*

**Anna Diaz**  
*Accountant*

### Financial Management Services

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

**Microsoft Teams meeting:**  
[Click here to join the meeting](#)  
Meeting ID: 227 247 521 005

**Or call in (audio only)**  
[+1 347-941-5324](tel:+13479415324),  
[328846583#](tel:328846583) United States  
Phone Conference ID: 328 846 583#

**To request accommodation or other formats, please contact:**  
Tawny Maruhn | 360-487-8621 | TTY: 711 | [tawny.maruhn@cityofvancouver.us](mailto:tawny.maruhn@cityofvancouver.us)



# Public Facilities District

## Meeting Summary/Meeting Minutes

**Friday, December 13, 2024**

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

**Board Members Present:**

Layne, Preble, Byrnes, O'Hollaren

**Commissioners/Board Members Absent:**

N/A

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

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

## AGENDA

- Call to order** at 11:04 am – Abbie Layne, President
  - Roll Call – Natasha Ramras
  - Excusal of Absence – N/A
- Approval of Minutes** – 8.14 Meeting minutes – **Motion to approve** by Byrnes, O'Hollaren seconded, approved unanimously. 9.19 Special Meeting minutes – **Motion to approve** by Preble, Byrnes seconded, O'Hollaren abstained. Approved.
- Approval** – 2025 Work Plan/Schedule – Motion to approve by Byrnes, Preble seconded. Approved.
- Approval of PFD Claims and Vouchers** – Motion to approve by Layne, O'Hollaren seconded. Approved.
- Update** - Budget-to-Actuals – review of 2024 Summary by Jacobson.
- Update** - Review of DRA November Financials by Jacobson.
- Approval** – Interlocal Agreement between VPFD and DRA – Lloyd provided correction on the duration of the agreement – 2 years. Preble inquired about the DRA structure and responsibilities- Ramras provided

## Members

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*President*

**Azsha Preble**  
*Secretary/Treasurer*

Hunter Byrnes  
Ken O'Hollaren

## Staff Support

**Natasha Ramras**  
*Executive Director*

**Dan Lloyd**  
*Assistant City Attorney*

**Krista Liles**  
*Senior Support Specialist*

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overview. Layne inquired about a timeframe for discussion with DRA regarding expansion plans. No timeframe confirmed at this time. O'Hollaren inquired about the payment terms of any reimbursements on the agreement. Ramras provided an explanation. **Motion to approve** by Layne, Preble seconded. Approved.

8. **Approval – 2025 – 2026 Biennial Budget Adoption** – Layne inquired about detail regarding the \$30k intended to maintain the Webber building prior to demolition that was left off the request. Ramras provided an explanation and will correct document prior to signatures. **Motion to approve** by Layne, seconded by Preble. Approved.

9. **Executive Director Updates**

- a. Property Update
- b. Other – board vacancy/recruitment update.

10. **Hotel Manager Update** – O'Hollaren inquired about conventions outlook in terms of pandemic recovery. Dawes provided a cautiously optimistic forecast and anticipates a slow comeback.

11. **Executive Session, if needed** – N/A

12. **Meeting Adjourned at 11:50am.**

**Approved by**

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Abbie Layne, President

**Date**

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**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 \$1,971,298.15 this 26th day of June, 2025.

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

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

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

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

<b>DATE</b>	<b>INCLUSIVE CHECK NUMBERS</b>	<b>CHECK TOTAL</b>
December 2025 – May 2025	(see attached listing)	\$1,971,298.15
	<b>TOTAL</b>	<b>\$1,971,298.15</b>

## PFD CLAIMS AND VOUCHERS DECEMBER 1, 2024 THRU MAY 31, 2025

Date	Supplier	Amount	Description	Document ID
2/1/2025	Action Technology Systems	\$ 407.30	Building & Parking Lot Maintenance: Webber Building	Supplier Invoice: SINV-82375
2/1/2025	Advance Lighting, LLC	\$ 416.60	Building & Parking Lot Maintenance: Webber Building	Supplier Invoice: SINV-82630
2/1/2025	Distinctive Landscape LLC	\$ 5,000.20	Building & Parking Lot Maintenance: Webber Building	Supplier Invoice: SINV-82459
2/1/2025	Distinctive Landscape LLC	\$ 1,750.07	Building & Parking Lot Maintenance: Webber Building	Supplier Invoice: SINV-82461
2/1/2025	City of Vancouver	\$ 2,522.03	Utilities: Webber Building	Supplier Invoice: SINV-82462
2/1/2025	Northwest Natural Gas Company	\$ 46.80	Utilities: Webber Building	Supplier Invoice: SINV-82817
	<b>Total Webber Building Expense</b>	<b>\$ 10,143.00</b>		
12/11/2024	Public Facilities District - County	\$ 180,588.75	County PFD Sales Tax to DRA	JE-00031378
1/13/2025	Public Facilities District - County	\$ 173,093.26	County PFD Sales Tax to DRA	JE-00031778
2/11/2025	Public Facilities District - County	\$ 163,068.57	County PFD Sales Tax to DRA	JE-00032337
3/11/2025	Public Facilities District - County	\$ 192,247.36	County PFD Sales Tax to DRA	JE-00032799
4/11/2025	Public Facilities District - County	\$ 158,327.33	County PFD Sales Tax to DRA	JE-00033390
5/12/2025	Public Facilities District - County	\$ 145,529.06	County PFD Sales Tax to DRA	JE-00033811
	<b>County PFD Sales Tax Total</b>	<b>\$ 1,012,854.33</b>		
1/2/2025	Public Facilities District - City	\$ 200,302.81	PFD City Sales Tax to DRA	JE-00031654
2/3/2025	Public Facilities District - City	\$ 175,973.43	PFD City Sales Tax to DRA	JE-00032170
3/3/2025	Public Facilities District - City	\$ 223,214.42	PFD City Sales Tax to DRA	JE-00032690
4/1/2025	Public Facilities District - City	\$ 177,211.03	PFD City Sales Tax to DRA	JE-00033230
5/1/2025	Public Facilities District - City	\$ 171,599.13	PFD City Sales Tax to DRA	JE-00033657
	<b>City PFD Sales Tax Total</b>	<b>\$ 948,300.82</b>		
	<b>Voucher Total</b>	<b>\$ 1,971,298.15</b>		

## CITY OF VANCOUVER PFD FY 2025 Cash Projection

Ending Cash Balance 12/31/2024	\$	1,490,975
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Add: Estimated earnings and transfers

General Fund Cash Infusion	\$	10,000
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Estimated Interest Earnings	\$	3,320
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*Estimated Tax Credit Revenues	\$	1,278,561
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<b>Total</b>	<b>\$</b>	<b>1,291,881</b>
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\*\*Less: Projected Expenses

Administrative & Miscellaneous	\$	30,000
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Total	\$	30,000
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<b>Estimated Cash at 12/31/2025</b>	<b>\$</b>	<b>2,752,856</b>
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\*Based on FY24 tax credit revenues (post tax cap)

\*\*Estimated expenses for insurance, audit fees, and Webber building costs.

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**VANCOUVER PUBLIC FACILITIES DISTRICT (PFD)**  
(A Component Unit of the City of Vancouver)  
For Years Ended December 31, 2024

Vancouver Public Facilities District's (the District or PFD) discussion and analysis offers readers of the PFD's financial statements a narrative overview and analysis of the District's financial activities for the fiscal year ended December 31, 2024. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in the financial statements and notes to the financial statements (which immediately follow this discussion).

## **FINANCIAL HIGHLIGHTS**

As of December 31, 2024, the assets of the Vancouver Public Facilities District (PFD) exceeded its liabilities by \$5,519,075, an increase of \$1,896,542 from the prior year's net position of \$3,622,533. Of the total net position, \$4,212,280 is invested in capital assets, and \$1,306,795 is unrestricted and available to meet ongoing obligations.

The increase in net position was primarily due to the retention of \$1,278,561 in excess sales tax credit revenues, resulting from the DRA's tax revenues exceeding the tax revenue cap, per the debt indenture. Additional contributing factors included a nonmonetary exchange of capital assets with the City of Vancouver and increased interest earnings.

Total capital assets increased from \$3,603,691 to \$4,212,280, reflecting the effects of annual depreciation and the asset exchange.

Under an ongoing agreement, the District remits Sales and Use Tax Credit revenue to the Downtown Redevelopment Authority and receives an annual operating grant from the City of Vancouver to support core operations.

## **OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis provides an introduction and overview to the Vancouver Public Facilities District's basic financial statements. This information will assist users in interpreting the basic financial statements. We will also provide other financial discussion and analysis of certain plans, projects, and trends necessary for understanding the full context of the financial condition of the District. The PFD is a single purpose government. The purpose of the PFD is to develop a Hotel and Conference/Convention Center in downtown Vancouver Washington.

This discussion and analysis is intended to serve as an introduction to the City of Vancouver Public Facilities District (PFD) basic financial statements. The PFD's basic financial statements are comprised of a governmental fund: (1) Balance Sheet/Statement of Net Position, (2) Revenues, Expenditures and Changes in Fund Balances/Statement of Activities and (3) notes to the financial statements.

The government-wide financial statements and fund financial statements have been combined in the basic financial statements segregated in separate columns and are accompanied by a reconciliation between the statements (see the "Adjustments" column for details).

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of the PFD's finances in a manner similar to a private-sector business. The government-wide financial statements include 1) Statement of Net Position and 2) Statement of Activities.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The PFD uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The fund of the PFD is a major governmental fund for the purposes of this financial report. The focus of this fund is on short-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the PFD's near-term financing requirements. The fund financial statements include 1) Balance Sheet and 2) Revenues, Expenditures and Changes in Fund Balances.

**Balance Sheet/Statement of Net Position** - This statement presents a snap-shot view of the assets of the PFD, the liabilities it owes and the net difference or net position. It focuses on the resources available for future operations.

**Revenues, Expenditures and Changes in Fund Balances/Statement of Activities** - This statement presents all revenues and expenditure of the PFD during the fiscal year, including other sources and uses.

**Notes to the financial statements** - The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the financial statements and should be read in conjunction with the financial statements.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS

### Statement of Net Position

As noted earlier, changes in net position over time may serve as a useful indicator of a government's financial position. At December 31, 2024, the District reports a positive net position balance. The District's net position total \$5,519,075 at December 31, 2024 and \$3,622,533 at December 31, 2023. The following table reflects the condensed and comparative version of the statement of Net Position:

The net investment in capital assets for each of the two years shown is 76.3%, and 99.5% of total net position. The unrestricted net position represents 23.7%, and .5% of the District's net position and is not subject to external restrictions.

The following table reflects the condensed and comparative version of the statement of Net Position:

**Vancouver Public Facilities District  
Statement of Net Position  
Comparative 2024-2023**

	<u>December 31, 2024</u>	<u>December 31, 2023</u>
Current and other assets	\$ 2,437,117	\$ 1,132,968
Noncurrent assets	<u>4,212,280</u>	<u>3,603,691</u>
Total Assets	6,649,397	4,736,659
Other liabilities	<u>1,130,322</u>	<u>1,114,126</u>
Total liabilities	1,130,322	1,114,126
Net position		
Net investment in capital assets	4,212,280	3,603,691
Unrestricted	<u>1,306,795</u>	<u>18,842</u>
Total net position	<u>\$ 5,519,075</u>	<u>\$ 3,622,533</u>

## Statement of Revenues, Expenses and Changes in Fund Net Position

Key elements in the changes in net position are discussed below. A condensed version of the Statement of Revenues, Expenses and Changes in Fund Net Position for the past two years is shown in the following table. The full statement is a tabular depiction of the relationship of revenues and expenses for the PFD.

### Vancouver Public Facilities District Statement of Activities Comparative 2024-2023

	<u>December 31, 2024</u>	<u>December 31, 2023</u>
Revenues		
Operating Grants	\$ 10,000	\$ 11,500
Rents and leases	-	4,000
Interest earnings (losses)	18,199	5,861
Tax revenues	3,011,757	2,355,743
Intergovernmental receipts	<u>1,625,000</u>	<u>-</u>
Total revenues	<u>4,664,956</u>	<u>2,377,104</u>
Expenses		
Supplies and contractual services	18,807	8,868
Intergovernmental payments	1,733,196	2,355,743
Intergovernmental asset exchange	1,015,106	-
Depreciation	<u>1,305</u>	<u>-</u>
Total expenses	<u>2,768,414</u>	<u>2,364,611</u>
Change in net position	1,896,542	12,493
Net position - Beginning	<u>3,622,533</u>	<u>3,610,040</u>
Net position - Ending	<u>\$ 5,519,075</u>	<u>\$ 3,622,533</u>

Revenues consist of operating grants from the City of Vancouver, which fund the District's administrative expenses. Nonoperating revenues include interest income, along with sales, use, and lodging tax revenues that are collected and retained under the terms of the District's agreement with the Vancouver Downtown Redevelopment Authority. Excess tax revenues are retained by the District once the Downtown Redevelopment Authority meets its annual tax revenue cap.

The District's expenses are also similar between 2024 and 2023. This is made up of payments to the Vancouver Downtown Redevelopment Authority of the revenues received, minor costs for insurance and audit fees. Since the district has acquired a building on one of the parcels, future expenditures will also include the necessary costs to support and maintain the building.

## CAPITAL ASSET AND DEBT ADMINISTRATION

### Capital Assets

During fiscal year 2024, the Vancouver Public Facilities District (PFD) participated in a nonmonetary exchange of capital assets with the City of Vancouver. As part of the transaction, PFD transferred a parcel of land to the City and, in return, received two parcels of land and one building. The assets received were capitalized as of November 1, 2024. The land received is for the purpose of the eventual expansion of the Hilton Conference/Convention Center.

As a result of this exchange and other depreciation activity during the year, PFD's total capital assets increased from \$3,603,691 at the beginning of the year to \$4,212,280 at year-end.

## **Long-Term Debt**

Public Facilities District continues to have no long-term debt.

## **ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The District will continue to remit all sales tax credit collections to the Vancouver Downtown Redevelopment Authority (DRA) in support of the ongoing operation of the Hotel and Conference/Convention Center. However, under the terms of the existing agreement, the District is authorized to retain sales and use tax credit revenues once the DRA meets its annual tax revenue cap. Should excess tax revenues be realized in future periods, the District's unrestricted net position may likely continue to increase accordingly.

Looking ahead, the District anticipates new expenditures in upcoming fiscal years related to the planned demolition of the Webber Building, which was acquired through a nonmonetary asset exchange in 2024. These costs, once incurred, may partially offset increases in unrestricted net position depending on the timing, magnitude, and funding sources of the demolition and any subsequent site development or improvements. The District is actively evaluating options for managing these costs within the context of long-term capital planning and available financial resources.

## **Requests for Information**

This financial report is designed to provide a general overview of Vancouver Public Facility District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the City of Vancouver, Financial & Management Services, PO Box 1995, Vancouver, WA, 98668-1995.

**VANCOUVER PUBLIC FACILITIES DISTRICT**  
**(A Component Unit of the City of Vancouver)**  
GOVERNMENTAL FUNDS BALANCE SHEET/STATEMENT OF NET POSITION  
December 31, 2024

	PFD Fund	Adjustments (Note 3)	Statement of Net Positon
<b>ASSETS</b>			
Current assets			
Cash and cash equivalents	\$ 1,501,272	-	\$ 1,501,272
Receivables (net)			
Taxes	399,188	-	399,188
Interest	8,348	-	8,348
Due from other governments	528,309	-	528,309
Total current assets	<u>2,437,117</u>	<u>-</u>	<u>2,437,117</u>
Non-current assets			
Land	-	3,527,280	3,527,280
Buildings & other improvements	-	1,252,667	1,252,667
Accumulated depreciation	-	(567,667)	(567,667)
Total Non-current assets	<u>-</u>	<u>4,212,280</u>	<u>4,212,280</u>
<b>TOTAL ASSETS</b>	<u>2,437,117</u>	<u>4,212,280</u>	<u>6,649,397</u>
<b>LIABILITIES</b>			
Current liabilities			
Accounts payable	2,522	-	2,522
Due to other governments	1,127,800	-	1,127,800
Total current liabilities	<u>1,130,322</u>	<u>-</u>	<u>1,130,322</u>
Deferred Inflows	-	-	-
<b>TOTAL LIABILITIES</b>	<u>1,130,322</u>	<u>-</u>	<u>1,130,322</u>
<b>FUND BALANCE</b>			
Unassigned	1,306,795	-	1,306,795
Total Fund Balances	<u>1,306,795</u>	<u>-</u>	<u>1,306,795</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<u>\$ 2,437,117</u>		
<b>NET POSITION</b>			
Net invested in capital assets		4,212,280	4,212,280
Unrestricted		1,306,795	1,306,795
<b>TOTAL NET POSITION</b>		<u>5,519,075</u>	<u>5,519,075</u>

**VANCOUVER PUBLIC FACILITIES DISTRICT**  
**(A Component Unit of the City of Vancouver)**

GOVERNMENTAL FUNDS STATEMENT OF STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCE/STATEMENT OF ACTIVITIES

For the Fiscal Year Ended December 31, 2024

	PFD Fund	Adjustments (Note 3)	Statement of Activities
<b>GENERAL REVENUES</b>			
Tax revenues	\$ 3,011,757	\$ -	\$ 3,011,757
Interest earnings	18,199	-	18,199
Proceeds from sale of capital assets	375,000	(375,000)	-
Intergovernmental receipts	1,625,000		1,625,000
<b>TOTAL REVENUES</b>	<b>5,039,956</b>	<b>(375,000)</b>	<b>4,664,956</b>
<b>PROGRAM REVENUES</b>			
Operating grants	10,000	-	10,000
<b>TOTAL PROGRAM REVENUES</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>
<b>EXPENDITURES</b>			
Hotel and Conference Center	1,733,196	-	1,733,196
Intergovernmental payments	1,015,106		1,015,106
Capital outlay	984,894	(984,894)	-
Administrative	18,807	-	18,807
Depreciation	-	1,305	1,305
<b>TOTAL EXPENSES</b>	<b>3,752,003</b>	<b>(983,589)</b>	<b>2,768,414</b>
<b>EXCESS/(DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>1,287,953</b>	<b>608,589</b>	<b>1,896,542</b>
<b>FUND BALANCES/NET POSITION</b>			
BEGINNING OF YEAR	18,842	3,603,691	3,622,533
END OF YEAR	<b>\$ 1,306,795</b>	<b>\$ 4,212,280</b>	<b>\$ 5,519,075</b>

**Vancouver Public Facilities District**  
**(A Component Unit of the City of Vancouver)**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2024

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## **NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Vancouver Public Facilities District (the District or PFD) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The significant accounting policies are described below.

### **A. REPORTING ENTITY**

The Vancouver Public Facilities District (PFD) is a special purpose government established in 1999 to develop a Hotel and Convention Center in downtown Vancouver, Washington. The PFD is a component unit of the City of Vancouver, the primary government. The PFD Board is composed of five (5) members who are appointed by the City Council of Vancouver. The City is able to impose its will on the District; however, the PFD's services do not exclusively or almost exclusively benefit the City of Vancouver. Therefore, financial statements are discretely presented as a business-type activity in the City's annual financial report. The City of Vancouver's financial statements can be obtained from the City of Vancouver, Financial & Management Services, PO Box 1995, Vancouver, WA 98668-1995.

### **B. BASIC FINANCIAL STATEMENTS**

The basic financial statements include both entity-wide and fund financial statements. The District uses an alternative presentation allowable under accounting principles generally accepted in the United States of America, which combines the fund statements and entity wide statements (the Governmental Funds Balance Sheet / Statement of Net Position and the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances / Statement of Activities).

### **C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The government-wide financial statements use the economic resources measurement focus, and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of cash flows.

The modified accrual basis of accounting is used by the PFD for the fund statements. Revenues and other financial resources are recognized when they become susceptible to accrual, i.e., when the related funds become both measurable and available to finance expenditures of the current period. To be considered "available", revenue must be collected during the current period or soon enough thereafter to pay current liabilities. For this purpose, revenue is considered to be available when collected within sixty-five days after year-end. However, debt service expenditures, and payments for claims and judgments are recorded when due.

Sales taxes and intergovernmental revenues are susceptible for accrual. Investment earnings are accrued when earned. Charges for services, fines and forfeitures, licenses and permits, and other miscellaneous revenues are recorded upon receipt and are not susceptible for accrual. Expenditures are recognized when the related fund liability is incurred. Since the recognition of depreciation does not reduce net financial resources, it is not considered an expenditure. Other exceptions include (1) inventories of materials and prepaid items are reported as expenditures when purchased, (2) interest on long-term debt is not accrued but is recorded as an expenditure when due.

The PFD reports the following major governmental fund:

**General Fund** - The PFD's General Fund is maintained in the office of the Treasurer separate and distinct from all other funds and accounts for the financial resources of the PFD which are not accounted for in any other fund. Principal sources of revenue are comprised of sales tax revenues, contributions of sales tax revenue from another local government, and interest income. Primary uses are intergovernmental payments to the Vancouver Downtown Redevelopment Authority (DRA).

**Vancouver Public Facilities District**  
**(A Component Unit of the City of Vancouver)**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2024

**C. BUDGETARY INFORMATION**

The PFD is not legally required to adopt an annual budget. However, it does adopt a biennial budget.

**E. ASSETS, LIABILITIES, AND NET POSITION**

1. Deposits and investments

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Statutes authorize the District to invest in obligations of the U.S. Treasury, commercial paper, corporate bonds, repurchase agreements, and the State Treasurer's Investment Pool.

Investments for the District are reported at fair value.

2. Receivables

All trade receivables are shown net of an allowance for uncollectible accounts. At December 31, 2024, the District had no allowance for uncollectible accounts. The majority of receivables consist of accrual of sales tax credit. Accrued interest receivable consists of amounts earned on investments at the end of the year.

3. Capital assets

Capital assets are generally considered property, plant, equipment, and infrastructure construction (e.g. roads, bridges, sidewalks, etc.) owned by the District costing \$10,000 or more, and having an estimated useful life in excess of more than three (3) years. Such assets are recorded at historical cost or at estimated historical cost if the actual cost is not available and are reported in the statement of net position. Donated capital assets are recorded at estimated fair market value at the date of donation.

Costs for additions or improvements to capital assets are capitalized when they increase the effectiveness or efficiency of the asset. The costs for normal maintenance and repairs are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

The District's assets consist of land, which is not depreciated, and a building, which is depreciated over its estimated useful life in accordance with the District's capitalization policy.

**NOTE 2. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

**EXPLANATION OF CERTAIN DIFFERENCES BETWEEN THE GOVERNMENTAL FUND BALANCE SHEET AND THE GOVERNMENT-WIDE STATEMENT OF NET POSITION**

Included in the Balance Sheet/Statement of Net Position is the reconciliation between fund balance – total governmental funds and net position governmental activities as reported in compliance with GASB Statement No. 34. Those adjusting items can be found in the "Adjustment" column of the Governmental Funds Balance Sheet/Statement of Net Position.

Details relating to those adjustments are shown below:

<b>Fund Balance – Total Governmental Funds</b>	\$1,306,795
Capital Assets - Land	\$3,527,280
Capital Assets - Building	\$685,000
<b>Net Position – ending of Governmental Activities</b>	<b>\$5,519,075</b>

**Vancouver Public Facilities District**  
**(A Component Unit of the City of Vancouver)**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2024

**NOTE 3. DEPOSITS AND INVESTMENTS**

Deposits

The City of Vancouver Treasurer acts in a fiduciary capacity for the PFD and administers an investment pool in which the District participates. The Federal Deposit Insurance Corporation (FDIC) insures the District's deposit and investments up to \$250,000. All deposits and bank and investment pools not covered by FDIC are covered under the State of Washington Public Deposit Protection Commission Act of 1969. Total public deposits may not exceed one and one-half times its net worth or 30% of the total public funds on deposit statewide in each qualified public depository. If public deposits exceed either of these limitations, it must collateralize the excess at 100%.

Investments

As required by state law, all investments of the District's funds are obligations of the U.S. Government, U.S. agency issues, the State Treasurer's Investment Pool, bankers' acceptances, overnight repurchase agreements, commercial paper, the City of Vancouver Investment Pool, certificates of deposit with Washington State banks and savings and loan institutions.

All of the District's funds are invested in the City of Vancouver Investment Pool which are reported as Level 2 (Securities are valued using observable inputs). The District's interest in the pool at December 31, 2024 was \$1,501,272 which is stated at fair value. Investments in the City of Vancouver's pool are not subject to categorization because specific instruments cannot be distinguished between those participating in the pool. The fair value of the District's position in the pool is the same as the fair value of the pool shares.

**NOTE 4. CAPITAL ASSETS**

On October 31, 2024, the Vancouver Public Facilities District (PFD), a component unit of the City of Vancouver, participated in a nonmonetary exchange of capital assets with its primary government, the City of Vancouver. PFD transferred a parcel of land to the City in exchange for two parcels of land and one building. The transaction was valued at \$2,000,000 on both sides and was accounted for as an exchange of assets of equal value in accordance with accounting standards. No gain or loss was recognized.

The exchange of assets occurred on November 1, 2024. The building will be depreciated over its remaining estimated useful life using the straight-line method consistent with PFD's capital asset policy.

The capital asset activity as of December 31, 2024, is presented below:

	<b>Beginning Balance</b>			<b>Ending Balance</b>
	<b>1/1/2024</b>	<b>Increases</b>	<b>Decreases</b>	<b>12/31/2024</b>
Capital assets, not being depreciated				
Land	\$ 3,603,691	\$ 298,589	\$ 375,000	\$ 3,527,280
Total capital assets, not being depreciated	3,603,691			3,527,280
Capital assets, being depreciated				
Buildings and other improvements	-	1,252,667	-	1,252,667
Total capital assets, being depreciated	-	1,252,667	-	1,252,667
Less accumulated depreciation for:				
Buildings and other improvements	-	567,667	-	567,667
Total accumulated depreciation	-	567,667	-	567,667
Total capital assets, being depreciated, net	-	685,000	-	685,000
<b>Capital assets, net</b>	<b>\$ 3,603,691</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,212,280</b>

**Vancouver Public Facilities District**  
**(A Component Unit of the City of Vancouver)**  
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## **NOTE 5. RELATED PARTY TRANSACTIONS**

The District and the Vancouver Downtown Redevelopment Authority (DRA) have entered into an agreement for the construction and operation of a hotel and convention center. The PFD will only assist in developing this project and was created to receive a rebate of the State's portion of sales taxes collected in Vancouver for use in this project. The PFD is not financially liable for the performance of the project or the repayment of any future bonds. As a result of this project, the District and DRA have entered into additional agreements.

### Operating Lease:

During December 2003, the District entered into an operating lease with the DRA. The District leased the land held for the development of the hotel and conference/convention center to DRA. The carrying amount of the land is \$3,228,691. The DRA will finance the project, contract for development of the project, oversee the project's performance, and own and operate the Hotel and Conference/Convention Center. The lease expires in December 2053. At the expiration of the lease, the DRA will transfer ownership of the Hotel and Conference/Convention Center to the District. No future lease rentals are required under the lease.

### Commitments

Through an Interlocal Agreement, the District has assigned its tax revenues and contributions from the Clark County Public Facilities District to the Hotel and Convention Center project. The District has entered into an agreement with the Vancouver Downtown Redevelopment Authority (DRA) to pay all District sales and use taxes to DRA through March 2041 and March 2043; the year the tax expires for the District and the Clark County Public Facilities District, respectively. The Clark County Public Facilities District entered into a payment agreement with the District, which has also been subsequently assigned to the DRA to repay the county portion of the conference center sales and use taxes back to the Clark County Public Facilities District.

During 2024, the net tax revenue payments made by the Vancouver PFD to the DRA was \$1,278,561.

## **NOTE 6. FUND BALANCE/NET POSITION**

### **Fund Balance**

Fund balance presented in the governmental fund financial statements represent the difference between assets and liabilities reported within the governmental fund. Fund balance is classified into the following categories:

**Non-spendable** - items that cannot be spent due to form; inventories, prepaid amounts, long-term loan receivables, or amounts that must be maintained intact legally.

**Restricted** - amounts constrained for specific purposes imposed by external parties.

**Committed** - amounts that may only be used for specific purposes pursuant to constraints imposed by formal action (resolution) of the PFD Board.

**Assigned** - all amounts remaining in governmental funds, other than the general fund, not classified as nonspendable, restricted or committed. Amounts reported as assigned also include year-end encumbrances that have received approval from the city council and re-appropriated in the following year's carry-forward budget.

**Unassigned** - any remaining fund balance in the general fund not classified as nonspendable, restricted, committed or assigned.

The PFD considers restricted amounts to have been spent first when expenditures are incurred for purposes for which both restricted and unrestricted fund balances are available. When expenditures of unrestricted fund balance are incurred, the PFD considers committed amounts spent first, then assigned amounts and lastly, unassigned amounts.

### **Net Position**

The PFD's net position at December 31, 2024 totaled \$5,519,075; of which \$1,306,795 is unrestricted. The remainder represents the PFD's net investment in Capital Assets.