



# Downtown Redevelopment Authority

## Meeting Summary/Meeting Minutes

### Thursday, October 17

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

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

Robertson, Kee, Fazio, Hutton, Donovan, Bernatz

#### **Board Members Absent:**

N/A

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

**Guests:** Alex Dawes (Hilton GM), Andrew Dowie (Hilton), Bob Hayward (CHM Warnick)

## AGENDA

1. **Call to order** – Jan Robertson, President at 11:02am
  - a. Roll Call – Krista Liles, Support Staff
  - b. Excusal of Absence: N/A
2. **Approval: Meeting Minutes (7.18.24)** – Kee motioned; Bernatz seconded. Approved.
3. **Approval: Claims and Administrative Expenses** – Hutton motioned; Kee seconded. Approved as presented on pg. 4 of packet.
4. **Update: September Financials** – Jacobson provided overview of financials.
5. **Approval: Capital Expenses – discussion:** Bernatz asked about Capital expense timing – is it seasonal? Jacobson explained that expenses align with budgeted numbers, but payment dates vary by implementation of said projects. (i.e. receipt of goods and/or availability of services) Kee motioned; Bernatz seconded. Approved as presented on pg. 16 of the packet.
6. **Executive Updates** – Natasha Ramras

## Members

**Jan Robertson**  
*President*

**Kathleen Kee**  
*Secretary/Treasurer*

Dyann Bernatz  
Tom Donovan  
Marc Fazio  
Brad Hutton

## Staff Support

**Natasha Ramras**  
*Executive Director*

**Dan Lloyd**  
*Assistant City Attorney*

**Erin Jacobson**  
*Principal Accountant*

**Krista Liles**  
*Senior Support Specialist*

#### **Financial Management Services**

415 W 6<sup>th</sup> Street  
Vancouver, WA 98668  
360-487-8437  
TTY: 711  
cityofvancouver.us

#### **Microsoft Teams meeting:**

[Click here to join the meeting](#)  
Meeting ID: 228 630 260 918  
**Or call in (audio only)**  
+1 347-941-5324,7483707#

Phone Conference ID: 748 370 7#

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

Amanda Delapena | 360-487-8605 | TTY: 711 | amanda.delapena@cityofvancouver.us

- a. Property Exchange – Ramras provided overview of transaction details outlining the exchange of properties to accommodate proposed Convention Center Expansion and additional parking. Future discussion and possible approvals in the next few months.
  - b. Water Mitigation Update – Ramras and Dawes explained that the consultants are currently still working on it and invoice will be pending.
  - c. Audit Update – DRA had a clean audit and details are available here: [FY23-FINAL-SAO-AUDIT-REPORT\\_DRA\\_2024.08.26.pdf](#)
  - d. Recruitment Update – position still open for a start date in 2025
  - e. Other – The DRA received an upgraded Moody’s rating to A1. Details can be found here: [DRA Rating Action-Moodys-Ratings-upgrades-30Sep2024-Press-Release.pdf](#)
7. **Asset Manager Report** – Bob Hayward, CHM Warnick – **discussion:** Bernatz asked about occupancy vs. ADR and how the calibration works. Hayward explained that ADR flows better and has higher impact on the bottom line in terms of revenue.
8. **Hotel Managers Report** – Alex Dawes, Hilton General Manager – **discussion:** Hutton asked about the Delta Airlines contract status that is currently contracted thru Q1 2025. Dawes explained that they are mid-conversation but confident it will extend.
9. **Executive Session, if needed** – Dan Lloyd – N/A

Meeting adjourned at 11:46pm.

Approval:

---

Jan Robertson, President

Date