



# Downtown Redevelopment Authority

## Meeting Summary/Meeting Minutes

### Thursday, December 19

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

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

Robertson, Kee, Donovan, Fazio, Ewing, Bernatz, Hutton

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

N/A

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

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

## AGENDA

2. **Call to order** 10:59am – Jan Robertson, President
  - a. Roll Call – Ericka Carlsen, Support Staff
  - b. Excusal of Absence –N/A
  - c. **Agenda amendment** – for approval(s): *Added Resolution 12.19.24.02- Approved; Removed Item #10 (Updated Procurement Policies) - Approved*
13. **Approval of Minutes (October 17, 2024)** – *Approved as presented on page 2*
14. **Approval of Claims and Admin Expenses** – *Approved as presented on page 4*
15. **Update on November Financials** - *Reviewed as presented on pages 6-10*

## Members

**Jan Robertson**

*President*

**Kathleen Kee**

*Secretary/Treasurer*

Dyann Bernatz

Tom Donovan

Debi Ewing

Marc Fazio

Brad Hutton

## Staff Support

**Natasha Ramras**

*Executive Director*

**Dan Lloyd**

*Assistant City Attorney*

**Krista Liles**

*Senior Support Specialist*

## Financial Management Services

Street Address

P.O. Box 1995

Vancouver, WA 98668

360-487-8437

TTY: 711

cityofvancouver.us

## Microsoft Teams meeting:

[Click here to join the meeting](#)

Meeting ID: 274 377 421 997

**Or call in (audio only)**

[+1 347-941-5324, 593032339#](#)

Phone Conference ID: 593 032

339#

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

Amanda Delapena | 360-487-8605 | TTY: 711 | [amanda.delapena@cityofvancouver.us](mailto:amanda.delapena@cityofvancouver.us)

16. **Approval of Capital Expenses** – Approved as presented on page 8. **Discussion:** Donovan asked if the dollar amount of \$4.5m was based on preliminary estimates. Ramras explained that it was based on Ankrom Moisan’s initial scope of the project. Fazio asked if the \$4.5m is the contingency amount and Ramras explained that yes, and any work going forward would be subject to review/approval of the board. Ramras recommended that we submit an RFP for design to broaden the idea pool. Donovan followed up with a question on the timing of the project. Ramras explained that they hope to start in April assuming that a response to the RFP would be received by end of Q1 (March 31). Robertson asked a procedural question for Lloyd regarding the approvals of each resolution and whether they can be combined. Lloyd confirmed that they need to be approved separately because they are two different budgets.

17. **Year-End Flow of Funds Estimate** – Approved as presented on page 14 of the packet.

18. **Approval of 2025 DRA Budget (SR 12.19.24.01, Resolution, Attachments A and B)** – Approved as presented in the packet

19. **Approval of 2024 DRA Operating Budget increase Resolution (SR 12.19.24.02)** – Approved as presented in the packet

20. **Approval of 2025 Work Plan** – Approved as presented. **Note:** amendments may be forthcoming due to the Capital project, if special sessions are needed for approval between meetings. **Note:** Robertson would like to include the scheduling of building tours as available but did not wish to amend the Work Plan. Fazio asked for clarification on Finance Committee meetings: they will continue to be on the same day as full board meetings and scheduled additionally as needed by Ramras.

21. **Approval of Interlocal Agreement between VFPD and DRA** – Hutton asked if the PFD as already approved the agreement: yes, it was approved on Friday, December 13<sup>th</sup> at the PFD Board Meeting. Approved as presented on pages 17-19.

~~22. **Approval of Updated Procurement Policies** – *item removed*~~

23. **Executive Updates** –

- a. Water Mitigation Update
- b. Auditor RFP Update
- c. Other

11. **Asset Manager Report** – Bob Hayward, CHM Warnick

12. **Hotel Manager Report** – Alex Dawes, Hilton General Manager

13. **Executive Session** – Dan Lloyd, Assistant City Council

Meeting adjourned at 11:57am.

Approval:

DocuSigned by:  
 2/28/2025  
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Jan Robertson, President

Date