



# Downtown Redevelopment Authority

## Meeting Summary/Meeting Minutes

### Thursday, April 17

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

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

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

#### **Commissioners/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** 11:01am – Jan Robertson, President
  - a. Welcome new board member – President Robertson
  - b. Roll Call – Liles
  - c. Excusal of Absence – N/A
2. **Approval of Minutes (February 27, 2025) – Motion to approve** as presented by Donovan, Kee seconded. Approved.
3. **Approval of Claims and Admin Expenses – Motion to approve** as presented by Fazio, Hutton seconded. Approved.
4. **\*Update of Financials: March/Q1 2025** – Donovan asked about the depreciation variance: Jacobson explained that we budgeted too much so the variance is just the difference. Jacobson/Ramras added that the City has been conservative in its approach on depreciation and working closely with Hilton to anticipate replacement items as quickly as possible.

## Members

**Jan Robertson**  
President

**Kathleen Kee**  
Secretary/Treasurer

Dyann Bernatz  
Tom Donovan  
Debi Ewing  
Marc Fazio  
Brad Hutton  
Debra McCracken

## Staff Support

**Natasha Ramras**  
Executive Director

**Dan Lloyd**  
Assistant City Attorney

**Erin Jacobson**  
Principal Accountant

**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:**

Tawny Maruhn | 360-487-8621 | TTY: 711 | tawny.maruhn@cityofvancouver.us

*\*NOTE: the B-to-A report is highly confidential and will not be published or part of the presentation, going forward, rather it will be distributed individually to Board Members.*

5. **Approval of Capital Expenses – Motion to approve** as presented by Hutton, Kee seconded. Approved.
6. **Executive Updates –**
  - a. DRA Project Status Update
  - b. Audit Update
  - c. Sales Tax Credit Update
7. **Asset Manager Report –** Hayward reported concern both domestically and internationally about the impact of tariffs and loss of federal and state jobs as it relates to a decline in business travel for the first quarter of the year and foreseeable future.
8. **Hotel Manager Report –** Donovan inquired about the reliance on international travelers as it relates to the overall challenges for travel pending due to the tariffs. Dawes explained that it will impact Portland more, and Hayward added that there is a significant impact on Canadian travelers not wanting to travel to the US.
9. **Executive Session, if needed –** N/A

Meeting adjourned at 11:43am.

Approval:

DocuSigned by:

*Jan Robertson*

7/17/2025

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Jan Robertson, President

Date