



## Lodging Tax Advisory Committee Meeting Agenda

March 11, 2026

12:00 PM

### Location

City Hall, Aspen Room, Fl 1  
415 W 6th Street  
Vancouver, WA 98660

### Virtual Meeting Link & Call-In Number:

Please call 360-487-7843 or email [callie.taylor@cityofvancouver.us](mailto:callie.taylor@cityofvancouver.us) to request the virtual meeting information.

1. **Call to Order and Roll Call**
  - a. Roll Call
  - b. Excusal of Absence, if needed
2. **Approval of Minutes**
  - a. 2/11/2026 Minutes
3. **Community Communications**

To provide public testimony, please see instructions below.
4. **Contract Status and New Scope Review**
5. **Program Requirements: Past Guidance and Context**
6. **Opportunities for Process Improvement Discussion**
  - a. Program Requirements - What still applies?
  - b. Standards and Criteria - What do we need to formalize and include in policies and procedures?
7. **Next Steps**
8. **Other Business**

## Lodging Tax Advisory Committee

### Members

Sarah Fox  
*Committee Chair*

Janet Kenefsky  
Mike Bomar  
Keri Robinson  
Kyle Byrd  
Temple Lentz  
Christie Rust

### Economic, Prosperity and Housing

415 W. 6<sup>th</sup> Street  
Vancouver, WA 98660  
TTY: 711  
[www.cityofvancouver.us](http://www.cityofvancouver.us)

## 9. Adjournment

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### Community Forum Instructions

The public is invited to speak regarding any issue on the agenda. Members of the public testifying are asked to limit testimony to three minutes. There are three ways to provide comments:

1. Writing: Public comments can be submitted in writing (name, address, contact information and comments) via email to [callie.taylor@cityofvancouver.us](mailto:callie.taylor@cityofvancouver.us) by 5pm the day before the meeting.
2. Remotely: Remotely: Pre-register by phone at 360-487-7846 or email [callie.taylor@cityofvancouver.us](mailto:callie.taylor@cityofvancouver.us) by 5pm the day before the meeting.
3. In Person: Pre-register by phone at 360-487-7846 or email [callie.taylor@cityofvancouver.us](mailto:callie.taylor@cityofvancouver.us) by 5pm the day before the meeting or fill out a Public Comment form in person prior to the start of the Community Communications portion of the meeting.

City Hall is served by C-TRAN. Route information and schedules are available online at [www.c-tran.com](http://www.c-tran.com). You also may reach C-TRAN at (360) 695-0123 for more information on times, fares, and routes.

Anyone needing language interpretation services or accommodations with a disability at a Vancouver City Council meeting may contact the City Manager's staff at (360) 487-8600 (RELAY: 711). Assistive listening devices and live Closed Captioning are available for the deaf, hard of hearing and general public use. Please notify a staff person if you wish to use one of the devices. Every attempt at reasonable accommodation will be made. To request this agenda in another format, please also contact the phone numbers listed above.

**Date:** February 11, 2026

**Time:** 12 – 1:30 p.m.

**Location**

City Hall – Aspen Room, Fl 1  
415 W 6<sup>th</sup> Street  
Vancouver, WA

**Regular Meeting** (Convened in-person and via video conference)  
The meeting agenda materials referenced in these minutes can be found [online](#). Link to Microsoft Teams meeting video: [Lodging Tax Advisory Committee Meeting: February 11, 2026](#)

**Item 1: Call to Order and Roll Call**

The meeting of the Lodging Tax Advisory Committee was called to order at 12:01 p.m. by Sarah Fox, Committee Chair.

**Board Members Present:** Temple Lentz, Christie Rust, Janet Kenefsky (virtual), Matt Bomar (virtual), Keri Robinson, Kyle Byrd, Sarah Fox (virtual)

**Board Members Absent:** None

**Staff Present:** Chris Harder, Andrew Westlund, Curtis Burns, Callie Taylor

**Presenters:** None

**Item 2: Approval of Minutes**

**Motion** by Lentz, seconded by Rust, and carried unanimously to approve the November 14, 2025, minutes.

**Item 3: Community Communications**

Chair Fox invited public comment and received testimony from Terah Ebie from Queer PNW, who joined the meeting virtually.

**Item 4: New Member Welcome**

Committee members and staff introduced themselves.

**Item 5: Lodging Tax Advisory Updates**

Chris Harder, Deputy Director, provided updates regarding City staff roles. Harder noted that Callie Taylor, Support Specialist, will be assuming administrative support responsibilities for the committee.

## Members

Sarah Fox  
**Committee Chair**

Temple Lentz  
Janet Kenefsky  
Christie Rust  
Kyle Byrd  
Keri Robinson  
Matt Bomar

### Economic Prosperity & Housing

415 W 6<sup>th</sup> Street  
P.O. Box 1995  
Vancouver, WA 98668  
TTY: 711  
[cityofvancouver.us](http://cityofvancouver.us)

Andrew Westlund, Data Analyst, will be taking on a greater facilitation and leadership role in the LTAC process.

Harder also noted that the Lodging Tax Advisory Committee may have up to nine members and that recruitment for the two open positions will begin in March.

Westlund provided the committee with an update regarding the status of the 21 grant agreements that had been approved during the previous funding cycle. He clarified that 17 of the 21 grant agreements had been executed and that he is in contact with the remaining four grant awardees regarding updated budgets and/or scope clarifications.

#### **Item 6: LTAC Role and Grant Process**

Westlund provided a refresher on statutory authority under RCW 67.28.1816(1), which governs lodging tax expenditures and the committee's advisory role in recommending funding to City Council.

Westlund reviewed the eligible funding categories, including tourism marketing, special events, tourism-related facilities, and capital projects. He also highlighted that approximately 50% of lodging tax revenue supports Convention Center debt service, with the remaining annual funding pool totaling approximately \$1.8-\$1.9 million.

#### **Item 7: 2026 Goal Setting/Committee Priorities**

Westlund presented a working slide for the committee to discuss goal setting and committee priorities for the year and facilitated discussion with the committee regarding priorities and potential refinements for the upcoming grant cycle. Board member Robinson asked how many applications the committee received the prior year and how many grants did they were awarded. Westlund responded. Robinson asked if applicants usually receive the amount they ask for. Rust and Harder responded. Discussion occurred. Board member Bomar asked if the committee currently has a reserve fund. Harder responded. Discussion occurred regarding reserve funding and potential future considerations.

#### **Item 8: Planning for 2026**

Westlund presented a draft planning calendar and invited the committee to provide input on meeting focus topics throughout the year. Discussion occurred. Members emphasized the importance of timing discussions appropriately so that committee input is meaningful and not premature.

#### **Item 9: Other Business**

Harder provided the committee with further context related to the Queer Community Network and why their grant agreement process is currently paused and what steps they are taking to remedy it. Chair Fox emphasized that the committee should review the revised proposal and requested Westlund provided comparative materials and that an invitation for presentation will be determined after review.

#### **Item 10: Adjournment**

1:10 p.m.

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Sarah Fox, Chair

Meetings of the Lodging Tax Advisory Committee are electronically recorded. The tapes are kept on file in the office of the City Clerk for a period of six years.



# Lodging Tax Advisory Committee (LTAC)

**Sarah Fox, Chair**

**Andrew Westlund, Management Analyst**

[andrew.westlund@cityofvancouver.us](mailto:andrew.westlund@cityofvancouver.us)

March 11, 2026



# Agenda Topics

- Contract Status and New Scope Review
- Program Requirements
- Opportunities for Process Improvement
- Next Steps



# Contract Status and New Scope Review

- General contract status update



# Program Requirements Overview

## Overview and Highlights of Past Requirements

- Applicants must be destination marketing organizations, municipalities, or non-profit organizations
- Matching funds are not required but are encouraged
- Grants must be for a minimum of \$5,000
- Event must be located inside City limits
- Funds must be spent within calendar year of award year
- Advertising must acknowledge the City of Vancouver as a sponsor
- Must demonstrate potential to result in economic benefit to Vancouver



# Program Improvement and Need for Update

Does new grant framework and scoring priorities change needs?

## Grant Types

- Cultural Enrichment
- Large Event/Festival
- Tourism Program or Facility
- Tourism Organization Operating

## Scoring Criteria

- Alignment to Visit Vancouver Destination Master Plan
- Alignment to City Strategic Plan
- Seasonality/Location
- Economic Impact
- Uniqueness and marketing reach



# Opportunities for Process Improvement

What still applies? What needs additional clarity?

- Grant minimum? No grant cap except for Cultural Enrichment
- Location of event
- ...
- ...



# Opportunities for Process Improvement

What additional items need to be included or formalized?

- How is the credit clause enforced?
- What constitutes a scope change? How would they be approved?
- ?



# Next Steps



Standards & Criteria  
Workshop

April 8, 2026, LTAC  
Meeting



Finalize Standards &  
Criteria

Staff project or sub-  
committee  
workgroup?



Approve Standards &  
Criteria

May 13 or June 10,  
2026, LTAC Meeting



# New Member Recruitment

2026 Spring Application

LTAC is currently seeking 2 new members representing the hotel industry

- Applications open March 1 through April 15
- Applications can be completed by visiting [Vancouver, WA Boards](#)
- Boards and Commissions Open House is scheduled for Wednesday, March 18, 2026, 4:30-6:30pm at Cascade Park Community Library.



# Thank You

