

MEETING MINUTES

TUMWATER LODGING TAX ADVISORY COMMITTEE
AUGUST 28, 2025



CONVENE: 9:00 a.m.

PRESENT: Tumwater Councilmember & Committee Chair Eileen Swarthout and Committee members Satpal Sohal, LaQuinta Inn & Suites, Dave Bills, Tumwater Area Chamber of Commerce, and Brian Reynolds, Olympic Flight Museum.

Staff: Assistant City Administrator Kelly Adams, and Executive Assistant Brittaney McClanahan

WELCOME & INTRODUCTIONS: Chair Swarthout welcomed everyone to the meeting.

Assistant City Administrator Adams introduced herself and let the committee know she had previous experience with the Lodging Tax Program. She also explained the purpose for today's meeting was to collect the committee's priorities.

MOTION: **Dave Bills moved, seconded by Satpal Sohal to move item number 5 on the agenda to after item number 8. Motion carried.**

Brian Reynolds joined the meeting at 9:02 a.m.

HOTELIER RECRUITMENT: Assistant City Administrator Adams recognized the Lodging Tax Advisory Committee (LTAC) has a hotelier vacancy and she will work on recruitment efforts to fill the vacancy.

PREPARTION FOR SEPTEMBER: Assistant City Administrator Adams reviewed the purpose of the LTAC and the previous year's distribution. The 2026 Funding Award Timeline was provided.

OPMA TRAINING REMINDERS: Assistant City Administrator Adams shared the Open Public Meeting Act (OPMA) training expiration dates of the committee members and let them know an email with the link to training will be provided to them.

**ADVISORY BOARD
IMPROVEMENT
PROGRAM:**

Assistant City Administrator Adams provided an update regarding the upcoming work to improve Advisory Boards and Commissions which includes creating a draft charter. She let the LTAC know that she will be reaching out to them in the next few months to interview them regarding their experience.

Committee member Reynolds mentioned the importance of the RCW that relates to Lodging Tax.

Assistant City Administrator Adams let the committee know she and Executive Assistant McClanahan are available to help provide data, administrative support, and empower the LTAC's priorities.

Committee member Reynolds requested the City Attorney be available during the September LTAC funding meeting. Assistant City Administrator confirmed the packet for the September 29, 2025 LTAC meeting will be distributed to the committee on September 19, 2025.

ADJOURNMENT:

With there being no further business, Chair Swarthout adjourned the meeting at 9:27 a.m.

Prepared by Brittaney McClanahan, Executive Assistant