

**STEAMBOAT SPRINGS ACCOMMODATIONS TAX RESERVE COMMITTEE  
MINUTES  
May 9, 2017**

The meeting of the Steamboat Springs Accommodations Tax Reserve Committee was called to order at approximately 12:22 p.m. on Tuesday, May 9, 2017, in Room 113-114, Centennial Hall, 124 10th Street, Steamboat Springs, Colorado.

Committee members in attendance were: Chair Larry Mashaw, Frank Alfone, Kady Watson, Nancy Kramer, Helen Beall and Joella West. Absent: Scott Marr.

City staff member present was Assistant to The City Manager Winnie DelliQuadri. Kathi Meyer represented City Council.

**PUBLIC COMMENT ON ITEMS NOT ON THE AGE NDA**

None.

**Approval of Minutes : April 20**

Larry Mashaw corrected the record that he will be in town for the presentation and will be happy to do it.

**Frank Alfone moved to approve the April 20, 2017 meeting minutes with the noted correction. Joella West seconded the motion. The motion carried unanimously with Nancy Kramer abstaining.**

**City Council Presentation**

RFP:

Committee members wanted to finalize the RFP before putting it before Council since it is not scheduled for release until June 1.

Communication Form:

DelliQuadri said the committee's actual recommendation needs to be added to the communication form. She offered to draft one.

Mashaw pointed out that this is the sixth committee meeting.

DelliQuadri said that Kim Weber indicated that she would not be comfortable with spending any of the 2018 money in 2018 because it would not have been collected at that time. If that were to happen, the general fund would need to backfill the reserve fund. Her position is that the committee would be able to call for projects for the amount anticipated to be in the reserve fund by the end of 2017, which is currently estimated to be \$1,186,658. The end-of-2018 estimate is currently \$1.4 million.

Committee members indicated that this new information would not change their parameters.

Alternative 2:

DelliQuadri will say “direct the committee” rather than “direct staff.”

Alternative 4:

Meyer suggested changing “eligible” to another word. Maybe a “project that meets the criteria.”

Mashaw wanted to make it clear that there would be no need for the ATRC under that alternative.

Recommendation:

Alfone suggested that the recommendation would be “Follow Alternative 1.”

The committee agreed.

DelliQuadri said she would also insert the timeline currently in the RFP as well as requirements under A, B and C and preferences under D, E and F. She asked if the committee wanted to include the Pro-Con list for the pathways as an attachment; they affirmed.

DelliQuadri will have a final draft of the communication form by the end of the afternoon so as to have it into the clerk’s office by Wednesday at noon.

Current Timeline:

- RFP out by June 1; responses due by August 10.
- Plan to meet on Aug 15, 17 and 18, after which any follow up questions would be provided to contenders
- Answers/additional info from contenders would be due Sept 5.
- Recommendation to Council would be due on Sept 19.

Budget hearing in October.

DelliQuadri indicated that she would not be present during the last two weeks of July and the first week of August.

DelliQuadri: Kim Weber’s thought was that the shortest amount of time we could have a call to projects out there would be eight weeks; doing anything less than that would be inadvisable in her professional opinion.

Current timeline is ten weeks.

PowerPoint:

- Visually remind of established committee and members
- Summary of Meetings to Date
- Timeline
- RFP
- Parameters

- Available Funds
- Communication Form Elements

Committee members wanted to leave as much time as possible for questions. Mashaw said right now it's about a 4-minute presentation.

**Next Meeting: May 18**

- Agenda:
  - Debrief from City Council Meeting, Finalize RFP.

**Adjournment**

Frank Alfone moved to adjourn the meeting at approximately 1:00 p.m.  
Kady Watson seconded the motion.  
The motion carried unanimously.

**MINUTES PREPARED, REVIEWED AND RESPECTFULLY SUBMITTED BY: Timothy Keenan and Winnie DelliQuadri. Approved this 18th Day of May, 2017.**