

**STEAMBOAT SPRINGS ACCOMMODATIONS TAX RESERVE COMMITTEE
MINUTES
August 10, 2017**

The meeting of the Steamboat Springs Accommodations Tax Reserve Committee was called to order at approximately 12:20 p.m. on Thursday, August 10, 2017, in Room 113-114, Centennial Hall, 124 10th Street, Steamboat Springs, Colorado.

Committee members in attendance were: Chair Larry Mashaw, Frank Alfone, Scott Marr, Kady Watson, Nancy Kramer, Helen Beall and Joella West. 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: May 18, July 6, 2017

Frank Alfone moved to approve both sets of minutes; Scott Marr seconded the motion.

The motion carried unanimously with Kathi Meyer abstaining from the May 18 vote.

Review Plan Holders List

DelliQuadri will make copies of every application and put them in binders in alphabetical order for committee members. They can be picked up Friday.

There were two new plan holders that were added since DelliQuadri sent out the list; Mashaw pointed out that their inclusion would be moot if they did not submit an application by the deadline.

The art museum is listed twice because the contact info was different for each download.

RFP Evaluation Process

Criteria a-O.

The first block is must-meet, though each application can meet those to varying degrees.

DelliQuadri matched the language on the score sheets with the language in the RFP.

Feasibility will be considered once the initial scoring has been done.

1-3-9 scoring system.

DelliQuadri created an evaluation sheet with the ballot language in the top section and the remaining parameters and criteria on the bottom. She will review each submittal for completeness but will not disqualify any of them; she will identify applications with missing data.

Each sheet will have project number, name and funds requested.

The top (ballot) section will be scored cumulatively with the bottom with individual scores. Projects must meet a certain minimum in the cumulative score to continue to be considered.

The committee decided that each member will score each application; DelliQuadri suggested that she take all score sheets and put them into an Excel spreadsheet.

Mashaw worried that if each individuals scoring of each application were easily available it could cause problems for them in the community. He said he thought this could dissuade people from volunteering for similar committees in town.

Marr agreed.

The committee chose to replace their name with a number. DelliQuadri will not know which number corresponds to which member. DelliQuadri will put a number on each binder and put that same number on each score sheet.

Committee members will complete their scores and hand in their binders Monday morning for compilation into a spreadsheet for the Tuesday meeting. A blank sheet will indicate that the committee member recused themselves from that item.

Conflict of Interest Discussion

This will also be the first item of business on the 15th.

No members are employed by any applying organization.

Committee members will score all applications, even those for which they may have a conflict of interest; any potential or possible perceived conflicts will be discussed at the next meeting.

Beall: In my role at the Community Foundation I work with several of these organizations and their fund holders.

West found one application from which she will recuse herself; she also said she would not score it.

Meeting Schedule

- August 15, 17 and 18.
- August 17: Proposed project review and evaluation discussion, evaluation process discussion.
- August 18: Project ranking, next steps discussion, schedule upcoming meetings.

Next Meeting: August 15

Agenda:

Disclose relationships to applicants; update evaluation process; weed out incomplete, late, or inadequate proposals; review evaluations.

Adjournment

The meeting adjourned at approximately 1:05 p.m.

**MINUTES PREPARED, REVIEWED AND RESPECTFULLY SUBMITTED BY:
Timothy Keenan and Winnie DelliQuadri. Approved this 5th Day of September,
2017.**