

APPROVED MINUTES
MEASURE W WEST MARIN TRANSIENT OCCUPANCY TAX RATE AREA
OVERSIGHT COMMITTEE MINUTES
(MWWM TOT Oversight Committee)
Special Public Meeting
June 28; 4:00pm
([Zoom link here](#) or call in 408 638 0968; meeting ID: 939 3469 2104)

- 1) **Call to Order:** by Chair Scoby Zook at 4:06pm. Roll Call committee members present: Emmanuel Serriere; Michelle Clein; Cathy Schwemm; Pamela Lichtenwalner; Scoby Zook;
Staff/Guests: Rhonda Kutter, Stephen Raab, Roy Given, Margie Roberts, Mina Martinovich, Chris Martinelli, Leelee Thomas.
- 2) **Approve Agenda** (Action Item)
M/s Clein – Lichtenwalner to approve the agenda.
AYES: ALL
- 3) **Public Comment:** none
- 4) **Approve Minutes** from Special Meeting 5.19.21 (Action Item)
Kutter noted incorrect spelling (Michelle Clein) in #1 and #6v
M/s Serriere -- Lichtenwalner moved to approve the minutes with noted minor corrections.
AYES: ALL
- 5) **Review and approve draft Committee Letter** noting approval and findings to submit to the BOS along with MWWM TOT Audit for January 2019-June 2020. (Action Item)
Committee reviewed letter and staff answered questions; Auditor suggested edits to clarify wording (Auditor vs. Staff; note CDA / Fire to provide future ‘supplemental / Information only’ details).
M/s Lichtenwalner – Clein to approve letter as written with minor edits as suggested.
AYES: ALL
- 6) **Review Meeting Schedule** for 2021-22 (Information Item) Kutter noted next meeting would be regular Annual Meeting scheduled for November 2021 (*may* be in person at HHS building in Point Reyes).
- 7) **Select a 2021-22 Chair and Vice-Chair:** (Action Item)
M/s Serriere – Clein moved to not hold an election at this time. The motion passed, and the current office holders will continue in their positions.
AYES: ALL
- 8) **Adjournment** (Action Item)
M/s Clein -- Lichtenwalner moved to adjourn meeting (4:53pm).
AYES: ALL