

APPROVED MINUTES
MEASURE W WEST MARIN TRANSIENT OCCUPANCY TAX RATE AREA
OVERSIGHT COMMITTEE

(MWWM TOT Oversight Committee)

Annual Public Meeting

December 13, 2021; 4:00pm

(Zoom link [here](#) or call in 669 900 9128; meeting ID: 920 5853 4170; passcode: 020406)

- 1) **Call to Order** by Chair Scoby Zook at 4:03pm. Roll Call committee members present: Emmanuel Serriere; Michelle Clein; Cathy Schwemm; Pamela Lichtenwalner; Scoby Zook; Staff/Guests: Rhonda Kutter, Stephen Raab, Mina Martinovich, Margie Roberts, Jason Weber, Kevin Yeager, Leelee Thomas and Molly Kron.
- 2) **Select a 2021-22 Chair and Vice-Chair:** (Action Item)
M/s Serriere – Clein moved to approve Zook as Chair; Lichtenwalner as Vice Chair.
AYES: ALL
- 3) **Public Comment:** *none*
- 4) **Approve Minutes** (Action Item) *from Special Meeting 6.28.21*
M/s Lichtenwalner – Serriere moved to approve the minutes.
AYES: ALL
- 5) **Committee Bylaws update and Report on BOS action on 8.17.21** (Information Item)
Kutter noted 8.17.21 BOS actions on consent to 1) accept WMMW Oversight Committee's letter and accept the 2020-21 Compliance Audit and 2) approve suggested changes to Bylaws 8.17.21.
- 6) **Presentation by Finance Department:** (Information Item)
 - a) 2020-21 Compliance Audit Overview: *Mina Martinovich summarized audit and noted the three observations. Responded to questions re: Short Term Rental TOT collection procedures and offered additional presentations.*
 - b) Exhibits from Fire and CDA. *Weber and Thomas answered questions from Committee; discussed unused fund balances.*
- 7) **Create Ad Hoc Subcommittees:** (Action Item)
 - a) Audit Survey Subcommittee (Audit Report & Information)
M/s Zook – Lichtenwalner moved to appoint Zook and Serriere
AYES: ALL
 - b) Letter to the BOS Subcommittee
M/s Zook – Clein moved to appoint Zook and Lichtenwalner
AYES: ALL
- 8) **Review Meeting Schedule for 2021-22** (Information Item)
Special Meeting for Subcommittees to report to Committee for final compliance audit review tentatively scheduled for January 24th at 4pm (by Zoom or possibly in person).
- 9) **Adjournment** (Action Item)
M/s Serriere – Lichtenwalner moved to adjourn the meeting (5:17pm).
AYES: ALL