

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

(MWWM TOT Oversight Committee)

Committee Kick-off Meeting

Thursday, January 19, 2023, 5:30 P.M.

Virtual Hearing via [Zoom link](#) or call 669 444 9171; Meeting ID: 829 0825 1824; Passcode: 017705
The County of Marin encourages a respectful dialogue that supports freedom of speech and values diversity of opinion. Committee members, staff, and the public are expected to be polite and courteous.

- 1) **Call to Order** by Chair, Scoby Zook at 5:39 PM. Roll Call committee members present: Allan Bortel, Michelle Clein, Pamela Lichtenwalner, Kirk Marckwald and Scoby Zook. Staff/Guests: Leelee Thomas, Molly Kron, Stephen Raab, Mina Martinovich, Michelle Camacho, Rhonda Kutter, Sandra Kachanos, and Jennifer Menicucci.
- 2) **Opening Comments/Introductions:** Chair, Scoby Zook welcomed the staff and Committee members and asked each Commissioner to introduce themselves.
- 3) **Public Comment:** Rhonda Kutter, District Aide to Supervisor Rodoni, thanked the Committee for their oversight and expressed District 4's support of the Committee.
- 4) **Overview of Measure W West Marin Transient Occupancy Tax and Oversight Committee Roles and Responsibilities** (Information Item): Ms. Mina Martinovich, Director of Finance, reviewed with the Committee the purpose of the Measure W. In addition, the Director described the Committees role to have oversight of the annual audit to ensure the tax dollars collected are allocated and spent for the sole purpose of furthering community housing and fire and emergency services in the Measure W TOT Tax Area.
- 5) **Updates on Brown Act meeting requirements** (Information Item): Mr. Stephen Raab, County Counsel, gave an overview of the Brown Act to the Committee to ensure processes will be compliant with the rules and guidelines in place regarding public meetings. Lastly, Mr. Raab, informed the Committee of update State guidelines requiring in person meetings starting March 1, 2023.
- 6) **Select 2022-23 Chair and Vice Chair** (Action Item): Chair, Scoby Zook lost Zoom communications and Vice Chair, Pamela Lichtenwalner continued the meeting. With Chair Zook off the meeting, the Committee made a motion to table the officer selections. M/s Marckwald/Lichtenwalner moved to table the selection of Chair and Vice Chair to the next meeting.
Roll call was taken of each Commissioner:
Ayes: Bortel, Clein, Lichtenwalner, and Marckwald
Noes: None
Abstains: None
Motion passes.

Chair, Scoby Zook re-connected to the Zoom meeting, and Commissioner Marckwald made a motion to remove the item 6, selection of Chair and Vice Chair for 2022-23 from the table and open back up for discussion.

M/s Marckwald/Lichtenwalner moved to un-table item 6, selection of Chair and Vice Chair for 2022-23.

Ayes: All

Noes; None

Abstains: None

Motion passes.

The Committee discussed the chair and vice chair nominations.

M/s Marckwald/Clein moved for Pamela Lichtenwalner as Chair, and Scoby Zook as Vice Chair.

Roll call was taken of each Commissioner:

Ayes: Bortel, Clein, Lichtenwalner, Zook, and Marckwald.

Noes: None

Abstains: None

Motion passes.

7) **Approve Minutes from February 07, 2022** (Action Item):

Vice Chair, Pamela Lichtenwalner continued the meeting since Chair, Scoby Zook had lost Zoom communications.

M/s Lichtenwalner/Clein moved to approve the minutes from February 7, 2022.

Roll call was taken of each Commissioner:

Ayes: Clein, Lichtenwalner, and Marckwald

Noes: None

Abstains: Bortel

Motion passes.

8) **Initial Draft Audit Review – Presentation by Internal Audit Division** (Informational Item) by Ms. Michelle Camacho, Audit Manager, presented the initial draft audit report for FY21-22. Ms. Camacho outlined the various percentages split between Community Development Agency (CDA) and Marin County Fire explaining how Fire has a memorandum of understanding (MOU) with West Marin fire stations and the audit is based on the allocations in place from this MOU. For CDA, nine community members established by CDA, meets, and submits an annual fund plan to the Board of Supervisors for approval. This plan is what the audit is based on for CDA. The Administration reserve of 5% is pulled to cover costs of the staff and audit. The current audit shows growth for both entities and has two observations for Fire. The Committee asked questions and had a robust discussion and thanked the staff for the preview of the audit.

9) **Consider Meeting schedule for 2022-23**(Action Item):

M/s Zook/Clein moved to send out a Doodle Poll for mid-March dates as a follow-up meeting and to set up the sub-committees during the February 9, 2023 meeting.

Roll call was taken of each Commissioner:

Ayes: Bortel, Clein, Lichtenwalner, Zook, and Marckwald

Noes: None

Abstains: None

Motion passes.

10) Adjourn meeting (Action Item): Chair, Pamela Lichtenwalner adjourns the meeting at 7:29 PM.

The agenda is available on the Internet at the [County's website](#). Due to the COVID-19 pandemic, this meeting will not be held in person. For information about participating in the MWWM TOT Oversight Committee meetings via Zoom, see information above or call (415) 473-7097. Individuals who require language translation, special assistance or a disability related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the staff support for the Committee, no later than 9:00 a.m. on the day before the meeting at (415) 473-7097 and/or email measurewoc@marincounty.org. Sufficient notification will enable the County to make reasonable arrangements for accommodations for this meeting, the materials related to it, and your ability to comment.

