

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

(MWWM TOT Oversight Committee)

Special Meeting

February 7, 2022 4:15pm

(Zoom link [here](#) or call in 669 900 9128; meeting ID: 940 2747 4356; passcode: 662180)

*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 4:17pm. Roll Call committee members present: Emmanuel Serriere; Michelle Clein; Cathy Schwemm; Pamela Lichtenwalner; Scoby Zook;  
Staff/Guests: Rhonda Kutter, Stephen Raab
- 2) **Approve use of digital meetings under AB 361** (Action Item)  
**M/s Lichtenwalner** -- **Serriere** moved to approve a remote meeting option as allowed by AB 361 and recommended under local public health orders.  
AYES: ALL
- 3) **Public Comment:** *none*
- 4) **Approve Minutes** from Annual Meeting 12.13.21 (Action Item)  
**M/s Lichtenwalner** – **Clein** moved to approve the minutes.  
AYES: ALL
- 5) **Review and approve draft Committee Letter** noting approval and findings to submit to the BOS along with MWWM TOT Audit for July 2020-June 2021 (Action Item). *Committee discussed letter and findings, including options and timing for presentation to the BOS. The committee also discussed multiple ideas regarding communicating issues discovered while reviewing the actual dollars spent during the year subject to the audit. The committee ultimately decided to pursue follow-up communication on an individual basis, rather than as a committee as a whole.*  
**M/s Serriere** -- **Lichtenwalner** moved to approve letter as written to submit to the BOS for acceptance.  
AYES: ALL
- 6) **Review Meeting Schedule for 2022-23** (Information Item) *Kutter noted no need for additional special meetings at this time; next meeting Fall of 2022 for 2021-22 annual meeting.*
- 7) **Adjournment** (Action Item)  
**M/s Lichtenwalner** – **Clein** moved to adjourn the meeting.  
AYES: ALL

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) 473-3246. 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) 473-3246 and/or email [rkutter@marincounty.org](mailto:rkutter@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.

