

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

Approved March 12, 2024

(MWWM TOT Oversight Committee)

Regular Public Meeting

Tuesday, March 7, 2024, 5:30 P.M.

Location: West Marin Multi-Services Center, One 6th Street, Point Reyes Station

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, Pamela Lichtenwalner at 5:43 PM.
Roll Call of committee members present: Allan Bortel, Michelle Clein, Mike Durrie, and Pamela Lichtenwalner.
Absent: Kirk Marckwald.
Staff: Molly Kron and Jennifer Menicucci.
Each Commissioner and Staff member made introductions about themselves to the group.
- 2) **Public Comment:** None
- 3) **Oath of Office**
Molly Kron administered the Oath of Office to the two newly appointed members of the Committee, Michelle Clein and Mike Durrie. Each member was sworn and signed the pledge on March 7, 2024.
- 4) **Approve Minutes from March 7, 2023** (Action Item): Chair Pamela Lichtenwalner asked the Committee if there were any corrections, comments to the previously circulated minutes of March 7, 2023. With none, she then asked for any public comment. No public comment. Ms. Lichtenwalner moved for a motion to approve the minutes from March 7, 2023, as presented. M/s Clein/Durrie moved to adopt the minutes of March 7, 2023.
Roll Call was taken of each Commissioner:
Ayes: All
Noes: 0
Abstains: 0
Motion passes
- 5) **Select a 2024-25 Chair and Vice Chair** (Action Item):
Chair Pamela Lichtenwalner opened the item to the Committee for nominations of Chair and Vice Chair. The Committee discussed the chair and vice chair nominations.
Ms. Lichtenwalner announced she would like to continue as chair for another term and asked Ms. Michelle Clein to consider Vice Chair. The Commissioners discussed these options and with no others interested in the rolls, and no public comment, Mr. Mike Durrie moved for a motion for Pamela Lichtenwalner as Chair, and Michelle Clein as Vice Chair.
M/s Durrie/Bortel moved for Pamela Lichtenwalner as Chair, and Michelle Clein as Vice Chair.
Roll Call was taken of each Commissioner:
Ayes: All
Noes: 0

Abstains: 0

Motion passes.

6) **Overview of Measure W and Committee Roles and Responsibilities** (Informational):

Ms. Molly Kron reviewed the Measure W legislation, the various roles of the ad hoc working groups, and the role of the Committee overseeing the Measure W Audit. Next, Ms. Molly Kron gave a high-level overview of the Brown Act explaining the various procedures to follow for public open meetings and the potential violations to beware of.

The Committee reviewed the process for agendaizing topics for future meeting to avoid Brown Act violations.

Two items were requested for the March 26th meeting agenda: 1) “Ways to improve the introductory Committee meeting” and 2) “Update on Measure W revenue collected this fiscal year to date”.

7) **Adjourn the meeting** (Action Item): Chair, Pamela Lichtenwalner thanked the Committee for the productive meeting and adjourned the meeting at 6:34 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.

