

MEASURE W WEST MARIN TRANSIENT OCCUPANCY TAX RATE AREA
OVERSIGHT COMMITTEE
(MWWM TOT Oversight Committee)

Approved March 4, 2025
Regular Public Meeting
Tuesday, March 26, 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, Pamela Lichtenwalner, and Kirk Marckwald.
Absent: Mike Durrie
Staff: Michelle Camacho, Molly Kron, Mina Martinovich, and Jennifer Menicucci.
Public: Rhonda Kutter
- 2) **Public Comment:** Ms. Kutter shared her flyers for the West Marin Community food program which is dedicated to providing healthy food to West Marin residents, and announced the upcoming Western Weekend event on June 1st and 2nd and shared the website westernweekend.org to look up more information. Ms. Kutter expressed her happiness with the evolution of the Oversight Committee and the work being done.
- 3) **Approve Minutes from March 12, 2024** (Action Item): Chair Pamela Lichtenwalner asked the Committee if there were any corrections, comments to the previously circulated minutes from March 12, 2024. Ms. Lichtenwalner asked for any public comments. No public comments. Mr. Marckwald made a motion to approve the minutes from March 12, 2024, as presented.
M/s Marckwald/Lichtenwalner moved to adopt the minutes of March 12, 2024.
Roll Call was taken of each Commission:
Ayes: All
Noes: 0
Abstains: 0
Motion passes.
- 4) **Receive Audit with approved modifications** (Informational Item):
Ms. Lichtenwalner thanked the Department of Finance for the additional breakdown information giving greater clarity and transparency to the report. The Committee discussed the additional information. Ms. Martinovich thanked the Committee for their comments and feedback to help bridge the standard practices of an audit report to meet the needs of the audience. Ms. Martinovich confirmed the additional information will now be part of the annual audit report moving forward. Ms. Lichtenwalner asked for any public comment.

Public comment: When does the report go to the board?

With no additional comments from the Committee the discussion closed.
- 5) **Update on Measure W revenues collected this fiscal year 2023-24, year to date.**

(Informational)

Ms. Camacho and Ms. Martinovich reviewed with the Committee the Measure W revenues collected between both fire/emergency and housing as of 2024. The Committee was reminded this is gross revenues not reflecting any adjustments.

Ms. Camacho and Ms. Martinovich commented that the remainder of the fiscal year collections are similar with last year's numbers. Even though there were lower collections, the higher interest on existing balances will keep the earning total close to \$1.8M. The Committee asked a few questions regarding interest and the different fund balances for fire/emergency and housing. The Committee was pleased to know housing would gain more interest holding a larger fund balance. Ms. Lichtenwalner asked for any public comment. No public comment. With no additional comments from the Committee the discussion closed.

6) Presentation of sub-committee (Action Item)

Mr. Marckwald reviewed the letter with the Committee, and stated the revised audit speaks clearly with the additional information and shall be carried forward to future audit reports. Ms. Lichtenwalner thanked Mr. Marckwald for his work and the staff for their support. Ms. Lichtenwalner asked for any comments, corrections of the letter, with none brought forward she next asked for public comments.

Public Comment: Ms. Kutter stated the letter is great and shows real collaboration between the Committee and Staff. She suggested for the Committee letter to be its own PDF, so the letter stands out to the Board for reading when brought forward.

Ms. Lichtenwalner made a motion to approve the sub-committee board recommendation letter, as presented.

M/s Lichtenwalner/Marckwald moved to adopt the sub-committee board recommendation letter.

Roll Call was taken of each Commissioner:

Ayes: All

Noes: 0

Abstains: 0

Motion passes

7) Ways to improve the Committee Introductory Meeting: (Action Item)

The Committee discussed with staff ways to improve the first meeting. The option to create an onboarding video to provide Committee members along with the Brown Act video was proposed as a way to introduce new members. It was suggested that staff offer to meet with any new members before the first meeting so they can ask questions about roles and expectations. Then the Committee would start out the first meeting with the audit report presentation.

Mr. Bortel stated the work and results of the Committee are worthy of a Marin Independent Journal article and volunteered to write a piece for the community to be exposed to the work of the Committee. Ms. Lichtenwalner asked Ms. Clein if she would work with Mr. Bortel on this project. Ms. Clein agreed.

Ms. Kron added that staff are available to provide any facts needed.

No public comments.

Ms. Lichtenwalner made a motion for staff to prepare an overview video of Measure W to accompany the County's Brown Act training video for new committee members. These training videos coupled with a staff meeting will replace the introductory meeting. **M/s Lichtenwalner/Clein** moved to adopt staff's development of a Measure W overview video to accompany the County's Brown Act training video and a meeting with staff for all new members, in order to replace the introductory meeting.

Roll Call was taken of each Commission:

Ayes: All

Noes: 0

Abstains: 0

Motion passes.

8) Announcements/Future Agenda items:

Ms. Kron thanked the Committee for improving the audit report and setting us up for success. We will let the Committee know when the letter will go to the board but hope to submit the letter at the next board meeting on April 16, 2024.

Fall applications will open around September 2024 for members to renew their seat and new members to apply.

The next Committee meeting will be in winter/spring of 2025.

9) Adjourn Meeting: Ms. Lichtenwalner moved to adjourn the meeting at 6:33 PM.

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