# MEASURE A\_PARKS & OPEN SPACE COMMITTEE

OCT 7TH, 2025 | 6:30PM | BMK CSD 4 Montego Key, Novato, CA 94949

"Equitable access for all BMK residents to enjoy all community amenities, and stewardship for all parks and open spaces"

### For Zoom Participation:

https://us06web.zoom.us/j/81194097337?pwd=pyanrdca3vyhBh8rWK4Dr6bHCcibWM,1

Meeting ID: 811 9409 7337 Passcode: 380335

### **Committee Members Attendance:**

☐ Vince Lattanzio – CSD BOD lead
☐ Natalia Shorten – Committee lead
☐ Charlie Schonwasser
☐ Liz Fiengold
☐ Brooke Stage
Candra Canning
☐ Karen Herz
■ Maureen Binetti
☐ Suzanne Lawrence
☐ Amy Dorie
☐ Jane Buerger
☐ Elizabeth Geler

## > FINANCES

- Current balance
- Measure A Audit Information

### > NEW BUSINESS:

- All paper surveys have been input online, review data summary report
- Site surveys of all parks and open spaces have been completed
  - Review photos and findings
- What are some easy project wins we might be able to accomplish within 2025 or early 2026?
  - Powerwash/stain benches? Clean BBQ grills? Manicure ice plant?
- Scheduling work days Volunteer(s) for community outreach and coordination
- Playground refurbishment Volunteer(s) to research more companies that do this, get estimates, look at grants
  - https://playgroundguardian.com/

- City of Novato examples of communication telling the community what work is being done where (ie, Hoog Park email)
   BMK Msr A committee will start doing this through new website channels -
  - BMK Msr A committee will start doing this through new website channels sending regular communications about what improvements are happening throughout our parks and open spaces

### Lisa Lue

From:

Kulwarn Bassi < Kulwarn Bassi@MarinCounty.gov>

Sent:

Tuesday, August 12, 2025 8:39 AM

Cc

CountyAuditor, Michelle Camacho

Subject:

Measure A Confirmation CONFIRMATION.docx

Attachments:

High

### Dear Sir or Madam:

Your organization received a distribution of Measure A funds from the County of Marin in FY24-25. The County is conducting a compliance audit of the Measure A funds that were disbursed to the grantees in FY24-25. While preliminary audit planning has already begun, related fieldwork will begin on November 3, 2025, with an anticipated completion date of November 21, 2025.

The Department of Finance—Internal Audit Division (IAD) is requesting your assistance with completing the attached confirmation of the Measure A fund balance and the related interest earned for the period under audit. Please submit this information to Kulwarn Bassi at <u>Kulwarn.Bassi@MarinCounty.gov</u> on or before October 30, 2025.

Based on audit planning and the information provided, a number of organizations will be selected for testing. If your organization is selected for the audit, you will be notified by November 7, 2025 by the IAD with detailed information required for auditing purposes.

The objectives of this audit are to: (1) verify that Measure A funds are maintained in a separate account/fund as required by the ordinance (2) to determine that Measure A expenditures, are in compliance with the County approved work plans.

Our audit procedures will include: (1) interviewing the grantee fiscal and/or program coordinator to gain an understanding of how Measure A funds are accounted for, (2) reviewing general ledger detail to substantiate balances maintained and transactions incurred, (3) reviewing expenditure detail and selecting samples to determine compliance by tracing samples to corresponding source documents, and (4) other test steps deemed necessary.

Let me know if you have any questions.

Thank you!

Best, Kulwarn Basal Senior Auditor Internal Audit Division Marin County

Email: Kulwarn.Bassi@MarinCounty.gov

Marin County Civic Center 3501 Civic Center Drive, Suite 225 San Rafael, CA 94903

## **Parks Measure A Confirmation Letter**

This letter is to certify that the <u>Bel Marin Keys</u> maintains the following accounts/funds related to Parks Measure A.

Balance as of 6-30-2024	Measure A Revenues 7-1-24 – 6-30-25	Interest Earned 7-1-24 6-30-25	Measure A Expenditures 7-1-24 — 6-30-25	Balance as of 6-30-2025
131,167.89	95,640.89	2,153.46	29,015.00	199,947.24
	of 6-30-2024	of 7-1-24 - 6-30-25	of 7-1-24 - 7-1-24 - 6-30-25 6-30-25	of 7-1-24 - 7-1-24 - 7-1-24 - 6-30-25 6-30-25

Jessica Keahey	RBA Bookkeeping Ser of the for BMKCSD	vices, certify that the above information,
to the best of my	nowledge is true and accurate	<b>e</b> .
Jessica Kea	hey	09/11/25
Signature		Date
Jessica Keahey Owner	& Director of RBA Bookkeeping Servi	ces for Bel Marin Kevs Community Services Distric
Printed Name and	Title	

### Lisa Lue

From: Kevin Wright <Kevin.Wright@MarinCounty.gov>

Sent: Tuesday, August 12, 2025 10:34 AM

To: Kevin Wright

Subject: Parks Measure A Expenditure Report for July 1, 2024 - June 30, 2025

Attachments: FY 24-25\_EXPENDITURE REPORT Form\_final.docx

Good morning you all, please complete the attached expenditure report covering parks Measure A revenue and expenditures between July 1, 2024 and June 30, 2025 by October 31 of this year. Reach out any time if I can provide your work plan or other information to help you. Future expenditure reports will be completed in the Submittable platform.

Many thanks,

Kevin





Kovin Wright GOVERNMENT AND EXTERNAL AFFAIRS MANAGER

Marin County Parks
3501 Civic Center Drive, Suite 260
San Rafeet, CA 94903
415 497 3553 C
KWight@merincounty.org

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Email Disclaimer: https://www.marincounty.gov/privacy-policy



### **Expenditure Report**

Measure A City, Town, and Applicable Special District Program Expenditure of Measure A Funds for Fiscal Year 2024-25

Timely and accurate completion of this report is a condition of receiving Measure A grant funds and is necessary to fulfill financial reporting requirements pursuant to Marin County Ordinance 3760 (Measure A). Information contained in this report is subject to examination and will be presented in a Measure A Annual Report prepared by Marin County Parks.

#### Instructions:

- This report must be completed by an authorized representative of the recipient and eigned by both the authorized representative and the chief fiscal officer.
- Place complete and submit this report to Kevin Wright, Marin County Parks Government and External Affairs Manager (towright@merincounty.org), by October 31st. 2025.
- Contact Mr. Wright by e-mail (<u>lowioht@marincounty.org</u>) or phone (415) 497-3553 if you have any questions, or if you have suggestions to improve this form.
- Recipients are encouraged to accompany reports with photos of finished work and projects funded in full or in part by
  Measure A. Please include the project name and other pertinent information in the photo file name. If you plan on submitting a
  large number of photos, please contact Mr. Wright if you need help facilitating the file transfer.

This portion of page is intentionally blank. Proceed to next page.

- A. Name of Recipient (city, town, or applicable special district): Bel Marin Keys Community Services District
- B. Recipiont's representative and contact information:

Name: Lisa Lue Title: District Manager

(Print)

Addresa: 4 Montego Key City, Zip Code Novato, CA 94949

Phone: 415-883-4222 E-mail: Rue@bmkcsd.us

- C. Recipient's total actual allocation of Measure A funds for Fiscal Year 2024-25 (sum of disbursements received):
  - \$ 62,563.18 received from County of Marin, \$95,640.89 including transfers that were due from prior fiscal year
- D. Balance of recipient's Measure A funds on June 30, 2025

I. Beginning balance as of July 1, 2024 (prior year)	il. Total Messure A disbursements received in FY 24-25 (from G. shove)	ill. FY 24-25 Total Interest income	iv. FY 24-25 Total Measure A expenditures (item E.	v. Ending balance as of June 30, 2025
\$131,167.89	\$95,640.89	+\$ 2153.46	-\$29,015,00	=\$199,947.24

E. Recipient's total expenditures for Fiscal Year 2024-25. Attach a list of itemized expenditures or general ledger summary and summary of any staff time and description of work billed to Measure A for each project as backup information. You are required to maintain adequate records for sudit purposes. Please refer to the Measure A Audit Document Retention list that has been provided to you for a summary of records that may be requested when you are audited.

Name of work or project (as it appears in the Work Plan);	Primary purpose of work or project. Select only one from list below.	Revised description based on what was actually accomplished (use numeric values where possible to quantify and update information from Work Plan)	Amount of Messure A funds used:	Source(s) and amount(s) of matching funds used, if none, enter	Total expenditures for work or project in reporting year
Please see attachment					
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		-24			
			s		s
Actual Total			\$ 29,015.00	\$40,111.28	\$ 69,126.26

Jessica Keaney	Owner & Director of RBA Bookke	eping Services for BMKCSD 09/11/2025
Signature	Title (Print)	Date
Jessica Keahey		
Print Name	<del></del> -	
Signature, Chief Fiscal Officer	Date	
Brief Name Chief Figure Officer	<del></del>	

			<b>Bel Marin</b>	Kaya Community Services District					
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