

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=pvanrdca3vyhBh8rWK4Dr6bHCcibWM.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 - 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
Attachments: CONFIRMATION.docx

Importance: 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 Kulwarn.Bassi@MarinCounty.gov 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 Bassi
Senior Auditor
Internal Audit Division
Marin County
Email: Kulwarn.Bassi@MarinCounty.gov

Date:

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 Bel Marin Keys, CSD maintains the following accounts/funds related to Parks Measure A.

Measure A Fund No.	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
04-315586	131,167.89	95,640.89	2,153.46	29,015.00	199,947.24

I, Jessica Keahey of the RBA Bookkeeping Services for BMKCSD, certify that the above information, to the best of my knowledge is true and accurate.

Jessica Keahey

09/11/25

Signature

Date

Jessica Keahey Owner & Director of RBA Bookkeeping Services for Bel Marin Keys Community Services District

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



Kevin Wright
GOVERNMENT AND EXTERNAL AFFAIRS MANAGER

Marin County Parks
3501 Civic Center Drive, Suite 260
San Rafael, CA 94903
415 487 3553 C
KWright@marincounty.org
www.marincountyparks.org

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

MARIN COUNTY
PARKS
PRESERVATION • RECREATION

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 signed by both the authorized representative and the chief fiscal officer.
- Please complete and submit this report to Kevin Wright, Marin County Parks Government and External Affairs Manager (kwright@marincounty.org), by October 31st, 2025.
- Contact Mr. Wright by e-mail (kwright@marincounty.org) or phone (415) 487-3553 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.

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A. Name of Recipient (city, town, or applicable special district): Bel Marin Keys Community Services District

B. Recipient's representative and contact information:

Name: Lisa Lue **Title:** District Manager
(Print)

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

Phone: 415-883-4222 **E-mail:** llue@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)	ii. Total Measure A disbursements received in FY 24-25 (Item C. above)	iii. FY 24-25 Total Interest Income	iv. FY 24-25 Total Measure A expenditures (Item E. below)	v. Ending balance as of June 30, 2025
\$131,167.89	\$95,640.89	+\$ 2153.46	-\$ 29,015.00	=\$198,947.24

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 audit 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 Measure A funds used:	Source(s) and amount(s) of matching funds used. If none, enter "0"	Total expenditures for work or project in reporting year
Please see attachment					
			\$		\$
Actual Total			\$ 29,015.00	\$40,111.28	\$ 69,126.28

Jessica Keahey

Signature

Owner & Director of RBA Bookkeeping Services for BMKCSD

Title (Print)

09/11/2025

Date

Jessica Keahey

Print Name

Signature, Chief Fiscal Officer

Date

Print Name, Chief Fiscal Officer

05105 Payroll Taxes	FY 2024-25	Payroll Taxes	a	0% Employer Payroll Taxes	02105 Payroll Taxes	020 - Measure A paid by Cps	0000.00	0000.00
Total for 05105 Payroll Taxes							01,000.00	01,000.00
02200 Medical Benefits	FY 2024-25	Payroll Taxes	a	0% of District Manager's Medical	02200 Medical Benefits	020 - Measure A paid by Cps	457.29	457.29
Total for 02200 Medical Benefits							0457.29	0457.29
02204 401k Employer Match	FY 2024-25	401k Employer Match	a	0% Employer 401k Employer Match	02204 401k Employer Match	020 - Measure A paid by Cps	204.00	204.00
Total for 02204 401k Employer Match							0204.00	0204.00
05106 Water	051060001 North Main Water District	a	Intelligent Water	05106 Water	020 - Measure A paid by Cps		2,327.80	2,327.80
	051060002 North Main Water District	a	Intelligent Water	05106 Water	020 - Measure A paid by Cps		374.81	374.81
	051060003 North Main Water District	a	Intelligent Water	05106 Water	020 - Measure A paid by Cps		3,002.04	3,002.04
	111420004 North Main Water District	a	Intelligent Water	05106 Water	020 - Measure A paid by Cps		3,144.00	3,144.00
	130000004 North Main Water District	a	Intelligent Water	05106 Water	020 - Measure A paid by Cps		1,200.00	1,200.00
	000420005 North Main Water District	a	Intelligent Water	05106 Water	020 - Measure A paid by Cps		1,207.00	1,207.00
	042000005 North Main Water District	a	Intelligent Water	05106 Water	020 - Measure A paid by Cps		010.10	010.10
Total for 05106 Water							012,004.71	012,004.71
05110 Phone & Internet	051100001 AT&T	a	cell cost phone	05110 Phone & Internet	020 - Measure A paid by Cps		107.70	107.70
	051100002 AT&T	a	cell cost phone	05110 Phone & Internet	020 - Measure A paid by Cps		100.00	100.00
	051100003 AT&T	a	cell cost phone	05110 Phone & Internet	020 - Measure A paid by Cps		100.00	100.00
	102000004 AT&T	a	cell cost phone	05110 Phone & Internet	020 - Measure A paid by Cps		107.40	107.40
	142000004 AT&T	a	cell cost phone	05110 Phone & Internet	020 - Measure A paid by Cps		107.00	107.00
	132000004 AT&T	a	cell cost phone	05110 Phone & Internet	020 - Measure A paid by Cps		100.00	100.00
	042000004 AT&T	a	cell cost phone	05110 Phone & Internet	020 - Measure A paid by Cps		100.00	100.00
	022000005 AT&T	a	cell cost phone	05110 Phone & Internet	020 - Measure A paid by Cps		100.10	100.10
	022000005 AT&T	a	cell cost phone	05110 Phone & Internet	020 - Measure A paid by Cps		100.00	100.00
	042000005 AT&T	a	cell cost phone	05110 Phone & Internet	020 - Measure A paid by Cps		100.00	100.00
	052000005 AT&T	a	cell cost phone	05110 Phone & Internet	020 - Measure A paid by Cps		100.10	100.10
	052000005 AT&T	a	cell cost phone	05110 Phone & Internet	020 - Measure A paid by Cps		100.10	100.10
Total for 05110 Phone & Internet							0100.10	0100.10
05104 Gas & Electricity	051040001 PG&E Measure A	a	Public Electricity	05104 Gas & Electricity	020 - Measure A paid by Cps		1,030.40	1,030.40
	051040002 PG&E Measure A	a	Public Electricity	05104 Gas & Electricity	020 - Measure A paid by Cps		042.00	042.00
	051040003 PG&E Measure A	a	Public Electricity	05104 Gas & Electricity	020 - Measure A paid by Cps		001	001
	102000004 PG&E Measure A	a	Public Electricity	05104 Gas & Electricity	020 - Measure A paid by Cps		041.70	041.70
	112000004 PG&E Measure A	a	Public Electricity	05104 Gas & Electricity	020 - Measure A paid by Cps		073.10	073.10
	121000004 PG&E Measure A	a	Public Electricity	05104 Gas & Electricity	020 - Measure A paid by Cps		043.00	043.00
	041000005 PG&E Measure A	a	Public Electricity	05104 Gas & Electricity	020 - Measure A paid by Cps		077.00	077.00
	022000005 PG&E Measure A	a	Public Electricity	05104 Gas & Electricity	020 - Measure A paid by Cps		043.00	043.00
	032000005 PG&E Measure A	a	Public Electricity	05104 Gas & Electricity	020 - Measure A paid by Cps		000.10	000.10
	042000005 PG&E Measure A	a	Public Electricity	05104 Gas & Electricity	020 - Measure A paid by Cps		004.10	004.10
	052000005 PG&E Measure A	a	Public Electricity	05104 Gas & Electricity	020 - Measure A paid by Cps		040.04	040.04
	052000005 PG&E Measure A	a	Public Electricity	05104 Gas & Electricity	020 - Measure A paid by Cps		1,034.00	1,034.00
Total for 05104 Gas & Electricity							010,000.00	010,000.00
	Totals						010,000.00	010,000.00