



Midpeninsula Regional
Open Space District

R-25-88
Meeting 25-19
July 9, 2025

AGENDA ITEM 3

AGENDA ITEM

Fiscal Year 2025-26 Annual Claims List

GENERAL MANAGER'S RECOMMENDATION

(57) *den*

Approve the Fiscal Year 2025-26 Annual Claims List.

SUMMARY

The Annual Claims List for Fiscal Year 2025-26 (FY26) is hereby submitted to the Board of Directors (Board) for review and approval so that salaries and benefits, debt service, retirement plans, insurance, equipment rentals, printing and mailing services, and recurring expenses may be paid in a timely and efficient manner. These anticipated items are included in the adopted FY26 Budget and Action Plan.

DISCUSSION

The Annual Claims List was used in the past and is being reintroduced. The Annual Claims List, provided as part of this report, includes claims that exceed the General Manager's purchasing authority of \$53,000. Approval of the proposed Annual Claims would authorize the Budget & Finance Department to pay salaries and benefits, debt service, and recurring services in a timely and efficient manner. This in turn minimizes late fees, finance charges, and urgent payment requests.

Annual Claims

The annual claims listed below for FY2025-26 reflect payments in excess of the General Manager's authority:

ANNUAL CLAIMS	
ITEM DESCRIPTION	AMOUNT
Staff Salaries	\$31,723,245
Debt Service (includes note paying agent fees)	\$16,324,938
Retirement Plans	\$4,898,070
Group Insurance Premiums (CalPERS, Delta Dental, VSP)	\$4,655,947
Property/Liability/Vehicle Insurance (CALJPIA)	\$741,000
Utilities - Electricity/Gas/Propane/Telephone/Cellular/ Telephone/Internet (PG&E/Cal Water/San Jose Water Co/AmeriGas/Suburban Propane/Verizon/AT&T/Red River Technology/Comcast)	\$582,809

State Mandated Insurance-Unemployment & Workers Comp.	\$452,000
Fuel (WEX, Valley Oil Company)	\$325,000
Dispatch Services (City of Mountain View)	\$309,869
Printing and Mailing Services (Dakota Press, Folger Graphics)	\$263,450
Other Insurance and Commuter Benefits (Standard Insurance Company, Lincoln Financial Group & Navia Benefit Solutions)	\$117,187
Equipment Rentals (Herc Rentals, United Rentals, Quinn Company)	\$107,500
TOTAL:	\$60,501,015

PRIOR BOARD OR COMMITTEE REVIEW

This item was not previously reviewed by a Board Committee; however, the Action Plan and Budget Committee reviewed the FY26 Budget and Action Plan in May and it was approved by the Board on June 11, 2025.

FISCAL IMPACT

The listed Annual Claims are included in the FY26 Budget and Action Plan, which was approved by the Board of Directors at the Regular Meeting of June 11, 2025 ([R-25-80](#), [minutes](#)).

PUBLIC NOTICE

Public notice was provided as required by the Brown Act. No additional notice is required.

CEQA COMPLIANCE

Approval of the Annual Claims is not considered a project under the California Environmental Quality Act (CEQA) and no environmental review is required.

NEXT STEPS

With Board approval, staff will proceed with preparing open purchase orders when appropriate for the listed vendors and pay invoices upon receipt.

Attachments:

1. Detailed List of Debt Service Obligations FY2025-26

Responsible Manager:

Stefan Jaskulak, Chief Financial Officer

Prepared by/contact person:

Rafaela Ocegüera, Budget & Finance Manager

**ANNUAL CLAIMS
DEBT SERVICE
FISCAL YEAR 2025-2026**

	<u>PRINCIPAL</u>	<u>INTEREST</u>
BONDS PAYABLE		
2015 Refunding Notes	1,300,000	702,750
2015 Measure AA GO Bonds	1,130,000	1,437,913
2016 Green Refunding Bonds	4,515,000	1,163,075
2017 Green Refunding/Parity Bonds	330,000	1,013,950
2018 Measure AA GO Bonds	1,040,000	1,680,600
2024 Measure AA GO Bonds	595,000	1,403,650
TOTALS - BONDS	<u><u>8,910,000</u></u>	<u><u>7,401,938</u></u>

TOTAL DEBT SERVICE **16,311,938 ***

* The total does not include note paying agent fees.