



Midpeninsula Regional
Open Space District

R-26-103
Meeting 26-18
July 8, 2026

AGENDA ITEM 3

AGENDA ITEM

Fiscal Year 2026-27 Annual Claims List

GENERAL MANAGER'S RECOMMENDATION

(57) *den*

Approve the Fiscal Year 2026-27 Annual Claims List.

SUMMARY

The Annual Claims List for Fiscal Year 2026-27 (FY27) 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 FY27 Budget and Action Plan.

DISCUSSION

The Annual Claims List, provided as part of this report, includes claims that exceed the General Manager's purchasing authority of \$54,000. 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 FY2026-27 reflect payments in excess of the General Manager's authority:

FY27 ANNUAL CLAIMS

ITEM DESCRIPTION	AMOUNT
Staff Salaries	\$34,760,637
Debt Service (includes note paying agent fees)	\$16,324,688
Retirement Plans	\$5,474,585
Group Insurance Premiums (CalPERS, Delta Dental, VSP)	\$4,917,836
Property/Liability/Vehicle Insurance (CALJPIA)	\$732,127
State Mandated Insurance-Unemployment & Workers Comp.	\$588,000
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)	\$560,597

Fuel (WEX, Valley Oil Company)	\$375,000
Dispatch Services (City of Mountain View)	\$325,362
Printing and Mailing Services (Dakota Press, Folger Graphics)	\$284,474
Equipment Rentals (Herc Rentals, United Rentals, Quinn Company)	\$296,000
Other Insurance and Commuter Benefits (Standard Insurance Company, Lincoln Financial Group & Navia Benefit Solutions)	\$66,694
TOTAL:	\$64,706,000

PRIOR BOARD OR COMMITTEE REVIEW

This item was not previously reviewed by a Board Committee; however, the Action Plan and Budget Committee reviewed the FY27 Budget and Action Plan in May and it was approved by the Board on June 24, 2026.

FISCAL IMPACT

The listed Annual Claims are included in the FY27 Budget and Action Plan, which was approved by the Board of Directors at the Regular Meeting of June 24, 2026 (R-26-102, see Attachment 2 for draft 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 FY2026-27
2. Draft Minutes for the June 24, 2026 Board of Directors Meeting

Responsible Manager:

Stefan Jaskulak, Chief Financial Officer

Prepared by/contact person:

Rafaela Oceguera, Budget & Finance Manager

**ANNUAL CLAIMS
DEBT SERVICE
FISCAL YEAR 2026-2027**

	<u>PRINCIPAL</u>	<u>INTEREST</u>
BONDS PAYABLE		
2015 Refunding Notes	1,360,000	636,250
2015 Measure AA GO Bonds	1,190,000	1,379,913
2016 Green Refunding Bonds	4,520,000	937,200
2017 Green Refunding/Parity Bonds	345,000	997,075
2018 Measure AA GO Bonds	1,090,000	1,627,350
2024 Measure AA GO Bonds	625,000	1,603,900
TOTALS - BONDS	<u>9,130,000</u>	<u>7,181,688</u>

TOTAL DEBT SERVICE **16,311,688 ***

* The total does not include note paying agent fees.



Midpeninsula Regional
Open Space District

ATTACHMENT 2

June 24, 2026
Board Meeting 26-17

SPECIAL AND REGULAR MEETING

BOARD OF DIRECTORS MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

Wednesday, June 24, 2026

*The Board of Directors conducted this meeting in accordance with
California Government Code section 54953.*

DRAFT MINUTES

SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

President Kersteen-Tucker called the special meeting of the Midpeninsula Regional Open Space District to order at 6:00 p.m.

ROLL CALL

Members Present: Jed Cyr, Craig Gleason, Zoe Kersteen-Tucker, Yoriko Kishimoto, Margaret MacNiven, and Curt Riffle

Members Absent: Karen Holman

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk/Assistant to the General Manager Maria Soria, Executive Assistant/Deputy District Clerk Shaylynn Nelson, Public Affairs Specialist III Natalie Jolly

President Kersteen-Tucker announced that the public has the opportunity to comment on the agenda, and the opportunity to listen to this meeting through the internet or via telephone. This information can be found on the meeting agenda, which was physically posted at the District's Administrative Office, and on the District website.

1. Community Partnership Highlight: Saved By Nature (R-26-90)

Public Affairs Specialist III Natalie Jolly and Saved by Nature Founder and Executive Director Richard Tejada presented.

Public comment period opened.

District Clerk/Assistant to the General Manager Maria Soria reported no public comments were submitted for this item.

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Public comment period closed.

No Board action required.

ADJOURNMENT

President Kersteen-Tucker adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 6:50 p.m.

REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

President Kersteen-Tucker called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:00 p.m.

ROLL CALL

Members Present: Jed Cyr, Craig Gleason, Zoe Kersteen-Tucker, Yoriko Kishimoto, Margaret MacNiven, and Curt Riffle

Members Absent: Karen Holman

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk/Assistant to the General Manager Maria Soria, Executive Assistant/Deputy District Clerk Shaylynn Nelson, Controller Michael Foster, Planning Manager Jane Mark

President Kersteen-Tucker announced that the public has the opportunity to comment on the agenda, and the opportunity to listen to this meeting through the internet or via telephone. This information can be found on the meeting agenda, which was physically posted at the District's Administrative Office, and on the District website.

ORAL COMMUNICATIONS

Public comment period opened.

District Clerk Maria Soria reported there were no public speakers for this item.

Public comment period closed.

ADOPTION OF AGENDA

Motion: Director Cyr moved, and Director Kishimoto seconded the motion to adopt the agenda.

ROLL CALL VOTE: 6-0-0 (Director Holman absent)

CONSENT CALENDAR

Director Kishimoto pulled Consent Calendar agenda item #12.

Director MacNiven spoke on agenda item #6 and commented that in her role as the Director for the area in which Hawthorns is located, she received a call from the Town of Portola Valley (Town) liaison working on Hawthorns and reported that the Town has expressed interest in communicating with the District.

Assistant General Manager Susann Chan stated that staff will be reach out to the Town Manager to initiate engagement.

Public comment period opened.

The following person spoke on Consent Calendar agenda item #6:

- Robert Bauer

Public comment period closed.

Motion: Director Riffle moved, and Director Gleason seconded the motion to approve the Consent Calendar agenda items 1 – 11.

ROLL CALL VOTE: 6-0-0 (Director Holman absent)

- 1. Approve the June 10, 2026 Board meeting minutes**
- 2. Approve Claims Report**
- 3. Authorization to Transfer \$1.1 Million from Fiscal Year 2025-2026 Budget Savings to the Committed for Infrastructure Reserve (R-26-91)**

General Manager's Recommendation: By affirmative vote of 2/3 of the Board of Directors, adopt a Resolution authorizing the General Manager to transfer \$1.1 Million into the Committed for Infrastructure Reserve to pre-fund upcoming large-scale infrastructure projects.

- 4. Annual Review of Fiscal Management Policies for Fiscal Year 2026 (R-26-92)**

General Manager's Recommendations:

1. Approve an amendment to Board Policy 3.03 – *Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchase Policy*. If approved, this updated policy would go into effect on July 1, 2026.
2. Approve an amendment to Board Policy 3.08 - *Investment Policy*.
3. Affirm Board Policy 3.09 - *Debt Management Policy*.
- 5. Establish the Fiscal Year 2027 (FY27) Tax Levy for the Midpeninsula Regional Open Space District Measure AA General Obligation Bonds - Series 2015A, Series 2018, and Series 2024 (R-26-93)**

General Manager's Recommendation: Adopt three Resolutions of the Board of Directors of the Midpeninsula Regional Open Space District, one each for San Mateo, Santa Clara, and Santa Cruz Counties, to establish an ad valorem property tax levy of \$1.80 per \$100,000 in assessed value (or \$0.0018 per \$100) for the Measure AA General Obligation Bonds – Series 2015A, Series 2018 and Series 2024.

6. Award of Contract for Environmental Review Services for the Hawthorns Area Plan at Windy Hill Open Space Preserve (R-26-94)

General Manager's Recommendations:

1. Authorize the General Manager to enter into a contract with SWCA to provide environmental review services for the Hawthorns Area Plan for a base contract amount not to exceed \$326,415.
2. Authorize a 15% contingency of \$48,962 to cover unforeseen tasks beyond the current scope.
3. Authorize a \$70,962 contract allowance for additional technical assessments, revisions, and reviews, if determined to be necessary, and additional engagement and coordination with the Town of Portola Valley to complete environmental review, for a combined not-to-exceed contract amount of \$446,339.

7. Rejection of All Bids for the Title 24 Residential Window Replacement Improvement Project (R-26-95)

General Manager's Recommendations:

1. Reject all bids received for the Title 24 Residential Window Replacement Improvement Project.
2. Authorize the General Manager to re-solicit bids.

8. Amendment to Professional Services Agreement with Renne Public Law Group (R-26-96)

General Manager's Recommendation: Authorize the General Manager to amend the professional services agreement with Renne Public Law Group (RPLG) to increase the contract amount by \$77,000 for a total not-to-exceed amount of \$125,250 and extend the contract term to June 30, 2028 to include Board Appointee Performance Reviews for fiscal years 2026 and 2027.

9. Contract Amendment with MIG, Inc., for Environmental Services to complete the Paulin Bridge and Slide Repair Project in La Honda Creek Open Space Preserve (R-26-97)

General Manager's Recommendation: Authorize the General Manager to execute a contract amendment with MIG, Inc., of San Jose, California, to provide additional permitting support and biological compliance, surveying, and monitoring for the Paulin Bridge and Slide Repair Project in the amount of \$147,840, resulting in a not-to-exceed total of \$197,207.

10. Contract Amendment with Page & Turnbull, Inc., for the Fremont Older House Re-Roofing Project in Fremont Older Open Space Preserve (R-26-98)

General Manager's Recommendations:

1. Authorize the General Manager to amend a contract with Page & Turnbull, Inc., of San Francisco, California, to provide permitting services and architectural construction

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administration and support services for the construction of the Fremont Older House Re-Roofing Project in the amount of \$33,300.

2. Authorize an additional contingency amount of \$3,330 to be reserved for unanticipated issues, resulting in a total not-to-exceed contract amount of \$88,630.

11. Proposed dissolution of the Successor Agency to the Redevelopment Agency of the City of Sunnyvale (R-26-99)

General Manager's Recommendation: Approve the Compensation Agreement to dissolve the Successor Agency of the Redevelopment Agency of the City of Sunnyvale.

12. Reallocation of funds from Completed Measure AA Portfolio #09 Russian Ridge: Public Recreation, Grazing and Wildlife Protection Projects and Substantially Completed Portfolio #10 Coal Creek: Reopen Alpine Road for Trail Use to Portfolio #21 Bear Creek Redwoods: Public Recreation and Interpretive Projects (R-26-100)

Director Kishimoto expressed concern regarding the use of \$8.3M for the Bear Creek Stables project and indicated a preference that those funds would be best allocated to the Highway 17 Wildlife Crossing project.

Motion: Director Gleason moved, and Director Riffle seconded the motion to adopt a Resolution amending the Expenditure Plan for Measure AA as follows:

- Reduce the funding allocation of Portfolio #09 Russian Ridge: Public Recreation, Grazing and Wildlife Protection Projects from \$5,560,000 to \$628,202;
- Reduce the funding allocation of Portfolio #10 Coal Creek: Reopen Alpine Road for Trail Use from \$8,017,000 to \$3,323,586; and
- Reallocate the remaining funds totaling \$9,625,212 in Portfolios #9 and #10 to increase the funding allocation of Portfolio #21 Bear Creek Redwoods: Public Recreation and Interpretive Projects from \$17,478,000 to \$27,103,212

ROLL CALL VOTE: 5-1-0 (Director Kishimoto opposed; Director Holman absent)

BOARD BUSINESS

13. Controller's Report on the Proposed Fiscal Year 2026-27 Budget (R-26-101)

Controller Michael Foster presented.

Mr. Foster commented that, if grant funding does not materialize as anticipated, the Board of Directors (Board) may consider in 2028 or 2029 financing the field offices over a 30-year period rather than paying for the buildings entirely with cash reserves.

Director Riffle noted that Mr. Foster had raised an important point and suggested that it be noted for future consideration. He asked whether the Board should review the option of financing the buildings on an annual basis.

Mr. Foster recommended that the Board consider the financing option in FY29.

Public comment period opened.

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Ms. Soria reported there were no public speakers for this item.

Public comment period closed.

No Board action required.

14. Fiscal Year 2026-27 Budget and three year Capital Improvement and Action Plan (R-26-102)

Chief Financial Officer and Director of Administrative Services Stefan Jaskulak presented.

Public comment period opened.

Ms. Soria reported there were no public speakers for this item.

Public comment period closed.

Director Kishimoto commented that she would vote against the General Manager's first recommendation, expressing concerns about allocating 5% of the budget to the Bear Creek Stables project in addition to the funds already expended to date. She further stated that she would vote in favor of the General Manager's second and third recommendation.

Mr. Jaskulak clarified that he had not run the math and was unsure whether the Bear Creek Stables accounts for 5% of the total budget. He further noted that the number may also include the North Area Parking Lot construction.

Director Riffle commented that he would support all three General Manager's recommendations and noted that commitments made through Measure AA should be fulfilled. He emphasized the importance of keeping future project costs in mind, noting that delays or added complexities to projects can increase costs. He encouraged the Board to remain disciplined and focused on assisting staff in delivering the District's capital improvement and action plan on schedule. In addition, he spoke about the growing importance of grant funding in supporting the District's projects and encouraged the Board to assist in securing external funding opportunities.

Director Gleason commented that he agreed with Director Riffle and supports increasing the District's focus on Measure AA projects and reducing the scope of other projects.

Motion: Director Kishimoto moved, and Director MacNiven seconded the motion to adopt a Resolution approving the Classification and Compensation Plan for Fiscal Year 2026-27, effective June 22, 2026, and adopt a Resolution approving the Classification and Compensation Plan for Fiscal Year 2026-27, effective July 6, 2026.

ROLL CALL VOTE: 6-0-0 (Director Holman absent)

Motion: Director Riffle moved, and Director Cyr seconded the motion to adopt a Resolution approving the Fiscal Year 2026-27 Budget and Fiscal Year 2026-27 through Fiscal Year 2028-29 Capital Improvement and Action Plan.

ROLL CALL VOTE: 5-1-0 (Director Kishimoto opposed; Director Holman absent)

INFORMATIONAL REPORTS

A. Committee Reports

Director Riffle reported on the June 16 Board Governance Ad Hoc Committee meeting and the June 23, 2026 Planning and Natural Resources Committee meeting.

B. Staff Reports

General Manager Ana Ruiz reported that the District hosted the Canopy Teen Urban Foresters group on June 18. She also reported that the District held a trail opening event for staff on June 17 of the La Honda Creek Trails. Lastly, she reported that she met with the Farm Bureau on June 22, along with Directors MacNiven and President Kersteen-Tucker.

C. Director Reports

Director MacNiven reported attending the June 22 Farm Bureau meeting.

Director Kishimoto reported that she along with Director Riffle attended the Right Relations gathering on June 17 and attended a Bay Conservation Development Commission on June 18.

Director Cyr reported that he attended the June 23 Planning and Natural Resources Committee meeting.

President Kersteen-Tucker reported attending the June 22 Farm Bureau meeting. She also spoke about the Loma Prieta Chapter of the Sierra Club that will be honoring the District's Board.

ADJOURNMENT

President Kersteen-Tucker adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District meeting at 8:14 p.m.

Maria Soria, MMC
District Clerk