



Midpeninsula Regional
Open Space District

R-19-96
Meeting 19-18
July 10, 2019

AGENDA ITEM 6

AGENDA ITEM

Fiscal Year 2019-20 Annual Claims List

GENERAL MANAGER'S RECOMMENDATION

Approve the Fiscal Year 2019-20 Annual Claims List, including debt service payments.

SUMMARY

Pursuant to Board Policy 1.03, the Annual Claims list for Fiscal Year 2019-20 (FY2019-20) is hereby submitted to the Board of Directors (Board) for review and approval so that salaries and benefits, debt service, and recurring expenses may be paid in a timely and efficient manner.

DISCUSSION

The Annual Claims list provided as part of this report includes claims that exceed \$50,000. Approval of the proposed Annual Claims would authorize the Finance Department to pay salaries and benefits, debt service, and recurring services in a timely and efficient manner. This item also minimizes late fees, finance charges, and urgent payment requests.

On December 16, 2015, the Board authorized the General Manager or designee to approve the payment of claims up to the General Manager's expenditure authority, subject to Board ratification at the next Regular Board meeting (R-15-163).

On March 22, 2017, the Board provided policy direction for the release of claim payments over \$50,000, without holding for Board approval, provided that the General Manager would continue to provide the claims report to the Board for its review after payment.

To further streamline the process, Board Resolution No. 18-30 dated July 25, 2018 authorized the Controller or designee(s) to approve all claims against the District for any purpose for which an expenditure has been previously authorized in the District's adopted budget. The General Manager continues to include these claims on the Claims Report for ratification by the Board at its next regular meeting.

Recusal Statement

On September 1, 2016, Director Riffle disclosed to the Board a remote interest under Government Code 1091(a) as a salaried employee of the non-profit organization Peninsula Open Space Trust (POST). After consultation with the Fair Political Practices Commission and the District's General Counsel, it was determined that the employment relationship with POST is categorized as a "remote interest" under Government Code section 1091, and that such remote

interest would not trigger the contracting ban under Government Code section 1090. To remain consistent with that law, however, Director Riffle needs to continue recusing himself from all Board agenda items that affect financial matters relating to POST and the District.

Debt Service Claims

The debt service claims listed below for FY2019-20 reflect payments required of the Midpeninsula Regional Open Space District to meet the outstanding debt obligations for Fiscal Year 2019-20:

DEBT SERVICE FISCAL YEAR 2019-2020

	PRINCIPAL	INTEREST
NOTEHOLDER-LAND		
Hunt	0.00	75,000.00
Subtotal-Notes	0.00	75,000.00
 BONDS PAYABLE		
2011 Bonds	215,000.00	25,700.00
2012 Refunding Notes	410,000.00	52,050.00
2015 Refunding Notes	875,000.00	1,009,725.00
2015 Measure AA GO Bonds	905,000.00	1,684,087.50
2016 Green Refunding Bonds	3,025,000.00	2,250,200.00
2017 Green Refunding/Parity Bonds	940,000.00	1,519,700.00
2018 Measure AA GO Bonds	2,745,000.00	1,938,100.00
Subtotal-Bonds	9,115,000.00	8,479,562.50
 TOTALS - NOTEHOLDERS & BONDS	9,115,000.00	8,554,562.50
 TOTAL DEBT SERVICE	17,669,562.50	

Annual Claims

The annual claims listed below for FY2019-20 reflect payments in excess of the General Manager's authority:

ANNUAL CLAIMS

ITEM DESCRIPTION	AMOUNT
Staff Salaries	\$19,019,050
Debt Service (includes note paying agent fees)	\$17,682,563
Group Insurance Premiums	\$2,906,821
Retirement Plans	\$3,389,346
State Mandated Insurance-Unemployment & Workers Comp.	\$464,318
Wellington Park Investors (AO Office Leases)	\$437,589
Utilities - Electricity/Gas/Propane/Telephone/Cellular Telephone (PG&E/Cal Water/Amerigas/Verizon/AT&T)	\$279,170

Fuel – WEX/Valley Oil Company	\$235,000
Dispatch Services (City of Mountain View)	\$229,800
Property/Liability/Vehicle Insurance (CALJPIA)	<u>\$198,482</u>
TOTAL:	\$44,842,139

Annual and Project-Specific Recusals: Director Riffle is recusing himself, as required by law, from voting on all payments to POST that are authorized by the Board via this annual and all future recurring claims reports, and will also do so on an individual basis for project-specific Board actions involving financial transactions with POST.

BOARD COMMITTEE REVIEW

This item was not previously reviewed by a Board Committee; however, the Action Plan and Budget Committee reviewed the FY2019-20 District Budget in April and May.

FISCAL IMPACT

The listed Annual Claims are included in the FY2019-20 District Budget, which was approved by the Board of Directors at the Regular Meeting of June 26, 2019 (R-19-77).

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 for the listed vendors and pay invoices upon receipt.

Attachments:

1. Detailed List of Debt Service Obligations FY2019-20

Responsible Manager:
Stefan Jaskulak, Chief Financial Officer

Prepared by:
Andrew Taylor, Finance Manager

ATTACHMENT 1

**DEBT SERVICE
FISCAL YEAR 2019-2020**

Payable to	Close of Escrow	Original Note	Rate %	Term	Remaining Principal At June 30, 2019	Final Payment Due	FY 2019/2020 - Debt Service Payments		
							Total	Principal	Interest
Hunt	04/15/2003	<u>1,500,000.00</u>	5.50%	10 years	<u>1,500,000.00</u>	04/01/2023	<u>75,000.00</u>	<u>0.00</u>	<u>75,000.00</u>
		<u>1,500,000.00</u>			<u>1,500,000.00</u>		<u>75,000.00</u>	<u>0.00</u>	<u>75,000.00</u>
2011 Bonds	05/05/2011	1,080,000.00	3% to 4%	30 years	750,000.00	09/01/2021	240,700.00	215,000.00	25,700.00
2012 Refunding Notes	02/02/2012	8,705,600.70	3% to 5.44%	30 years	8,310,600.70	09/01/2033	462,050.00	410,000.00	52,050.00
2015 Refunding Notes	01/22/2015	23,630,000.00	2% to 5%	19 years	21,010,000.00	09/01/2034	1,884,725.00	875,000.00	1,009,725.00
2015 Measure AA GOs	07/29/2015	45,000,000.00	1.5% to 5%	30 years	42,460,000.00	09/01/2045	2,589,087.50	905,000.00	1,684,087.50
2016 Refunding Green Bond	09/22/2016	57,410,000.00	3% to 5%	22 years	50,435,000.00	09/01/2038	5,275,200.00	3,025,000.00	2,250,200.00
2017 Refunding Green Bond	12/28/2017	25,025,000.00	3% to 5%	20 years	25,025,000.00	06/30/2038	1,022,200.00	0.00	1,022,200.00
2017 Parity Green Bonds	12/28/2017	11,220,000.00	5%	10 years	10,420,000.00	06/30/2028	1,437,500.00	940,000.00	497,500.00
2018 Measure AA GOs	02/14/2018	<u>50,000,000.00</u>	2% to 5%	30 years	<u>50,000,000.00</u>	09/01/2048	<u>4,683,100.00</u>	<u>2,745,000.00</u>	<u>1,938,100.00</u>
		<u>222,070,600.70</u>			<u>208,410,600.70</u>		<u>17,594,562.50</u>	<u>9,115,000.00</u>	<u>8,479,562.50</u>
		<u>223,570,600.70</u>			<u>209,910,600.70</u>		<u>17,669,562.50</u>	<u>9,115,000.00</u>	<u>8,554,562.50</u>