

**SAN BRUNO MOUNTAIN AREA  
HABITAT CONSERVATION PLAN TRUSTEES' MEETING**

**DRAFT MINUTES  
March 24, 2010**

The meeting convened at 1:02 p.m. in the County Manager's Office Conference Room, 400 County Center, Hall of Justice, Redwood City.

**TRUSTEES PRESENT:** David Boesch, Clay Holstine, Patricia Martel,  
Barry Nagel

**STAFF PRESENT:** John Nibbelin, David Holland, Samuel Herzberg, Brenda Bennett

**OTHERS:** John Ferreira, Autumn Meisel

1. Oral Communications

There were none.

2. Consideration of Minutes of June 15, 2009

Trustee Boesch said that "Westcoast Wildlands" should replace "Thomas Reid Associates" in the last line of the minutes.

Trustee Nagel moved to approve the minutes as modified. Trustee Martel seconded the motion. The motion carried 4-0.

3. Consideration of Approval of Proposal for Audit Services

Parks Director Holland said that the audit services proposed would bring the audit of the San Bruno Mountain Habitat Conservation Plan Trust Fund (Trust) current. He said, typically, annual audits are done for a fiscal year ending June 30 in September/October of the same calendar year. He said the Trustees meet once a year, generally in May, to set the budget and work plan for the next fiscal year. He suggested the Trustees could authorize the Director of Parks to enter into an agreement for audit services annually so that a second Trustees meeting is not necessary solely for the purposes of approving an agreement for such services. He said the audit services generally cost \$4,000 to \$4,500 and would be part of the budget approval.

Trustee Holstine asked how under-billing, payment delinquencies and lack of a fine structure, which were identified in the last audit, had been addressed. Director Holland said that Parks staff has pursued collection of all of the delinquent accounts,

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but noted that there was no mechanism in place to enforce payment. He said County Counsel Murphy was working on development of an enforcement mechanism. Trustee Holstine said the audit report had also indicated the use of an incorrect Consumer Price Index and he asked whether that had been corrected and past funds collected. Director Holland said the Index had been corrected and the past three years of payments had been collected accordingly.

Trustee Boesch asked if the budget included Trust Fund balances. Director Holland said the Trust Fund balance was currently \$228,000 and there was about \$31,000 charged against it for payments on existing agreements. He said he anticipated the carryover fund balance to be \$95,000 to \$100,000.

Trustee Martel moved to approve the proposal for audit services for the four-years ending June 30, 2009 and to authorize the Director of Parks to enter into annual audit agreements for the San Bruno Mountain Habitat Conservation Plan Trust Fund Audit. Trustee Holstine seconded the motion, which carried 4-0.

#### 4. Schedule Next Meeting

Director Holland said staff would set up a meeting in May to consider the annual work plan and budget. He said staff would meet with the Technical Advisory Committee in April. There was a short discussion about the endowment to the Fund and how that would be used and when it would become available. There was general consensus that an agreement should be drawn up by County Counsel and the City Attorney of Brisbane. Trustee Holstine indicated that it was possible for the full amount to become available within 24 months. Trustee Boesch asked if there was a plan for how that would be spent down. Trustee Holstine said it was a non-wasting fund. Director Holland said that each year there were a number of optional tasks that were not done as the work could not be sustained consistently.

Trustee Holstine said that the HCP permit would expire in 2013. He asked if County Counsel and staff could prepare a white paper to describe what will happen when the permit expires, the process for renewing it, and the pros/cons of doing so. Director Holland asked if the Trustees wanted that for the next meeting in May. Trustee Boesch suggested that an outline and some recommendations would suffice at this point. Director Holland said staff would prepare an outline with recommendations for the May meeting.

The meeting adjourned at 1:19 p.m.