

<b>SAN BRUNO MOUNTAIN AREA HABITAT CONSERVATION PLAN TRUSTEES' MEETING</b>
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**MINUTES  
December 19, 2013**

The meeting convened at 10:00 a.m. in the Brisbane City Council Chambers, 50 Park Place, Brisbane

**TRUSTEES PRESENT:** David Holland, Clay Holstine, Patricia Martel, Steve Mattas

**STAFF PRESENT:** Marlene Finley, Sam Herzberg, John Nibbelin

**OTHERS:** Doug Allshouse, Mike Forbert, Ken McIntire, Joe Cannon, Stu Weiss, Michelle Salmon

**1. Oral Communications**

There were no oral communications.

**2. Consideration of Minutes of the June 26, 2013 Meeting**

Action: Martel/Holstine moved approval of the minutes. Motion carried 4-0.

**3. Review of San Bruno Mountain Conservation Plan (SBM HCP) Trust Fund Audit for FY 2005/06-2008/09 and Make the Following Recommendations:**

- a. Accept the Audit for Fiscal Years 2005/06, 2006/07, 2007/08, 2008/09.

Clay Holstine commented that the audit was not a good one. Sam Herzberg gave an overview of the audit results and subsequent recommendations action by action, and indicated that part of the problem was that due to changes in staff and delays in the County Controller's Office to complete the audit. As a result opportunities to collect fees from developers exceeded the four year window, and because an HCP amendment had also been underway some funds were misplaced in wrong accounts and also needed to be corrected. The Parks Department has been notified Controller's Office that they will no longer conduct SBM HCP Trust Fund audits, and private auditors will need to be solicited. The goal is to get caught up for the next four year period, so yearly audits can be conducted.

- b. Direct staff to write off as uncollectable \$8,613.05 from the outstanding receivables account.

Park Planner Sam Herzberg indicated that the \$8,613.05 could not be collected from homeowners due to delays in the Controller's Office to complete the audit and opportunities to collect fees exceeded the four year window.

Action: Staff was unanimously directed to write off as uncollectable \$8,613.05 from the outstanding receivables account.

- c. Direct staff to work with County Counsel and the Controller's Office to renew efforts to collect the \$79,057.96 that was found to be unpaid from the developers.

Sam Herzberg indicated that former Parks Director Jim Nantell sent letters to the HCP Trustees in August requesting assistance to clarify when developers were responsible for billing vs. subsequent homeowners so double billing could be corrected. A letter from then South San Francisco City Attorney Steve Mattas was subsequently received which clarified \$21,844 in fees related to when parcel ownership changes occurred in their letter. No other feedback was received from the Cities of Brisbane or Daly City.

Action: Staff was unanimously directed to work with County Counsel and the Controller's Office to renew efforts to collect the remaining funds that were found to be unpaid from the developers.

- d. Direct staff to journal identified Due To/From monies in the total net amount of \$34,951 from the HCP Fund as recommended by the audit.

Action: Staff was unanimously directed to journal identified Due To/From monies in the total net amount of \$34,951 from the HCP Fund as recommended by the audit.

- e. Direct staff to track separately restoration funds for Terra Bay South Slope in the HCP Fund (currently \$153,138) so they can be accounted for as expended for their intended purpose. As of 12/3/13 remaining balance is \$153,138 for restoration costs on parcels 1 and 2.

Action: Staff was unanimously directed to track separately restoration funds for Terra Bay South Slope in the HCP Fund (currently \$153,138) so they can be accounted for as expended for their intended purpose.

- f. Direct staff to complete an audit for Fiscal Years 2009/10, 2010/11, 2011/12.

Action: Staff was directed to distribute a Request for Proposal for an audit of FY 09-10 to 12-13 in a phased manner of four years and then afterwards completed an audit for the current fiscal year.

#### **4. Consider Review of Prior 30 Years of Habitat Management**

Sam Herzberg presented a Draft Request for Proposals that was approved for use by the HCP Technical Advisory Committee (TAC). Clay Holstine asked that the TAC be part of the proposal review process and interviews with potential contractors are done at a future TAC meeting.

Action: Staff was unanimously directed to distribute the Request for Proposals for the assessment of 30 years of habitat management and covered species monitoring for the San Bruno Mountain Habitat Conservation Plan, and include the Technical Advisory Committee in the review of proposals and the interview process.

#### **5. Review potential designation of San Bruno Mountain as an Association of Bay Area Governments (ABAG) Priority Conservation Area (PCA)**

Sam Herzberg explained that the ABAG designation process for ensuring potential priority regional funding for habitat and access around the mountain. He explained to window for nomination of a PCA is in June 2014. He indicated this effort would be complimentary to, but separate from, current HCP responsibilities. Ken McIntyre indicated San Bruno Mountain Watch had applied for a Goldman Fund grant to take the next steps in gathering support for designating the areas around San Bruno Mountain as a PCA. Dave Holland explained the County has currently identified County Office of Education lands to be added to the Pescadero County Park Complex as a pilot PCA effort, and indicated he had submitted a strong letter of support for the Mountain Watch grant to the Goldman Fund.

Action: The Trustees expressed support for the effort, and interest in adoption of a Resolution in support of San Bruno Mountain being formally

designated a Priority Conservation Area at their June 2014 meeting. The Trustees also recommended that individual City Councils adopt similar resolutions.

## **6. Review TAC Recommendation of Support for the Mission Blue Nursery**

Sam Herzberg explained that the TAC had discussed its support for the Mission Blue Nursery at their October 2013 TAC meeting. Current annual funding for the past two years at \$10,000 a year is for the Mission Blue Nursery to serve as a subcontractor to West Coast Wildlands to support replanting native plants in areas where exotic invasive plants have been removed. The TAC expressed support for increasing funding for future restoration efforts based on future endowment interest funding being available.

Action: The HCP Trustees expressed support for the TAC's position of support for the Mission Blue Nursery and future restoration efforts on San Bruno Mountain.

## **7. Discuss Mission Blue Butterfly Reintroduction Efforts from San Bruno Mountain to Twin Peaks in San Francisco**

A presentation by Stu Weiss was given to the HCP Trustees about multi-year introduction of Mission Blue butterflies and habitat plants from San Bruno Mountain to Twin Peaks in San Francisco.

## **8. Schedule Next Meeting**

Sam Herzberg indicated he would schedule another meeting when the next audit and 30 year assessment were ready for Trustees approval. The Trustees asked that they be noticed when the TAC field visit occurs.