

**San Bruno Mountain Habitat Conservation Plan (HCP) Trustees
Meeting Minutes
August 10, 2016**

The meeting convened at 2:04 p.m. in the County Manager's Conference Room, 400 County Center, Redwood City

TRUSTEES PRESENT: Mike Callagy, Clay Holstine, Mike Futrell, and Pat Martel

STAFF PRESENT: Ramona Arechiga, Brenda Bennett, Sarah Birkeland, Eduardo Castillo, Marlene Finley, and Sam Herzberg

OTHERS PRESENT: Joseph Arch, JJACPA, Inc.

1. Oral Communications

There were none.

2. Consideration of Minutes of August 19, 2015 Meeting

Action: M/S Martel/Futrell to approve the August 19, 2015 meeting minutes.

Motion carried unanimously (4-0).

3. Introduction of Sarah Birkeland, new Parks Department Assistant Director*

Parks Director Marlene Finley introduced Sarah Birkeland who has been with the Department for approximately three months. Ms. Finley said that Ms. Birkeland comes from the Office of the General Counsel, U.S. Forest Service, with a background in environmental law. She added that Ms. Birkeland has a master's degree in landscape architecture and a bachelor's in botany from Oregon State University.

4. Report Backs

a. Endowment Fund Interest

Ms. Arechiga said the report responded to question of the use of endowment fund investment. She said the Board approved a resolution in 2012 that detailed the use of interest annually for habitat conservation activities in the San Bruno Mountain Habitat Conservation Plan area. Mr. Holstine said the report memorialized the use. He said it might be helpful to have a discussion about how to invest the money as there might be investment strategies to consider.

b. California State Parks Operating Agreement

Ms. Arechiga said the California State Parks Operating Agreement was still under

discussion. She said State and County Parks would be having in-house discussions about funds that would eventually come to Parks.

5. Review and Approval of the SBM HCP Budget

a. Review and approval of Annual Audits of SBM HCP Trust Fund for FY 2013-14, FY 2014-15

Mr. Callagy introduced Joseph Arch, JJACPA, Inc. who has conducted a number of past audits of the SBM HCP Trust Fund. Mr. Arch said the one finding in the FY 2013-14 report regarding timing. He said there were no findings with regard to internal control.

b. Review and Approval of funds to implement the FY 2015-16 audit

Action: M/S Holstine/Futrell to approve an emergency response fund.

Motion carried unanimously (4-0).

c. Review and Approval for an Emergency Response Fund

Action: M/S Martel/Futrell to approve an emergency response fund not to exceed \$100,000.

Motion carried unanimously (4-0).

d. Review and Approval of FY 2016-17 Proposed Budget

Mr. Holstine asked about the HCP contracts noting its budget for 2015-16 was \$67,000 but actuals were \$32,185 and costs were proposed at \$120,000 for 2016-17. Ms. Arechiga explained that \$67,000 was to complete butterfly monitoring and the \$100,000 to \$150,000 was for invasive and scrub removal using volunteers and grazing. She said this approach change looked at expanding the host species.

Action: M/S Futrell/Martel to approve the FY 2016-17 proposed budget.

Motion carried unanimously (4-0).

e. Review and Approval to adopt a two-year HCP Trust Fund budget

Action: M/S Martel/Futrell to approve the adoption of a two-year HCP Trust Fund budget.

Motion carried unanimously (4-0).

6. Review and Approval of planned expenditures for Habitat Conservation Activities within the San Bruno Mountain Habitat Conservation Plan area.

- a. **Vegetation management of conserved habitat (\$100,000)**
- b. **Restoration and Volunteer Engagement (\$12,000)**
- c. **Funds to support grazing research for a pilot project and RFP development (\$40,000);**
- d. **Monitoring Support (\$10,000);**
- e. **MIG on-call (\$5,000)**
- f. **Terrabay Parcels 1,2, and 6 work (\$70,000)**
- g. **PGE Vegetation Management Work (\$21,702.23)**

Ms. Arechiga provided a brief report on each of the items.

Action: M/S Futrell/Martel to approve planned expenditures for Habitat Conservation Activities within the San Bruno Mountain Habitat Conservation Plan area.

Motion carried unanimously (4-0).

7. Review of 2015 Annual Report Highlights and Update on 2016 Activities

Ms. Arechiga made a short presentation.

8. Update concerning utility work within SBM HCP area as it relates to the Incidental Take Permit issued by the USFWS

Ms. Arechiga referred to her memo dated August 2, 2016.

- 9. Update concerning parcels to be dedicated as conserved habitat**
- a. **McKesson**
 - b. **Toll Brothers**
 - c. **Foxhall**

Ms. Arechiga noted the color map in the packet showing Foxhall lands north of Guadalupe Canyon Park and the north side of McKesson lands along the northeast ridge.

Ms. Martel said that they extracted agreements from the developers that the dedication for Foxhall has already occurred.

10. Upcoming Meetings

- a. **TAC – September 15th**
- b. **TAC – December 15th**

- c. **Field Meeting March 2017**
- d. **Trustees – May 2017**

Ms. Arechiga said they would review a two-year proposed budget.

- e. **TAC – June 2017**

Ms. Arechiga said they would be active on San Bruno Mountain and would welcome participation from any of the cities on the TAC or in the coordination meetings.

11. Adjournment

The meeting adjourned at 2:40 p.m.