

SAN BRUNO

Community Foundation

Board of Directors

Malissa Netane-Jones, *President* • Jim Ruane, *Vice President* • Raul Gomez, *Secretary* • Pak Lin, *Treasurer*
Supriya S. Perry • Belinda Wong
Leslie Hatamiya, *Executive Director*

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

March 5, 2025

7:00 p.m.

Meeting Location:

San Bruno Senior Center, 1555 Crystal Springs Road, San Bruno

- 1. Call to Order/Welcome:** President Netane-Jones called the meeting to order at 7:00 p.m.
- 2. Roll Call:** Board Members Netane-Jones, Ruane, Gomez, Pak, Perry, and Wong, present.

President Netane-Jones informed the Board that Secretary Gomez was unable to attend the meeting in person, as he informed the Foundation that he was under the weather with a contagious illness and therefore would attend the meeting remotely for "just cause." Given that there was a quorum of the Board attending the meeting in person, she noted that under Brown Act meeting provisions, Secretary Gomez could attend remotely. Appearing on Zoom, Secretary Gomez confirmed that there was no one 18 years of age or older in the room with him.

- 3. Request to Participate Remotely:** Approve Request of Vice President Jim Ruane to Participate in the Meeting Remotely Due to Emergency Circumstances

President Netane-Jones informed the Board that Vice President was unable to attend the meeting in person and requested to participate remotely under the "personal emergency" provision of the Brown Act, which requires an approval by the Board. Vice President Ruane explained that the previous day he had undergone a medical procedure for an eye condition and that his doctor recommended that he remain at home. President Netane-Jones noted that there was a quorum of the Board attending the meeting in person.

Treasurer Lin moved to approve the request of Vice President Ruane to participate in the meeting remotely due to emergency circumstances, seconded by Board Member Wong, approved unanimously by roll call vote.

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Appearing on Zoom, Vice President Ruane confirmed there was no one 18 years of age or older in the room with him.

4. Public Comment: None.

5. Approval of Minutes: February 5, 2025, Regular Board Meeting

Board Member Perry moved to approve the minutes of the February 5, 2025, Regular Board Meeting, seconded by Treasurer Lin, approved unanimously by roll call vote.

6. Executive Director's Report

Executive Director Hatamiya gave a brief report. She reported that, under her contract authority as Executive Director, she renewed the Foundation's commercial general liability, property, non-owned hired auto liability, and cyber liability insurance policies with Philadelphia Insurance Companies (total combined premium of \$1,271). For the workers compensation insurance policy, she reported that The Hartford renewed the Foundation's, with an estimated premium of \$875. She noted that these policy renewals will take effect on March 21, 2025.

Ms. Hatamiya reported that the San Bruno City Clerk's office received several applications for the open seat on the SBCF Board of Directors and that President Netane-Jones and Treasurer Link participated in the City Council's interview process as the Board's representatives. She said the City Council is expected to vote on an appointment at its March 11 regular meeting.

Finally, Ms. Hatamiya reminded Board members to submit their necessary ethics paperwork (Form 700 and Conflict of Interest Policy Annual Affirmation).

7. Consent Calendar

- a. Adopt Resolution Authorizing Executive Director to Bind Directors and Officers Liability Insurance Policy from Travelers Casualty and Surety Company of America for an Amount Not to Exceed \$8,057
- b. Receive and Approve Treasurer's Report (November and December 2024 Financial Statements)

Treasurer Lin moved to accept the Consent Calendar as presented, seconded by Board Member Wong, approved unanimously by roll call vote.

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8. Conduct of Business

- a. Receive Report on the San Bruno Recreation and Aquatic Center (RAC) Project from the City of San Bruno

President Netane-Jones reported that the Foundation has paid out grant payments related to the design and construction of the RAC totaling \$51.2 million to the City of San Bruno, leaving a balance of about \$300,000 still to pay.

San Bruno Community Services Director Travis Karlen gave the City's final report on the construction of the San Bruno Recreation and Aquatic Center (RAC), to which the Foundation has contributed \$51.5 million in grant funding. After reviewing the various stages of the RAC project, from conceptual design development to last summer's grand opening, Director Karlen reported that the City has closed out the construction project, at a total cost of \$62,386,222. In response to questions from the Board, he noted that the City will launch its recruitment for summer staff positions in the next week and that he will look into the impact of the solar panels at the RAC.

- b. Receive Report on the RAC Startup Programming and Outreach Activities Grant from the City of San Bruno

Community Services Deputy Director Damian Sandholm gave an update on the three-year, \$2.25 million strategic grant the Foundation awarded to the City of San Bruno to support startup programming and outreach activities at the new RAC. He reviewed various RAC events (including the Monster Mash Bash and the Polar Bear Plunge, which have already taken place, and future events such as a RAC Celebration Event in June, a RAC Hiring Fair this spring, and a Wedding Expo in the fall), programs (including guest, spectator, and ADA companion pass programs, an inclement weather walking program, fitness programs, and contract instructor support), and administrative strategies (including a benchmarking and pricing strategy study, a facility fee evaluation, revenue and expenditure analysis, and various marketing projects) that are being funded or subsidized by the grant. He shared the City's new RAC website design and branding plans and noted the Community Services Department's continued focus on increasing membership, optimizing the facility rentals process, enhancing program offerings, finalizing assessment of pricing structures, developing community partnerships, and continuing efforts to create a financially sustainable business model for the RAC's long-term success.

In response to questions from the Board, Mr. Sandholm said that there has been strong demand for the basketball and pickleball hours at the gym, mostly San Bruno residents have been signing up for RAC memberships, the City is planning for a traditional summer program with youth camps and swim lessons, the City is recruiting contractor instructors to offer more fitness and sports classes, and pool hours are limited due to staffing availability but the City expects to increase pool hours in the summer when more lifeguards become available.

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- c. Receive Report on the Downtown Beautification Initiative from the City of San Bruno

Community Services Director Karlen gave a brief report on downtown beautification projects being funded by a \$350,000 grant to the City. He reported that Callander Associates is working on the design of planters along San Mateo Avenue, the medians at the northern and southern ends of San Mateo Avenue, and trees along Jenevein Avenue, and the City anticipates putting the project out to bid this spring. He reminded the Board that plans to replace the marquee sign on the southern end of San Mateo Avenue is on hold, as the City's Transit Corridor Plan may result in a reconfiguration of the adjacent intersection. Finally, Director Karlen displayed examples of the three sets of banners that will be hung along San Mateo Avenue, including a "City with a Heart" set, a set of winter holiday banners, and a set of summer banners.

- d. Receive Report on Other Programs (Crestmoor Scholarship, Community Grants Fund, and Other Strategic Grants)

Executive Director Hatamiya reported on the Foundation's other programs and initiatives. She reported that the 2025 Crestmoor Scholarship Program is proceeding on schedule and that staff is in the process of preparing the applications received by the March 4 deadline for the Selection Panel. She said the Foundation expects to notify applicants of the results of the selection process before the end of April, and the 2025 Crestmoor Scholars will be recognized at the June Board meeting.

With regard to the Community Grants Fund, Ms. Hatamiya noted that the Foundation has executed all grant agreements for the Community Grants awarded in the 2024-2025 cycle and thanked Board members who have helped deliver grant checks to the various grantee organizations.

Ms. Hatamiya then reported on the \$3.4 million grant the Foundation awarded to the City for the first phase of the City's plans to develop artificially turfed soccer fields at the site of the former Crestmoor High School. She reported that the sale of the site by the San Mateo Union High School District to SummerHill Homes LLC closed in early February, and SummerHill immediately sold the property to Toll Brothers, a national home builder. She said Toll Brothers started demolition on the site in late 2024, and the City is currently processing the subdivision map and building permits for construction. She said the City has engaged with Callander Associates on the design development stage of the soccer field project and is in the process of developing and presenting for City Council review and action an improvement agreement with Toll Brothers for construction of the soccer fields.

- e. Receive Report from Audit Committee and Adopt Resolution Authorizing President Malissa Netane-Jones to Execute a Contract with Novogradac & Company LLP for Audit and Tax Preparation Services for Fiscal Year 2024-2025 for an Amount Not to Exceed \$11,600

As Chair of the Audit Committee, Secretary Raul Gomez reported that the Committee reviewed and discussed the five proposals received in response to the Foundation's request for proposals for audit and tax preparation services by the January 10 deadline. He presented the Committee's

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recommendation, which took into consideration the quality of the submitted proposal, the firm's relevant experience, and the proposed fees, that the Board continue its relationship with Novogradac & Company LLP to provide audit and tax preparation services for fiscal year 2024-2025. He said that Lance Smith would continue to lead the Foundation's engagement team at Novogradac, but that the firm would change the staff accountants working on the SBCF account in order to bring "fresh eyes" to the audit but enable the firm to leverage its years of experience with the Foundation.

Vice President Ruane moved to adopt the resolution authorizing President Malissa Netane-Jones to execute a contract with Novogradac & Company LLP for audit and tax preparation services for fiscal year 2024-2025 for an amount not to exceed \$11,600, seconded by Treasurer Lin, Approved unanimously by roll call vote.

f. Receive Report from Investment Committee on its February 19, 2025, Regular Meeting

As Chair of the Investment Committee, Treasurer Pak Lin reported on the Committee's recent quarterly meeting on February 19, which included a report from the Foundation's investment management team at Sand Hill Global Advisors. She noted that while the U.S. economy showed continued strength through the end of 2024, recent market volatility reflects uncertainty about the new federal administration's tariff and other economic policies. She reported that the Foundation's investment portfolio currently totaled about \$31 million.

9. Study Session: Receive report from Ad Hoc Committee on Strategic Planning; Approve Resolution Directing the SBCF President and Executive Director to Send a Letter to the San Bruno City Council Expressing the Foundation's Interest in Exploring Potential Legacy Capital Projects with the City of San Bruno; and Provide Additional Direction to the Ad Hoc Committee and Staff Regarding Potentially Revising the Foundation's Program and Investment Strategies and Further Strategic Planning Deliberations

As Chair of the Ad Hoc Committee on Strategic Planning, President Netane-Jones summarized the Board's post-RAC strategic planning deliberations to determine the Foundation's program and investment strategies once the RAC grants are fully disbursed. She noted that at its February meeting, the Board confirmed that it wants to focus its discussions on two main options – (1) spending down the remaining funds in the near-to-mid-term on one or two large legacy projects and winding down all other programs, and (2) spending down the remaining funds over a set period of time (e.g., 10-25 years) with a target annual budget – with several Board members expressing a preference for option #1 if an appropriate final legacy project can be identified as the best use of the Foundation's remaining funds for the long-term benefit of the community.

She reported that the Ad Hoc Committee met in February and discussed the Board's desire to investigate possible legacy projects under option #1, including a new Fire Station 52 and reimagined library, noting that the Committee sees the RAC, a decade of Crestmoor Scholarships and Community Grants, another \$10 million in other strategic grants, and a final legacy project or two would be an

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extremely meaningful legacy arising out of the restitution funds that properly honors the Crestmoor neighborhood and the tragedy that San Bruno suffered in 2010. Based on the Board's February discussion, the Committee concluded that the City is the most likely partner for a final legacy project. To move forward with option #1, the Committee recommended that the Foundation send a formal letter to the City Council outlining the Board's thoughts and a request for the City to engage in a discussion with the Board to identify and explore possible legacy projects.

President Netane-Jones reported that the Committee also discussed possible wind-down timelines, including for the Crestmoor Scholarship and the Community Grants Fund, if the Board were to pursue a final legacy project. She said if the Board is able to formally endorse option #1 this spring, in order to maximize the funds available for a final legacy project or two, it may make sense for the Foundation to freeze all existing programs starting in fiscal year 2025-2026 and not award any further scholarships or grants, except for any final legacy project(s). The one exception might be additional grant funding for permanent lighting as part of Phase 1 of the Crestmoor Fields Project, which the Board has already expressed a willingness to consider after more concrete cost information is obtained. In addition to pursuing a final legacy project, she said the Foundation would focus on the administration of previously awarded grants and scholarships, many of which are multi-year and involve additional payments of grant and scholarship funds and reporting obligations of grantees and scholarship recipients.

She reported that the Committee discussed the implications of eventually winding down the current version of the Foundation under both options #1 and #2. She said the Committee discussed that if the current version of SBCF were to wind down, and there was community interest in having a foundation continue to serve San Bruno, the best option might be for a group of interested community members to establish a new 501(c)(3) that is unaffiliated with the City that could operate like a more traditional community foundation that exists in other communities. She said the Committee noted that an independent foundation might have more flexibility, be able to operate more nimbly, and have more fundraising success than the current Foundation, which is often viewed as an arm of the City.

During the Board's discussion, all three members of the Committee said they favored option #1, with one or two legacy projections having the most meaningful and lasting impact, similar to the RAC, for the community. They noted that a new Fire Station #52, which directly supports the Crestmoor neighborhood, would be a fitting full-circle final project for the Foundation.

Board Member Perry moved to approve the resolution directing the SBCF President and Executive Director to send a letter to the San Bruno City Council expressing the Foundation's interest in exploring potential legacy capital projects with the City of San Bruno, seconded by Board Member Wong, approved unanimously by roll call vote.

10. Board Member Comments: None.

Vice President Ruane departed from the meeting and did not participate in the Closed Session.

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- 11. Closed Session:** Conference with Labor Negotiators Pursuant to Government Code section 54957.6.
Agency designated representative: Board President Malissa Netane-Jones. Unrepresented
employee: Executive Director


There was no reportable action.

- 12. Adjourn:** Board Member Perry moved to adjourn the meeting at 8:27 p.m., seconded by Board
Member Wong, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of April 2, 2025, by Secretary Raul
Gomez and President Malissa Netane-Jones.



Raul Gomez, Secretary



Malissa Netane-Jones, President