

SAN BRUNO

Community Foundation

Board of Directors

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

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Special Meeting of the Board of Directors

September 3, 2025

7:00 p.m.

Meeting Location:

San Bruno Recreation & Aquatic Center, Community Room, 251 City Park Way, San Bruno

- 1. Call to Order/Welcome:** President Netane-Jones called the meeting to order at 7:00 p.m. She noted the 15-year anniversary of the gas pipeline explosion in the Crestmoor neighborhood and dedicated the meeting to all those affected by the 2010 tragedy.
- 2. Roll Call:** Board Members Netane-Jones, Gomez, Pak, Inglima, Perry, and Wong, present; Board Member Ruane, excused.
- 3. Public Comment:** None.
- 4. Presentation:** Recognition of San Bruno Fire Chief Ari Delay for his service to the San Bruno community and his support of the San Bruno Community Foundation

On behalf of the Board, President Netane-Jones honored outgoing San Bruno Fire Chief Ari Delay. She read a proclamation acknowledging Chief Delay's many contributions to the Foundation and the San Bruno community, a framed copy of which Chief Delay received from the Foundation. Board members thanked Chief Delay for his partnership with the Foundation, and Chief Delay addressed the Board and thanked the Foundation for its support of the Fire Department through a variety of grants.

- 5. Approval of Minutes:** June 4, 2025, Special Board Meeting

Board Member Wong moved to approve the minutes of the June 4, 2025, Special Board Meeting, seconded by Treasurer Lin, approved unanimously by roll call vote (Ruane absent).

- 6. Executive Director's Report**

Executive Director Hatamiya gave a brief report. She first reported that she and Accounting Consultant Frank Bittner submitted all requested reports and documents to the Foundation's auditors at

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Novogradac & Company for the fiscal year 2024-2025 audit. She noted that the Novogradac team will prepare drafted audited financial statements by October 10 and meet with the Audit Committee at a public meeting that is being scheduled. She also said the Novogradac team will present the audited financial statements to the Board at its November 5 meeting.

Ms. Hatamiya reported that the San Bruno City Council approved the Foundation's fiscal year 2025-2026 budget in June.

Finally, she noted that November 12-18, 2025, is National Community Foundation Week and that the San Mateo County Board of Supervisors is scheduled to recognize community foundations in the county, including SBCF, at a November meeting.

7. Consent Calendar

- a. Adopt Resolution Changing the Location of the Regular Meetings of the San Bruno Community Foundation Board of Directors
- b. Receive and Approve Treasurer's Report (May, June, and July 2025 Financial Statements)

Board Member Perry moved to accept the Consent Calendar as presented, seconded by Treasurer Lin, approved unanimously by roll call vote (Ruane absent).

8. Conduct of Business

- a. Receive Report from Investment Committee on its August 20, 2025, Regular Meeting and Presentation from Sand Hill Global Advisors, LLC, Regarding the Firm's Investment Outlook and SBCF's Investment Portfolio

As chair of the Investment Committee, Treasurer Lin gave a brief summary of the Committee's most recent quarterly meeting, which was held on August 20, 2025. She noted that the Committee received its regular report from the Sand Hill team and briefly discussed cash flow needs related to any final legacy projects.

She then introduced Brian Dombkowski, CEO of Sand Hill Global Advisors, LLC, which serves as the Foundation's investment adviser, and Senior Wealth Manager Kristin Sun to give the firm's annual presentation to the Board. Mr. Dombkowski gave the firm's assessment of the economic and market outlook, noting remarkable economic growth in the first half of 2025 despite challenges and anticipating interest rate cuts in the second half of the year. Characterizing the portfolio structure as well-constructed for the Foundation's purposes, he reviewed performance of the three pools of the Foundation's investment funds. He noted the Board's decision to early June to transfer all funds in the Quasi-Endowment Pool to the Strategic Pool and reported that the Quasi-Endowment's final balance before transfer, on June 5, was \$24.9 million, with returns of 8.63% over the past year and absolute performance of 89.02% since inception. He then reported that as of the end of the fiscal year on June

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30, the balance of the Strategic Pool was \$31.2 million, while the Liquidity Pool had a balance of nearly \$750,000. He explained that the portfolio has provided \$23.8 million in additional net value in the past nine years since the Foundation took possession of the restitution funds in May 2016, factoring in \$61.8 million in withdrawals to support all of the Foundation's investments in the community. Finally, Mr. Dombkowski gave a brief update on Sand Hill Global Advisors as a firm.

- b. Receive Report on the School Athletic Field Improvements Grant from the San Bruno Education Foundation and the San Bruno Park School District

San Bruno Park School District Superintendent Matt Duffy reported on the \$150,000 grant awarded to the San Bruno Education Foundation to support improvements to the athletic fields at Belle Air Elementary School, John Muir Elementary School, and Parkside Intermediate School. He explained that for years the poor condition of the John Muir field had prevented students from playing on it, and the grant funding allowed the district to transform the field into a safe, beautiful grass-covered field that is now used by both John Muir students during the school day and local youth soccer teams after school and on the weekends. He explained that funds designated for Parkside's fields have been used to upgrade the fencing and netting at the two softball diamonds. Describing issues at the Belle Air field as the most complicated of the three sites, Superintendent Duffy reported that grant funds are being spent on new soil, irrigation repairs, and significant fencing upgrades to protect the grass field between the Pony baseball field and Lions Field. He noted that the school district has partnered with San Bruno Girls Softball League, San Bruno AYSO, Lowen Soccer Club, and San Bruno Pony Baseball on the field renovations at the school sites.

- c. Receive Report on the SBPSD School Field Trip Grant from the San Bruno Park School District

Superintendent Duffy reported on the \$35,000 grant awarded to the San Bruno Park School District to underwrite field trips for classes at all district schools. He said that all of the grant funds had been expended over the past three years, with grant funds supporting 14 field trips in the 2024-2025 school year. He noted that the grant funds were particularly helpful in covering transportation costs, which can be expensive and are often a barrier to teachers planning off-campus trips. He expressed appreciation to the Foundation for the grant, which pushed the schools to explore off-campus learning opportunities and enabled students to have memorable and eye-opening experiences through the fifth grade Outdoor Education Program and at such Bay Area venues as the Lawrence Hall of Science, SFMOMA, and the Exploratorium.

- d. Receive Report on the San Bruno-Narita Sister City Program Grant from the City of San Bruno, the San Bruno Park School District, and the San Bruno Education Foundation

Superintendent Duffy and Brian Adam of the San Bruno City Manager's office reported on the three-year grants totaling \$109,000 supporting San Bruno's sister city relationship with Narita, Japan, which has included a cultural exchange program since 1990. They reported that in the first year of the grant, San Bruno hosted a delegation of middle school students and Narita representatives in March, with the

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Japanese students staying with Parkside Intermediate School host families. A delegation of 10 Parkside students, several Parkside teachers, and a City staff member visited Narita in July, where they participated in the annual Gion festival, attended a Japanese middle school, and learned about Japanese cultural traditions. In addition to underwriting the San Bruno delegation's travel expenses and the costs related to hosting the Narita delegation, they explained that the grant is supporting efforts to develop sustainable, ongoing sources of funding to support the program once SBCF funding sunsets. They reported that the City, the school district, and the San Bruno Education Foundation are planning the first Narita Alumni Dinner as a community-building and fundraising event, to be held in late January 2026.

- e. Receive Report on the RAC Startup Programming and Outreach Activities Grant from the City of San Bruno; Determine Whether Proposed Grant Modification Presents a Conflict of Interest Under Nonprofit and Exempt Entity Laws; and Adopt Resolution Modifying Strategic Grant to the City of San Bruno Supporting Startup Programming and Outreach Activities at the New San Bruno Recreation and Aquatic Center

President Malissa Netane-Jones reported that over the summer the Foundation finished paying out the eight grants totaling \$51.5 million to support the design and construction of the new San Bruno Recreation and Aquatic Center (RAC).

San Bruno Community Services Deputy Director Damian Sandholm reported on the City's use of grant funds, totaling \$2.25 million over three years, to support startup programming and outreach activities at the RAC. He highlighted uses of the grant funds in the first year, including underwriting events such as the Monster Mash Bash and the Polar Bear Plunge, subsidizing new programs such as Child Watch and the Inclement Weather Walking Program, launching a new RAC website, and analyzing facility fees and pricing strategies. He reported that the City spent approximately \$185,000 of the grant funds in the first year and, on behalf of the City, requested rolling over the balance of the year 1 allocation to the second and third years of the grant. Director Sandholm reported on plans to use grant funds in the grant's second year, including continuing many programs started in year 1, underwriting Community Day, providing membership incentives, and adding new events and fitness programs.

Legal Counsel Heather Minner said due to a timely disclosure by the Executive Director, the Board had to determine whether the proposed modification to the RAC Startup Programming and Outreach grant to the City presented a conflict of interest under nonprofit and exempt entity laws, in accordance with the Foundation's Conflict of Interest Policy. She reported that the Executive Director disclosed to the President, as required by the policy, that her adult son was continuing a paid internship with the City. In the spring, his previously disclosed paid internship in the City Manager's office was transitioned to the Community Development office, with the same hourly pay rate. She said he recently graduated from college and has continued his paid internship in the Community Development Department, working up to 40 hours per week, with the possibility of being considered for a full-time planner position in the next few months. Ms. Minner noted that under the Conflict of Interest Policy, the Executive Director is thus considered to have a "financial interest" through a family member that must be disclosed and the Foundation must follow certain procedures to consider the financial interest, including having the Board

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determine whether a conflict of interest exists before approving the amendment to the grant to the City. She reported that the San Bruno City Manager has confirmed that the Executive Director's son has not worked on the RAC programs that fall under the RAC Startup Programming and Outreach grant that the City seeks to modify or been involved in the request for modification of the grant, as these programs are all overseen by the Community Services Department. She said the City Manager also confirmed that modification of the grant will not be a consideration in making any personnel decisions regarding the Executive Director's son and explained that the grant agreement for this grant includes a term explicitly prohibiting the use of grant funds to compensate or provide any other monetary benefits to the Executive Director's son or any other insider of the Foundation, and this term would remain in the grant agreement post-modification. Ms. Minner said that after considering these facts, she has determined that the internship still does not pose a conflict of interest under public entity laws, consistent with the analysis presented in her prior memorandum to the Board. Also consistent with that prior analysis, Ms. Minner advised that the internship does not pose a conflict of interest under applicable nonprofit and tax-exempt entity laws with respect to the proposed modifications to the RAC Startup Programming and Outreach grant.

Executive Director Hatamiya departed from the meeting room, and the Board discussed the potential conflict of interest issue.

Treasurer Lin made a motion to determine that the proposed modification to the RAC Startup Programming and Outreach grant does not present a conflict of interest under nonprofit and exempt entity laws, in accordance with the Foundation's Conflict of Interest Policy, seconded by Board Member Inglima, passed unanimously by roll call vote (Ruane absent).

Executive Director Hatamiya returned to the meeting room.

Treasurer Lin moved to approve the resolution modifying the strategic grant to the City of San Bruno supporting startup programming and outreach activities at the RAC, seconded by Board Member Inglima, approved unanimously by roll call vote (Ruane absent).

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

San Bruno Community Director Travis Karlen reported on progress on the City's downtown beautification efforts, which the Foundation is supporting with \$350,000 in grant funding. He reminded the Board that this initiative consists of a series of projects to improve the visibility and appearance of San Bruno's downtown, including improvements to the planters and medians along San Mateo Avenue and the installation of new street pole banners. He noted that the City developed three sets of banners, two of which have already adorned the street poles along San Mateo Avenue. He reported on the revitalization of the planters and medians on San Mateo Avenue, including significant irrigation improvements, and highlighted the various plants and trees that will be planted. He reported that the San Bruno City Council approved a contract with Marina Landscape, which also includes improvements to Posy Park, with work expected to begin in the second half of September.

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g. Receive Report on the Crestmoor Fields Project from the City of San Bruno

Director Karlen provided a brief update on the development of a new soccer complex on the site of the former Crestmoor High School, which the Foundation is helping fund with a \$3.4 million grant. He reported that the City is working diligently with the developer, Toll Brothers, which is building the fields as part of its development of the entire site into a new neighborhood of single-family homes. He noted that the design of the soccer fields is 30% complete. Acknowledging that the Foundation Board has expressed a willingness to consider funding permanent lighting at the complex, Director Karlen said that the current engineering estimate of the cost of installing the lights is \$1.7 million and that the City will be requesting that Toll Brothers provide a more definitive cost estimate based on the 30% design plans.

h. Receive Report on the Florida Avenue Park Project from the City of San Bruno

San Bruno Park Services Manager Dan Venezia reported on the construction of Florida Avenue Park, to which the Foundation, as one of its first grants, contributed \$200,000. Mr. Venezia provided a thorough overview of the development of this park on the east side of San Bruno, from the City's purchase of the land in 2014, to several challenges the project faced during the design and site planning phases, to the construction of the park over the past nine months. He reported on the well-attended and celebratory grand opening and ribbon-cutting ceremony on August 14, 2025. He noted that the park includes a children's playground, adult fitness equipment, picnic seating, and a large grass area.

i. Receive Report on Other Programs (Community Grants Fund and Crestmoor Scholarship)

Executive Director Hatamiya gave a brief report on the Community Grants Fund and the Crestmoor Neighborhood Memorial Scholarship, noting that the Board decided to discontinue both programs in the current fiscal year. She highlighted the \$15,000 Community Grant awarded to Circus Bella in the 2024-2025 cycle, noting the successful partnership between Circus Bella and the City to hold two circus performances in San Bruno City Park on June 28, which were supplemented by food trucks and children's activities and which were attended by about 2,000 community members of all ages. She also noted that because in past years the Foundation opened the Community Grants Fund application period in July, over the summer she responded to many inquiries from community organizations about the program. With regard to the Crestmoor Scholarship, she reported that she has distributed nearly all 2025 scholarship payments since June and has reached out to the few remaining Crestmoor Scholars who have not submitted their documentation for this year's payments.

j. Receive Report from Ad Hoc Committee on Strategic Planning Regarding Potential Legacy Projects and Provide Any Board Comments on Potential Next Steps

As Committee Chair, President Netane-Jones reported on the Committee's activities over the summer following the Board's decision in May to spend down the bulk of the Foundation's remaining total net assets in the next several years on a small number of large legacy projects and wind down all other

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programs. First, she reported that the Committee reviewed the Foundation's Program Strategy Framework and concluded that the Board's recent strategy decisions do not warrant any changes to the document, as the Board's decision to focus on a few remaining legacy projects, including Fire Station No. 52, fall within the Framework's current parameters. Second, she reported that the Committee has been monitoring the City's progress on the fire station project, with the San Bruno City Council agreeing to have the Foundation serve as a funding partner. She explained that the City is in discussions with Caltrans on acquisition of the property at the corner of San Bruno Avenue and Skyline Boulevard that is the City's top choice for the location of the new fire station. Third, she reported that the Committee has been considering other options for final legacy projects for the Board to consider, including but not limited to the installation of permanent lighting at the Crestmoor Fields soccer complex and a large, final legacy project investment benefiting the San Bruno Park School District. Board Member Inglima requested that the Committee and Board explore options for finding another organization to continue the Crestmoor Scholarship program. In response, President Netane-Jones said that the larger legacy projects mentioned above are the first priority, but if there are available funds remaining, the Committee will look into options for finding another organization to relaunch the Crestmoor Scholarship.

9. Board Member Comments: None.

10. Adjourn: Secretary Gomez moved to adjourn the meeting at 9:10 p.m., seconded by Board Member Wong, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of November 5, 2025, by Secretary Raul Gomez and President Malissa Netane-Jones.



Raul Gomez, Secretary



Malissa Netane-Jones, President