

SAN BRUNO

Community Foundation

Board of Directors

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

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

April 5, 2023

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, Lin, Perry, and Torres, present.
3. **Public Comment:** None.
4. **Presentations**
 - a. Recognition of Dr. Melissa Moreno for Her Service on the San Bruno Community Foundation Board of Directors

Dr. Moreno was delayed in joining the meeting, so her presentation was conducted following the presentations to Mr. Grogan and Ms. Mottola.

On behalf of the Board, President Netane-Jones recognized former Board Member Melissa Moreno, who resigned from the Board effective April 1, 2023, as a result of her appointment as Interim Chancellor of the San Mateo County Community College District, with a proclamation from the San Bruno Community Foundation outlining her significant contributions to the Foundation, a framed copy of which Dr. Moreno received from the Foundation. Other Board members shared memories of working with Dr. Moreno and thanked her for her service to the Foundation and to the community as President of Skyline College. Dr. Moreno made brief remarks, saying it was an honor to serve on the Board and work for the benefit of San Bruno.

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- b. Recognition of San Bruno City Manager Jovan Grogan 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 City Manager Jovan Grogan. She read a proclamation acknowledging Mr. Grogan's many contributions to the Foundation and the San Bruno community, a framed copy of which Mr. Grogan received from the Foundation. Board members thanked Mr. Grogan for his partnership with the Foundation, and Mr. Grogan addressed the Board, thanking Board members for the recognition and the Foundation's work in the community.

- c. Recognition of San Bruno Community Services Director Ann Mottola for her service to the San Bruno community and her support of the San Bruno Community Foundation

On behalf of the Board, President Netane-Jones honored outgoing San Bruno Community Services Director Ann Mottola. She read a proclamation acknowledging Ms. Mottola's partnership with the Foundation on various initiatives and her service to the San Bruno community, a framed copy of which Ms. Mottola received from the Foundation. Ms. Mottola addressed the Board, expressing her gratitude for the recognition and thanking the Foundation for all of its work in the community.

5. Approval of Minutes: March 1, 2023, Regular Board Meeting: Vice President Ruane moved to approve the minutes of the March 1, Regular Board Meeting, seconded by Treasurer Lin, approved unanimously by roll call vote.

6. Executive Director's Report

Executive Director Leslie Hatamiya reported on several items. She noted that she distributed magnetic name badges to all Board members on the dais, saying that now that groups are meeting again in person and they may be representing the Foundation at community events, the badges will be helpful in identifying them as SBCF Board members.

She also provided an update on the SBCF Board appointments process, as the Board has an open seat with Dr. Moreno's resignation and the first terms of President Netane-Jones, Vice President Ruane, and Secretary Gomez will conclude at the end of 2023. She reminded the Board that under the Foundation's Bylaws, the San Bruno City Council is responsible for appointing members of the SBCF Board of Directors and that under the process the Council put into place in December, the Council will review applications and conduct interviews. She noted that two members of the SBCF Board will be invited to participate in the interviews, and then the Council will make the appointments. She said that the application for applying for all four seats is posted on the City's website, with a May 5, 2023, application deadline.

Finally, Ms. Hatamiya discussed the Board's meeting schedule. She noted that, as was the practice pre-pandemic, the Board may cancel regular meetings when the Foundation does not face any pressing matters that would require Board attention in a given month, including the regularly scheduled May 3, 2023, meeting.

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7. Consent Calendar

- a. Adopt Resolution Authorizing President Malissa Netane-Jones to Execute a Contract with Novogradac & Company LLP for Audit and Tax Preparation Services for Fiscal Year 2022-2023 for an Amount Not to Exceed \$11,000
- b. Adopt Resolution Adjusting Executive Director's Compensation
- c. Receive and Approve Treasurer's Report (February 2023 Financial Statements)

Because State law requires an oral report on the Board's action to adjust the Executive Director's compensation, President Netane-Jones reported that the action in Item 7.b. is to provide a 5% cost of living increase to her salary, which will now be \$207,816. She reported there would be no other changes to the Executive Director's compensation.

San Bruno resident Charles Meyer acknowledged the efforts of the Executive Director but commented that her salary seemed high.

Board Member Perry moved to accept the Consent Calendar as presented, seconded by Secretary Gomez, approved unanimously by roll call vote.

8. Conduct of Business

- a. Receive Report on the San Bruno Recreation and Aquatic Center from the City of San Bruno and Adopt Resolution Increasing Strategic Grant Funding to the City of San Bruno for Construction of the San Bruno Recreation and Aquatic Center Project by an Amount Not to Exceed \$1,500,000

The Board received a thorough update on the Recreation and Aquatic Center from the City's project team, led by Project Manager Rod Macaraeg and Public Works Director Matthew Lee. They reviewed work recently completed, including wall framing, mechanical, electrical, and plumbing work, and parking lot construction, as well as upcoming work scheduled at the construction site, public outreach related to the project, progress on plans to install a solar photovoltaic system at the center, approved and potential change orders, and the project budget. Board members asked questions about the best practices related to construction contingency, change orders related to the disposal of contaminated soil, and the design of the new creek bed to handle potential rainfall in major storms.

The Board then considered the City's request for an additional \$1.5 million in grant funding to bolster the project's construction contingency. The project team explained that based on approved and anticipated change orders, it is estimated that by July the construction contingency will be \$605,400.75, which is about 4% of the remaining \$15 million worth of construction work to be completed. They said that for construction projects of this size, it is a best practice to have 10% to 15% contingency of the

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remaining work to ensure there is adequate funding for any unforeseen work and to avoid schedule delays and increased project costs, and the additional \$1.5 million increases the construction contingency to 14% of the remaining work. Board members asked questions about the request, and San Bruno City Manager Jovan Grogan explained that there is an eight-step process for the City to request additional funds, and as construction enters the final stretch, the City would not have the time to ask for additional funding, if needed, without a significant delay in finishing the project. He emphasized that the City will not spend the additional funds if they are not needed, but that they provide a very helpful cushion in the event that unexpected expenses arise in the final months of construction.

San Bruno resident Charles Meyer spoke in favor of the request, saying that he believes the City has cost controls in place and that the request is an opportunity for the Foundation to help the City make the Recreation and Aquatic Center a jewel for San Bruno.

Secretary Gomez moved to adopt the resolution increasing strategic grant funding to the City of San Bruno for the construction of the San Bruno Recreation and Aquatic Center project by an amount not to exceed \$1,500,000, seconded by Vice President Ruane, approved unanimously by roll call vote.

b. Receive Report on Community Day 2023 from the City of San Bruno

City Manager Jovan Grogan thanked the Board for the \$30,000 strategic grant supporting the City's 2023 Community Day. He said that the City is excited about holding another Community Day downtown. He then reported that the City received a request from the San Bruno Lions Club to not hold Community Day on the same day as the Posy Parade as in the past and that the City agreed to postpone Community Day this year and is exploring other dates for the event, considering scheduling logistics and staff workload.

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

Executive Director Hatamiya reported that the Foundation received 69 applications for the 2023 Crestmoor Scholarship by the March 7 deadline. She reported that the volunteer selection panel is in the process of reviewing the applications and that the Foundation expects to notify applicants of the results of the selection process before the end of April. She said the scholarship recipients will be recognized at the June 7 Board meeting.

With regard to the Community Grants Fund, Ms. Hatamiya shared photos of recent virtual and in-person grant check presentations for the 2022-2023 cycle and provided highlights of some of the grant reports the Foundation recently received from 2021-2022 Community Grant recipients, including Art in Action, Capuchino High School Alumni Association, and Peninsula Volunteers, Inc.

With regard to other strategic grants, Ms. Hatamiya reported that the Centennial Plaza Improvement Project, which the Foundation is helping fund with a \$500,000 grant to the City of San Bruno, continues

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in the construction documents phase. She said that the project schedule has been pushed out about two months, as estimates for the City's review periods have been extended and extra time was added to allow for a Planning Commission review of the project. She said that under the revised timeline, construction is scheduled to begin in the fall of 2023 and conclude in the spring of 2024.

Ms. Hatamiya also reported on the \$35,000 strategic grant that the Foundation awarded to the San Bruno Park School District to support field trips and assemblies this school year. She noted that all five elementary schools and Parkside Intermediate School have used a portion of their allotted funding, with highlights including Parkside field trips to the Tech Museum and the Exploratorium and a Portola Elementary School visit to Oracle Park to learn math. She also showed a series of photos of Belle Air Elementary School third graders touring San Francisco International Airport.

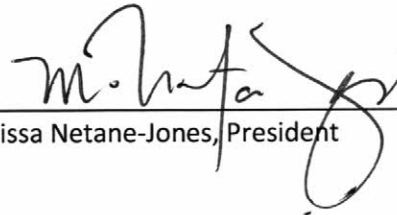
9. Board Member Comments: None.

10. Adjourn: Treasurer Lin moved to adjourn the meeting at 8:46 p.m., seconded by Board Member Torres, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of June 7, 2023, by Secretary Raul Gomez and President Malissa Netane-Jones.



Raul Gomez, Secretary



Malissa Netane-Jones, President