

# 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*

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## MINUTES

### SAN BRUNO COMMUNITY FOUNDATION

#### Regular Meeting of the Board of Directors

**December 4, 2024**

**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 Wong, present.
- 3. Public Comment:** None.
- 4. Presentation:** Recognition of Irving Torres for His Service on the San Bruno Community Foundation Board of Directors

On behalf of the Board, President Netane-Jones recognized former Board Member Irving Torres, who resigned from the Board effective August 23, 2024, due to an employment relocation out of state, with a proclamation from the San Bruno Community Foundation outlining his significant contributions to the Foundation, a framed copy of which Mr. Torres received from the Foundation. Other Board members shared memories of working with Mr. Torres and thanked him for his service to the Foundation and to the community. Mr. Torres made brief remarks, saying that as someone who grew up in San Bruno, it was a humbling experience to give back to the community as an SBCF Board member.

- 5. Approval of Minutes:** November 6, 2024, Regular Board Meeting: Treasurer Lin moved to approve the minutes of the November 6, 2024, Regular Board Meeting, seconded by Board Member Wong, approved unanimously by roll call vote.

#### **6. Executive Director's Report**

Executive Director Leslie Hatamiya reported on several items. First, she notified the Board that she had renewed Accounting Consultant Frank Bittner's contract for another year beginning December 1.

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She also reported that the Foundation filed its state and federal tax returns on time by the November 15 deadline.

Finally, she reported that the San Bruno City Clerk's office has posted an application packet for the SBCF Board opening resulting from former Board Member Torres' resignation. The packet is available on both the City's and the Foundation's websites, and the application deadline is January 10, 2025.

### **7. Consent Calendar**

- a. Adopt Resolution Ratifying Election of 2025 Officers
- b. Adopt Resolution Authorizing Executive Director to Execute Five-Year Office Lease Extension for an Amount Not to Exceed \$77,415
- c. Adopt Resolution Appointing Board Representatives to Participate in the San Bruno City Council's SBCF Board Appointment Interview Process
- d. Adopt Resolution Canceling the January 1, 2025, Regular Meeting of the Board of Directors
- e. Receive and Approve Treasurer's Report (October 2024 Financial Statements)

Vice President Ruane moved to accept the Consent Calendar as presented, seconded by Treasurer Lin, approved unanimously by roll call vote.

### **8. Conduct of Business**

- a. Receive Recommendation from Community Grants Fund Review Panel; Determine Whether Proposed Community Grant, Crestmoor Fields Project Grant, and San Bruno-Narita Sister City Program Grant to the City of San Bruno Present a Conflict of Interest Under Nonprofit and Exempt Entity Laws; and Adopt Resolution Awarding 2024-2025 Community Grants Totaling \$300,000

President Netane-Jones thanked YouTube and Google.org for donating \$100,000 to this year's Community Grants Fund, allowing the Foundation to increase the total funds available for disbursement to \$300,000.

President Netane-Jones then called on Mayor Rico Medina, who made brief remarks about the Community Grants Fund awards that the Board would consider and approve at this meeting. He noted the gas pipeline explosion that led to the Foundation's creation and how the Foundation honors those who lost their homes and lives in the disaster through its grant and scholarship programs. He thanked and congratulated those organizations that would receive funding for their contributions to San Bruno.

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Executive Director Hatamiya then presented to the Board the recommendations of the Community Grants Fund Review Panel. She explained the application and review process, noting that 51 of the 55 submitted applications were evaluated by the Review Panel. She noted that an initial screening deemed three applications incomplete and staff was not able to verify the eligibility of one applicant. She said that the Review Panel evaluated the applications based on five established program criteria: benefits of the proposed program to the San Bruno community; proposal's alignment with one of the Foundation's focus areas; program methodology and budget; requested grant amount in relation to anticipated community benefit; and organization's track record, stability, and financial health. She reported that the Panel recommended that the Board approve grant awards totaling \$300,000 for 29 projects that it concluded sufficiently satisfied the five criteria. She said these projects serve a broad cross-section of the San Bruno community, including low-income families, youth, students, and the unhoused. She said the recommended grant awards range from \$3,000 to \$20,000 and that 17 of the grants are for at least \$15,000. In addition, she said 17 of the recommended grant awards are for specific programs that also received Community Grants funding in past cycles and that three programs are receiving funding for the third consecutive year and therefore will not be eligible for funding next year.

She reported that the competition was stiff this year due to the large number of applications received. She also noted that many projects are being funded at a level below the requested amount, and many worthy projects will not be funded. She reported that the Review Panel declined to recommend 22 applications for funding, for a variety of reasons, including some worthwhile programs found not to be as compelling, based on the five criteria, as those being recommended for funding; others failed to make a strong enough case for need in and/or benefit to San Bruno, failed to provide sufficient details and supporting documentation and/or clearly explain how the funds would be used, and raised questions about the organization's ability to successfully implement the program.

Executive Director Hatamiya then presented the resolution to approve 29 Community Grants totaling \$300,000:

- \$10,000 to Capuchino High School Alumni Association to support the Capuchino High School music program and its efforts to provide students with high-quality music education and performance opportunities at an affordable cost;
- \$15,000 to Circus Bella to expose the San Bruno community to the beauty of circus arts through free Circus in the Parks performances at San Bruno City Park;
- \$16,500 to City of San Bruno to promote reading and early literacy while working to prevent the "summer slide," where students lose some of the literacy gains they achieved during the previous school year over summer break, through the San Bruno Library's Summer Reading Program;
- \$10,000 to CORA (Community Overcoming Relationship Abuse) to provide a confidential and secure living space, safety, and trauma-informed wrap-around services and resources for San

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Bruno survivors of intimate partner abuse through the Safe House and Supportive Housing Program;

- \$20,000 to Each Green Corner to empower students to address food insecurity and climate readiness through sustainable urban agriculture by supporting a Food Systems Educator to teach the Food Explorer Curriculum to students at Belle Air, Allen, and Portola Elementary Schools at their school gardens;
- \$10,000 to Edgewood Center for Children and Families to provide low-income, at-risk, transition-age youth in San Bruno with mental health services, peer support, basic sustenance and hygiene supplies, transportation, computer and internet access, and life skills to improve life outcomes, foster independence, and build resilience;
- \$5,000 to Fresh Lifelines for Youth, Inc., to assist San Bruno youth in addressing the root causes of probation, expulsion, and suspension through the Peer Point diversion program's partnership with the San Bruno Police Department;
- \$5,000 to HomeMore Project Inc., to deliver Makeshift Traveler backpacks, which are specifically designed and outfitted to meet the needs of those experiencing homelessness, to unhoused individuals in San Bruno and to connect them to available resources and services;
- \$9,000 to Junior Achievement of Northern California to provide financial literacy, workforce readiness, and entrepreneurship programming to San Bruno high school students, cultivating the knowledge and skills needed to move toward college and career success, through the Inspiring Economic Empowerment program;
- \$15,000 to Latino Commission on Alcohol and Drug Abuse Services of San Mateo County to provide culturally based mental and behavioral health services to primarily Spanish-speaking San Bruno residents in substance abuse recovery and to provide support for healthy development into adulthood through a bilingual/bicultural young women's empowerment program;
- \$10,000 to Legal Aid Society of San Mateo County to provide legal assistance to San Bruno residents facing eviction or living in substandard conditions with the goal of keeping them in their homes, preventing homelessness through enforcement of legal rights, and remedying inadequate living conditions through advocacy through the HomeSavers program;
- \$5,000 to Marine Science Institute to enable underserved San Bruno students to experience meaningful, hands-on marine science and environmental education programs;

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- \$20,000 to Mindful Life Project to provide mental health and wellness support through comprehensive in-person, full-time mindfulness-based social and emotional learning programming at Belle Air and Allen Elementary Schools;
- \$6,500 to Mission Hospice and Home Care, Inc., to offer free monthly drop-in grief support with experienced bereavement counselors for community members at the San Bruno Senior Center;
- \$15,000 to Music for Minors to provide culturally relevant, standards-based, in-school music education to TK-2nd grade students at San Bruno Park School District elementary schools;
- \$6,000 to Parkside Boosters to strengthen the community of students, teachers, staff, and families at Parkside Intermediate School by hosting schoolwide multicultural events;
- \$5,000 to Partners & Advocates for Remarkable Children & Adults (PARCA) to support REACH, an inclusive, licensed day care program that provides before- and after-school care and summer camp programming for children with and without developmental disabilities based at John Muir Elementary School;
- \$10,000 to San Bruno Improvement Group Inc. to enhance the downtown San Bruno community by fostering local business growth and promoting a vibrant, connected downtown area through the organizing of community-focused events;
- \$8,000 to San Bruno Lions Foundation to support Second Harvest of Silicon Valley's distribution of healthy food to San Bruno families in need through the purchase and installation of a container to store necessary supplies at Belle Air Elementary School;
- \$20,000 to San Mateo County Community College District to catalyze economic and community advancement within under-resourced communities in San Bruno by supporting Skyline College students conducting community benefit and improvement projects through the Accelerate Fellowship Program;
- \$10,000 to Second Harvest of Silicon Valley to serve San Bruno families and individuals at risk for hunger through the distribution of healthy food;
- \$10,000 to The Society of St. Vincent de Paul, Particular Council of San Mateo County, Inc., to provide rent, utilities, and food assistance to San Bruno families and individuals at risk of homelessness through the Peninsula Family Resource Center;
- \$3,000 to Society of West-Coast Artists to host a month-long exhibition of visual artwork by art students at Skyline College at its gallery in downtown San Bruno;

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- \$10,000 to Sonrisas Dental Health, Inc., to improve health equity in San Mateo County by removing systemic barriers to care, providing prevention education, and increasing dental utilization for adult residents of San Bruno;
- \$7,000 to Spindrift School of Performing Arts to support performance arts opportunities in San Bruno Park School District schools through the purchase of a traveling lighting system to enhance production quality at performances, offer technical theater training to students, and bolster community engagement through a more compelling audience experience;
- \$9,000 to StarVista to provide support to San Bruno families facing difficult challenges with interactive, educational workshops for parents, children, and caregivers to strengthen families' bonds and connect them to community resources through the Early Childhood Services Program;
- \$7,500 to Via Heart Project to treat cardiac arrest and prevent unnecessary deaths by providing hands-only CPR and AED training to 7th and 8th graders at Parkside Intermediate School;
- \$12,500 to Wings Learning Center to empower autistic students, enhance their quality of life, and promote long-term success by providing school-based music therapy and offering music events to the broader San Bruno community of autistic and neurodiverse students and their families; and
- \$10,000 to YMCA of San Francisco to increase access to comprehensive human and social services and emergency safety case management assistance to San Bruno residents at a satellite site at Belle Air Elementary School.

Representatives of the organizations being recommended to receive grant funding briefly spoke about their organizations and the projects to be funded and thanked the Board for considering their grant applications. These speakers included Andrea Vander Lugt of Capuchino High School Alumni Association; Abigail Munn of Circus Bella; Tim Wallace of the City of San Bruno; Gregg Biggs of Edgewood Center for Children and Families; Luc Gnamien of Fresh Lifelines for Youth, Inc.; Zac Clark of The HomeMore Project Inc.; Ruby Damian of Junior Achievement of Northern California; David Carducci of Legal Aid Society of San Mateo County; Jodi Stewart of Marine Science Institute; Ali Hawkins of Mindful Life Project; Christine Kovach of Mission Hospice and Home Care, Inc.; Homer Wong of Music for Minors; Rowena Gomez of Parkside Boosters; Diana Conti of Partners and Advocates for Remarkable Children and Adults (PARCA); Sadana Traxler of San Bruno Improvement Group Inc.; Connie Fernandez of San Bruno Lions Foundation; Leah McGlauchlin of the San Mateo County Community College District; Tarryl Jackson of Second Harvest of Silicon Valley; Ginny Marans of The Society of St. Vincent de Paul, Particular Council of San Mateo County, Inc.; Sharon Harris of Society of West-Coast Artists; Henry Sanchez of Sonrisas Dental Health, Inc.; Rebecca Marinis of Spindrift School of Performing Arts; Tara Metcalf of StarVista; Erica Lyons of Via Heart Project; Ken Toren of Wings Learning Center; and Carol Eggers of the YMCA of San Francisco.

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President Netane-Jones thanked the representatives for the work their organizations do to benefit the San Bruno community.

Legal Counsel Heather Minner said that the Board would be considering awarding three grants to the City of San Bruno at this Board meeting— a Community Grant for the Summer Reading Library Program, a strategic grant for Phase 1 of the Crestmoor Fields Project, and a strategic grant for the San Bruno-Narita Sister City Program – and that due to a timely disclosure by the Executive Director, the Board had to determine whether the proposed grants 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, who is a college student, is participating in a paid, part-time internship in the City Manager’s Office, and 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 determine whether a conflict of interest exists before approving new grants to the City. Referencing the legal analysis in her memorandum in the September meeting packet, she noted her conclusion that the situation does not pose a conflict of interest under applicable nonprofit and tax-exempt entity laws with respect to the proposed grants to the City.

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 Community Grant, Crestmoor Fields Project grant, and San Bruno-Narita Sister City Program grant to the City of San Bruno do not present a conflict of interest under nonprofit and exempt entity laws, in accordance with the Foundation’s Conflict of Interest Policy, seconded by Secretary Gomez, passed unanimously by roll call vote.

Executive Director Hatamiya returned to the meeting room.

Treasurer Lin moved to approve the resolution awarding 2024-2025 Community Grants totaling \$300,000, seconded by Vice President Ruane, approved unanimously by roll call vote.

The Board then took a brief break to allow representatives of the organizations receiving Community Grants to depart from the meeting.

Board Member Perry departed from the meeting room for the remainder of the meeting.

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- b. Receive Report from the Ad Hoc Committee on Crestmoor Fields Project and Adopt Resolution Approving Strategic Grant Supporting Phase 1 of the Crestmoor Fields Project to the City of San Bruno in an Amount Not to Exceed \$3,400,000

As Chair of the Ad Hoc Committee on Crestmoor Fields Project, Vice President Ruane summarized the City of San Bruno's grant request for \$3.4 million for Phase 1 of the Crestmoor Fields Project and Assistant City Manager Darcy Smith's presentation on the Project at the November Board meeting. He reported that the Committee received the City's written proposal immediately following the November meeting and then met to discuss the City's request and consider the input received from soccer community representatives. He noted that all Committee members voiced support for the funding request, noting the importance of taking advantage of both the San Mateo Union High School District's conveyance of the 5.3 acres to the City to preserve soccer fields on the site and the developer's willingness to construct the fields for the City as part of its housing development. The Committee also recognized the tremendous benefits of the fields for the many children who play soccer in San Bruno and for the broader San Bruno community.

Vice President Ruane reported that the Committee discussed the possibility of also funding permanent lighting at the fields, noting that permanent lighting would significantly enhance the facility, allowing for increased utilization of the fields, and that it would be difficult for the City or the soccer organizations to secure the necessary funding for their installation. At the same time, he said the Committee acknowledged that an additional estimated \$2 million for the lighting would be a meaningful portion of the Foundation's remaining net assets and should be considered only after receiving more detailed information about the costs and benefits and after the Board has continued its strategic planning deliberations. As a result, he said the Committee recommends that the Board request that the City and the developer include permanent lighting as an add alternate when drafting the construction bid documents in order to obtain a more accurate cost estimate, and that the Committee seeks from the City further information on the project timeline, in particular the timing of when a final decision on the permanent lighting needs to be made as part of Phase 1. Delaying consideration of additional grant funding for permanent lighting to at least mid-2025 would enable the Board to weigh this option in the context of other uses of the remaining restitution funds to be discussed during the strategic planning process.

Assistant City Manager Smith made brief remarks, noting that the sale of the former Crestmoor High School site is expected to close in February 2025 and that the City is grateful for the Board's consideration of its funding request.

Executive Director Hatamiya reported that just before the meeting, the Foundation received an emailed public comment on this item from David Nigel, expressing his support for the request from the City for grant funding for the soccer fields. Community member Kristin Sun also spoke at the meeting in support of the Crestmoor Fields Project and grant request, and Rich Fern thanked Board members for their time and work on behalf of the Foundation.



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Before the Board voted on the resolution, President Netane-Jones reminded the Board that in agenda item 8.a. the Board determined that the proposed Crestmoor Fields Project strategic grant to the City of San Bruno does not present a conflict of interest under nonprofit and exempt entity laws, in accordance with the Foundation's Conflict of Interest Policy.

Secretary Gomez moved to approve the resolution the approving a strategic grant supporting Phase 1 of the Crestmoor Fields Project to the City of San Bruno in an amount not to exceed \$3,400,000, seconded by Board Member Wong, approved unanimously by roll call vote (Perry absent).

- c. Receive Report from the Ad Hoc Committee on the San Bruno-Narita Sister City Program and Adopt Resolution Approving Strategic Grants Supporting the San Bruno-Narita Sister City Program to the City of San Bruno and the San Bruno Education Foundation Totaling an Amount Not to Exceed \$109,000

As Chair of the Ad Hoc Committee on the San Bruno-Narita Sister City Program, President Netane-Jones summarized San Bruno's sister city relationship with Narita, Japan, which features an annual exchange program between middle school students and local dignitaries, and the two cities' efforts to rejuvenate the relationship after the COVID-19 pandemic. She reported that in late October, the City, the San Bruno Park District, and the San Bruno Education Foundation (as the school district's fundraising partner) submitted a grant proposal related to the San Bruno-Narita Sister City relationship. The Committee met in early November to review the proposal, sending back comments and questions. The City/School District/Ed Foundation responded with an updated proposal, requesting a total of \$109,000 over three years, and met with the Committee, which recommends that the Board approve the requested grant funding, in mid-November.

San Bruno Library Services Manager Sarah Jolley and San Bruno Education Foundation Heather Latta then gave a presentation outlining the grant request. They explained that the grant request is separated into three different pools of money: \$34,000 for the City to help underwrite expenses related to hosting the Japanese delegation when it visits in March and related to sending a City delegation leader to Narita in July; \$60,000 to SBEF for the benefit of the School District to support their role in the relationship, including subsidizing the travel expenses of the Parkside students selected to visit Narita in order to increase access to the opportunity to all interested Parkside eighth grade students, regardless of their family's ability to afford the trip; and \$15,000 to SBEF to be used for "sustainability" purposes – that is, to enable the City/school district/Ed Foundation develop a sponsorship program to fundraise for the sister city program, so that the entities are able to sustain an appropriate level of funding once SBCF funding sunsets. They also explained the benefits of the sister city program to the San Bruno community, including hosting an event in Centennial Plaza open to the broader community during the Narita delegation's visit in March and other programming offered by the San Bruno Library, and their plans to collaborate on a sponsorship and fundraising plan to help fund the program in future years.

Before the Board voted on the resolution, President Netane-Jones reminded the Board that in agenda item 8.a. the Board determined that the proposed San Bruno-Narita Sister City Program strategic grant

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to the City of San Bruno does not present a conflict of interest under nonprofit and exempt entity laws, in accordance with the Foundation's Conflict of Interest Policy.

Vice President Ruane moved to approve the resolution approving strategic grants supporting the San Bruno-Narita Sister City Program to the City of San Bruno and the San Bruno Education Foundation totaling an amount not to exceed \$109,000, seconded by Treasurer Lin, approved unanimously by roll call vote (Perry absent).

d. Receive Report on the Centennial Plaza Improvement Project from the City of San Bruno

San Bruno Community Services Director Travis Karlen gave a final update on the Centennial Plaza Improvement Project, which SBCF helped fund with a \$500,000 strategic grant. He noted that the City finished construction of the new plaza on San Mateo Avenue, creating a welcoming gathering space for outdoor dining, entertainment, and community events. Following a ribbon-cutting ceremony on Friday, October 25, the plaza has hosted a downtown Halloween gathering and the City's annual Christmas tree lighting ceremony, with future events at the site in the planning process.

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

Community Services Director Karlen provided an update on the series of improvements the City is undertaking to improve the aesthetics of downtown San Bruno and replace aging amenities along San Mateo Avenue, which are being funded by a \$350,000 SBCF grant. He reported that the timeline for the project has been extended, as the City has engaged with a landscape architecture firm to develop the bid documents for new planters on San Mateo Avenue, improvements to the medians at the north and south ends of the street, and the feasibility of planting trees on Jenevein Avenue. He also reported that the project to create three sets of updated banners (holiday/winter banners, patriotic/summer banners, and general San Bruno banners) for the downtown street poles is nearing completion, with the first group of new banners to be unveiled in early 2025. Because the City's Transit Corridor Plan calls for a reconfigured intersection where San Mateo Avenue meets El Camino Real to improve pedestrian and vehicular access to the downtown, he reported that plans to replace the marquee sign at that location have been placed on hold.

f. Receive Report on Other Programs (Crestmoor Scholarship and Other Strategic Grants)

Executive Director Hatamiya gave a brief report on the Foundations' other programs and referred Board members to her written staff report. With regard to the Crestmoor Neighborhood Memorial Scholarship, she reported that the 2025 program would launch within a week, when the online application would become accessible and updated marketing materials would be distributed to local schools and throughout the community. She informed Board members that no significant changes have been made to the program this cycle, but staff continues to improve outreach efforts to attract more applicants. She said that the application deadline is March 4, 2025.

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- g. Receive Report from Investment Committee on its November 20, 2024, Regular Meeting

As Committee Chair, Treasurer Lin reported that the Committee held its quarterly meeting on November 20, 2024. She summarized the report the Committee received from Sand Hill Global Advisors LLC, the Foundation's investment adviser, and noted that as of September 30, 2024, the Foundation's investment portfolio balance was about \$31.9 million.

She also reported that the Committee discussed the Foundation's cash flow needs related to the RAC grants and noted that all remaining funds committee to the RAC grants have already been transferred to the Liquidity Pool.

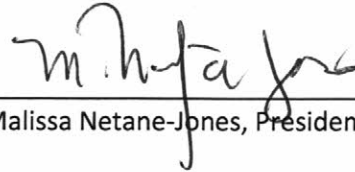
**9. Board Member Comments:** Vice President Ruane said it was satisfying to see money invested in the community and wished everyone happy holidays. President Netane-Jones recognized the Community Grants Fund Review Panel and thanked staff for their work on the Community Grants Fund.

**10. Adjourn:** Board Member Wong moved to adjourn the meeting at 9:53 p.m., seconded by President Netane-Jones, approved unanimously.

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



Raul Gomez, Secretary



Malissa Netane-Jones, President