

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

November 6, 2024

7:00 p.m.

Meeting Location:

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

1. Call to Order/Welcome: Vice President Ruane called the meeting to order at 7:01 p.m. He notified the Board that President Netane-Jones was under doctor's orders to remain at home for the time being and that she had notified the Foundation that she would attend the meeting remotely for "just cause." Given that there was a quorum of the Board attending the meeting in person, he noted that under Brown Act meeting provisions, President Netane-Jones could attend remotely and that he would chair the meeting in person at the Senior Center. Appearing on Zoom, President Netane-Jones confirmed that there was no one 18 years of age or older in the room with her.

2. Roll Call: Board Members Netane-Jones, Ruane, Gomez, Lin, and Wong, present; Board Member Perry, excused.

3. Public Comment: None.

4. Approval of Minutes: September 4, 2024, Regular Board Meeting: Secretary Gomez moved to approve the minutes of the September 4, 2024, Regular Board Meeting, seconded by Treasurer Lin, approved unanimously by roll call vote (Perry absent).

5. Executive Director's Report

Executive Director Hatamiya gave a brief report. She said that the 2024 SBCF Annual Report highlights the opening of the new San Bruno Recreation and Aquatic Center (RAC), was mailed to all San Bruno addresses the first week of October, and is posted on the Foundation's website in PDF format.

Ms. Hatamiya reminded Board members of the Board's 2025 regular meeting dates on the first Wednesday of each month. She noted that the January meeting scheduled for January 1 will be canceled and a special meeting will be scheduled, if necessary. She reported that she is looking into the

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option of holding Board meetings at the RAC but that the cost would be substantially higher than the current cost of holding meetings at the Senior Center. Because the City is still working out the technical logistics of holding meetings with a Zoom option at the RAC, she said that she would wait until the new year to assess whether to propose moving some or all Board meetings to the RAC.

6. Consent Calendar

- a. Receive and Approve Treasurer's Report (August and September 2024 Financial Statements)

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

7. Conduct of Business

- a. Receive Report from Audit Committee and Presentation from Novogradac & Company LLP Regarding the San Bruno Community Foundation's Audited Financial Statements for the Year Ended June 30, 2024; Adopt Resolution Approving the Foundation's Audited Financial Statements for the Year Ended June 30, 2024; Discuss Foundation's Annual Federal and State Tax Returns; and Discuss Request for Proposals for Audit and Tax Preparation Services

Audit Committee Chair Gomez reported that Executive Director Hatamiya and Accounting Consultant Frank Bittner successfully closed the fiscal year 2023-2024 accounting books over the summer and provided all necessary records to the team at Novogradac & Company handling the Foundation's audit. He noted that Executive Director Hatamiya had distributed a draft of the fiscal year 2023-2024 tax returns to Board members for review prior to the meeting.

Chair Gomez then introduced Lance Smith, the Novogradac partner in charge of the Foundation's audit. Mr. Smith thanked Ms. Hatamiya and Mr. Bittner for their assistance with the audit. He said he was pleased to issue a clean opinion of the Foundation's financial statements for the year ended June 30, 2024.

Mr. Smith gave an overview of the audited financial statements, noting an expected decrease in assets as a result of paying out the Recreation and Aquatic Center grants and sufficient liquidity of the Foundation's assets to pay its bills. The firm issued a standard AU-C 260 letter, indicating no significant issues in working with management.

Treasurer Lin moved to adopt the resolution approving the Foundation's audited financial statements for the year ended June 30, 2023, seconded by Board Member Wong, approved unanimously by roll call vote (Perry absent).

Chair Gomez then reported that in accordance with the Foundation's Fiscal Policies and Procedures, which require the Foundation to issue an RFP for audit services at least every five years, Executive

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Director Hatamiya with guidance from the Audit Committee prepared a Request for Proposal for Audit and Tax Preparation Services. He explained the plan to distribute the RFP to CPA firms with nonprofit practices in mid-November, with a January 10, 2025, deadline for proposals, after which the Committee will review submissions, select finalists to interview, and then bring a recommendation to the full Board in March.

- b. Receive Report on the Crestmoor Fields Project from the City of San Bruno, Discuss Potential Grant Effects on the Foundation's Net Assets and Strategic Planning, and Adopt Resolution Creating and Appointing Members to Ad Hoc Committee on Crestmoor Fields Project

On behalf of the City of San Bruno, Assistant City Manager Darcy Smith gave a presentation on the City's plans to develop a portion of the former Crestmoor High School site into turfed athletic fields. She explained that the San Mateo Union High School District is nearing the completion of the sale of the school site to a developer, which has obtained entitlement approvals to develop a new subdivision consisting of a new public street connecting Courtland Drive and Piedmont Avenue, a network of private streets, 155 single-family homes, and land dedication to the City totaling 6.9 acres, including 5.3 acres for recreational athletic fields. She reported that following an extensive community engagement process, the City Council reviewed and provided final direction in October 2023 on the Crestmoor Fields Multi Use Master Plan Project, which calls for striping for eight (overlapping) soccer fields of varying sizes on the 5.3 acres available for field use and additional site amenities. She noted that the developer has offered to construct the fields for the City as part of the development project, and that the City is interested in entering an improvement agreement with the developer as the most efficient and cost-effective method for completing the initial construction phase of the Crestmoor Field Project (Phase 1, which includes the essential field construction and infrastructure, with a cost estimate of \$7 million). She reported that the City is willing to dedicate \$3.6 million in impact fee credits for the development project on the site to the Phase 1 construction of the athletic fields and, emphasizing the short timeline for committing to the fields construction, which limits the available funding sources that the City might seek out for the remaining balance, requested \$3.4 million in grant funding from the Foundation to complete Phase 1. She said that further site improvements, including permanent lighting, which is estimated to cost around \$2 million, could be added in subsequent phases if and when additional funding is available.

Executive Director Leslie Hatamiya gave a brief presentation on the potential impact of awarding a grant for the Crestmoor Fields Project on the Foundation's net assets and strategic planning process. She explained that projected net assets at the end of the fiscal year, assuming the market remains stable, are currently estimated to be about \$27.4 million, and if the Foundation were to award a \$3.4 million grant for the Crestmoor Fields Project, projected fiscal year-end net assets would decrease to about \$24 million. This decrease in net assets would slightly affect but not necessarily preclude the various strategic planning scenarios the Board is considering.

Seven community members primarily representing San Bruno AYSO and the Lowen Soccer Club (David Nigel, Joe Meyer, Mazen Musallam, Ilona Montoya, Amanda Govea, Domenick Govea, and Rich Fern)

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spoke on behalf of the Crestmoor Fields Project. They stressed the importance of the fields to San Bruno's vibrant youth soccer community and the loss for the entire community if the fields are not built, and many noted the need for permanent lighting at the fields to accommodate all of the teams that would practice and play games on the new fields, which would be much smaller than the available soccer fields that have been used for decades at the former high school site.

Following its regular process for evaluating strategic grant opportunities, the Board considered a resolution creating a new Ad Hoc Committee on Crestmoor Fields Project charged with researching and considering ways in which the Foundation could support the Crestmoor Fields Project for the benefit of the San Bruno community and, as appropriate, returning to the Board with possible strategic grantmaking proposals supporting such efforts, and appointing Vice President Ruane as chair and Secretary Raul Gomez and Treasurer Pak Lin as committee members.

Secretary Gomez moved to adopt the resolution creating and appointing members to Ad Hoc Committee on Crestmoor Fields Project, seconded by Board Member Wong, passed unanimously by roll call vote (Perry absent).

The Board took a brief pause to allow those attending primarily for the Crestmoor Fields Project presentation to depart from the room and then resumed the meeting.

c. Receive Report from the Ad Hoc Committee on the San Bruno-Narita Sister City Program

As chair of the Ad Hoc Committee on the San Bruno-Narita Sister City Program, President Malissa Netane-Jones reported that the City of San Bruno, the San Bruno Park School District, and the San Bruno Education Foundation recently submitted a joint strategic grant request to support their efforts to re-launch and bolster the San Bruno-Narita Sister City relationship, highlighted by an annual exchange program of delegations of middle school students and representatives from each city, over the next three years. She noted that the goals of the proposal include reciprocating the same high level of hospitality that Narita shows to San Bruno, broadening community impact and engagement in the relationship, and assisting the City, school district, and SBEF in developing a sustainable fundraising and sponsorship model to support the relationship in the coming years. She reported that the Committee is in the process of evaluating the funding request and plans to bring a grant recommendation to the Board at its December meeting.

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

Executive Director Hatamiya gave a brief update on the Foundation's other programs. With regard to the Community Grants Fund, she said that the Foundation received 55 grant applications by the September 18 deadline and that the applications were being evaluated by a review panel of community volunteers. She noted that the Board will consider the panel's grant recommendations at the December

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4 Board meeting and that, with a \$100,000 donation from Google.org/YouTube, the Foundation will award grants totaling \$300,000 this cycle.

Second, Ms. Hatamiya reported that the 2025 Crestmoor Neighborhood Memorial Scholarship will launch in early December, when the online application will be accessible and updated marketing materials will be distributed to local schools and throughout the community. She noted that the application deadline will be March 4, 2025.

Ms. Hatamiya then reported on several strategic grants. She noted that in October, the Foundation received the latest grant reports on the remaining Recreation and Aquatic Center (RAC) grants from the City of San Bruno and made one grant payment of approximately \$2,700. She noted that through October, the Foundation had paid out a total of nearly \$51 million on the eight RAC grants, with a balance of approximately \$553,000 remaining to be paid.

With regard to the Centennial Plaza Improvement Project, Ms. Hatamiya reported that the City held a well-attended ribbon-cutting and dedication ceremony at the newly completed plaza at 470 San Mateo Avenue on October 25 and thanked Vice President Jim Ruane for speaking on behalf of SBCF at the event. She noted that the Foundation received the latest grant report from the City in October and paid out the remaining balance of approximately \$157,000 on the grant.

Ms. Hatamiya reminded the Board that in 2017, one of the Foundation's first strategic grants was a \$200,000 investment in Florida Avenue Park and that this project aims to bring a neighborhood park to an area on the eastern side of San Bruno near the downtown that has lacked such a park. She noted that the project has faced several major setbacks over the years, delaying the construction timeline, but she was happy to report that the City is finally set to begin construction, with a groundbreaking ceremony scheduled for the morning of Friday, November 15.

Finally, Ms. Hatamiya reported that the Foundation has executed grant agreements for the three strategic grants the Board approved at its September meeting (RAC Startup Programming, School Athletic Field Improvements, El Crystal Elementary School Memorial Bench). She reported that the full amount of the El Crystal Bench grant (\$1,200) was paid to the City in September, and the first \$50,000 installment of funds for the John Muir field on the Athletic Field Improvements grant was paid to the San Bruno Education Foundation in October.

e. Discuss Upcoming Officer Elections for 2025 Term

Vice President Ruane noted that under the Board's officer elections process, the subject of officer elections is agendaized prior to taking nominations and holding the election to allow for Board discussion on this topic.

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- f. Elect Officers for 2025: President, Vice President, Secretary, and Treasurer

Vice President Ruane opened up officer nominations for 2025.

Secretary Gomez nominated Malissa Netane-Jones for President, seconded by Board Member Wong, approved unanimously by roll call vote (Perry absent).

Board Member Wong nominated Jim Ruane for Vice President, seconded by Treasurer Lin, approved unanimously by roll call vote (Perry absent).

Treasurer Lin nominated Raul Gomez for Secretary, seconded by President Netane-Jones, approved unanimously by roll call vote (Perry absent).

Secretary Gomez nominated Pak Lin for Treasurer, seconded by Board Member Wong, approved unanimously by roll call vote (Perry absent).


- 8. Board Member Comments:** Vice President Ruane wished everyone a happy Thanksgiving.

- 9. Adjourn:** Secretary Gomez moved to adjourn the meeting at 8:43 p.m., seconded by President Netane-Jones, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of December 4, 2024, by Secretary Raul Gomez and President Malissa Netane-Jones.



Raul Gomez, Secretary



Malissa Netane-Jones, President