

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

February 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, Perry, and Wong, present; Lin, excused.
- 3. Public Comment:** None.
- 4. Presentation:** Recognition of Former San Bruno Police Chief Ryan Johansen 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 Police Chief Ryan Johansen, who attended the meeting via Zoom. She read a proclamation acknowledging Chief Johansen's many contributions to the Foundation and the San Bruno community, a framed copy of which Chief Johansen received from the Foundation. Board members thanked Chief Johansen for his partnership with the Foundation, and Chief Johansen addressed the Board, noting the significant impact the Foundation has had in the community and the Foundation's early support for the San Bruno Police Department's mindfulness training as part of the First Responder Effectiveness Strategic Initiative.

- 5. Approval of Minutes:** December 4, 2024, Regular Board Meeting

Board Member Perry moved to approve the minutes of the December 4, 2024, Regular Board Meeting, seconded by Secretary Gomez, approved unanimously by roll call vote (Lin absent).

- 6. Executive Director's Report**

Executive Director Hatamiya gave a brief report. She noted that the San Bruno City Council approved the Foundation's 2025 officers as part of its Consent Calendar at its December 10, 2024, meeting. She

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also reminded Board members to submit their necessary ethics paperwork (Form 700, Conflict of Interest Policy Annual Affirmation, and AB 1234 training).

Ms. Hatamiya updated the Board on the Audit Committee's activities. She reported that the Foundation began distributing a Request for Proposal for Audit and Tax Preparation Services to certified public accounting firms with nonprofit practices in November and received, by the January 10, 2025, deadline, five proposals. The Audit Committee met on January 24 to discuss the proposals and next steps in the auditor selection process, and the full Board will consider the Committee's recommendation and select an auditor for the Foundation's fiscal year 2024-2025 audit and tax returns at the March Board meeting.

Ms. Hatamiya reported that the City Clerk's office began soliciting applications for one opening on the SBCF Board to be filled immediately for the remainder of Irving Torres' term (through December 31, 2025) and received several applications by the January 10, 2025, deadline. She said that the City Clerk's office is in the process of scheduling interviews of the Board applicants, after which the City Council will make an appointment. President Netane-Jones and Treasurer Pak Lin will participate in the interviews alongside the City Council.

Finally, Ms. Hatamiya informed the Board that Travis Karlen decided to return to the City of San Bruno to continue as Community Services Director. He will rejoin the City staff toward the end of February.

7. Consent Calendar

- a. Receive and Approve Treasurer's Report (November and December 2024 Financial Statements)

Vice President Ruane moved to accept the Consent Calendar as presented, seconded by Secretary Gomez, approved unanimously by roll call vote (Lin absent).

8. Conduct of Business

- a. Receive Report on Programs

Executive Director Hatamiya gave an update on the Foundation's programs. She reported that since the Board approved 29 Community Grants at the December meeting, staff has executed 28 grant agreements and begun distributing grant checks to the organizations. She thanked Board members who have participated in the in-person and virtual check presentations.

Ms. Hatamiya also noted that the 2025 Crestmoor Scholarship, which launched in early December with a March 4, 2025, deadline, is in full swing. She said that students have begun completing the application and that staff has begun conducting workshops on the application process for potential applicants. She noted that staff has heard that some students may be reluctant to submit the FAFSA (federal financial aid form) or California Dream Act application due to immigration concerns under the new

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administration and reported that staff is asking those students who would otherwise like to apply for the Crestmoor Scholarship to contact the Foundation.

She also reported on the quarterly grant payment process for the Recreation and Aquatic Center (RAC) grants. She said that the Foundation recently received quarterly grant reports from the City of San Bruno and paid out \$248,248 on the construction grant. She said that in total, the Foundation has paid out about \$51.2 million of the \$51.5 million committed for the design and construction of the RAC, with a balance of about \$300,000 to be paid. With regard to the RAC Startup Programming and Outreach Activities grant, she said no grant payments have been disbursed, as payments will be made on an annual basis starting in August 2025. She said that City staff is scheduled to provide its final update on the RAC construction and the first report on the RAC Startup Programming grant at the March Board meeting.

Ms. Hatamiya also reported that the City is moving forward on the Downtown Beautification Initiative, but because the schedule has been extended, the Foundation and the City are in the process of amending the grant agreement to extend the grant period through December 2025. She said that the grant is structured so that the Foundation will reimburse the City for expenses incurred at the end of the project, so no grant payments have been disbursed.

Regarding the Crestmoor Fields Project grant, Ms. Hatamiya reported that on January 14, the City Council formally accepted the \$3.4 million grant and authorized the City Manager to execute the grant agreement, after which the Foundation and the City executed the grant agreement, which runs through December 2026. She reported that the City will begin submitting quarterly grant reports in July 2025, and the Foundation will make quarterly grant payments based on expenses incurred and reported in the grant reports.

Ms. Hatamiya reported that the Foundation executed grant agreements with the City and the San Bruno Education Foundation for the two San Bruno-Narita Sister City Program grants the Board approved in December, and that the Foundation disbursed the grant payments for the first year of the three-year grant to both grantees. She said that San Bruno will be hosting this year's delegation from Narita during the last week of March.

Finally, regarding the School Field Improvements grant, Ms. Hatamiya reported that the renovations on the field at John Muir Elementary School have been completed, and both the school and youth soccer organizations are using the field. She said the Belle Air and Parkside field improvements are in the planning stages and taking longer than expected.

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- 9. Study Session:** Conduct Strategic Planning Discussion on Post-RAC Program and Investment Strategies, Including Potential Legacy Projects; Adopt Resolution Creating and Appointing Members to Ad Hoc Committee on Strategic Planning; and Provide Direction to the Ad Hoc Committee and Staff Regarding Potentially Revising Such Strategies and Further Deliberations

The Board conducted a strategic planning study session to discuss the Foundation's program and investment strategies once the grants totaling \$51.5 million supporting the design and construction of the RAC, the Foundation's primary legacy project, are fully paid out. Executive Director Leslie Hatamiya gave a brief presentation recapping the Board's previous deliberations in 2024, during which the Board decided to focus its discussions on two 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 – and to set aside a third option following an endowment model, under which the Foundation is sustained in perpetuity at a modest annual budget level.

The Board received a written public comment from Linda Mason that was received shortly before the meeting. Printed copies of the comment were provided to Board members and available for the public to read at the meeting. Executive Director Hatamiya summarized the comment, which requested that the Board consider reorganizing the Foundation as a volunteer-run nonprofit, that the Foundation engage in a third community listening campaign, that if the Board favors the legacy project option, it should seriously consider a new library as the legacy project, and that the Board make funding downtown revitalization a top priority.

Heather Latta also made a public comment, asking the Board to consider endowing the Crestmoor Scholarship and keep the Foundation going to run that program with a volunteer board if the Board decides to pursue a final legacy project and wind down other programs, to consider the sustainability of a legacy project and the potential need for sustainability funding after the facility is built, and to solicit community input once potential legacy project options are identified with the City and San Bruno Park School District.

The Board engaged in a discussion of the options being considered. Several Board members said that they favor option #1 and funding a final legacy project, if one can be identified, as the best use of the Foundation's remaining funds for the long-term benefit of the community. A reimagined library and a new Fire Station #52 were mentioned as capital projects that the Foundation might want to consider funding.

At the conclusion of its discussion, the Board confirmed by consensus that it is still primarily considering options #1 and #2 and considered creating a new ad hoc committee, consisting of President Netane-Jones, Vice President Ruane, and Secretary Gomez, to lead the Board's strategic planning deliberations, charged with researching and evaluating potential program and investment strategies for use of the Foundation's remaining assets, researching potential legacy projects and engaging with potential community partners, such as the City of San Bruno and the San Bruno Park School District, and

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making recommendations to the Board in the development of the Foundation's post-RAC strategic plan. Board members suggested that the committee consider the timing of winding down other programs under Option #1, the sustainability of any legacy project under consideration, and whether there are ways to support the library short of a building a new facility.

Board Member Wong moved to adopt the resolution creating and appointing members to the Ad Hoc Committee on Strategic Planning, seconded by Secretary Gomez, approved unanimously by roll call vote (Lin absent).

10. Board Member Comments: None.

11. Closed Session: Public Employee Performance Evaluation Pursuant to Government Code section 54957: Executive Director

There was no reportable action.

12. 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.

13. Adjourn: The Board adjourned the meeting at 8:51 p.m.

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



Raul Gomez, Secretary



Malissa Netane-Jones, President