

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 • Belinda Wong
Leslie Hatamiya, *Executive Director*

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

March 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 7:00 p.m.
- 2. Roll Call:** Board Members Ruane, Gomez, Lin, Perry, Torres, and Wong, present; Board Member Netane-Jones, excused.
- 3. Public Comment:** None.
- 4. Approval of Minutes:** February 7, 2024, Regular Board Meeting: Treasurer Lin moved to approve the minutes of the February 7, 2024, Regular Board Meeting, seconded by Board Member Wong, approved unanimously by roll call vote (Netane-Jones, absent).
- 5. Executive Director's Report**

Executive Director Leslie Hatamiya reported on several items. She reported that, under her contract authority as Executive Director, she renewed the Foundation's commercial general liability, property, non-owned hired auto liability, and cyber liability insurance policies with Philadelphia Insurance Companies (total combined premium of \$1,271). For the workers compensation policy, she reported that the Foundation is switching carriers from AmTrust, which offered a renewal policy that was 45% higher than last year, to The Hartford, which offered a policy with an estimated premium of \$904 (24% lower than the AmTrust policy cost last year). These policies are up for renewal on March 21, 2024. She also reminded Board members to submit their necessary ethics paperwork (Form 700 and Conflict of Interest Policy Annual Affirmation).

Ms. Hatamiya also gave a brief update on the Board's strategic planning process. With regard to the City's plans for pursuing a revenue measure to fund key facilities and infrastructure projects that the Foundation Board may be interested in considering supporting as a legacy project, she noted that on February 27, the

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San Bruno City Council received a recommendation from its Ballot Measure Ad Hoc Committee, which was charged with reviewing types of revenue measures for the November 2024 general election to strengthen the City's fiscal sustainability, that the Council consider a general obligation bond. On the City's list of unfunded capital needs responsive to the Community Perceptions Survey that could be funded by a general obligation bond are stormwater infrastructure, reconstruction of Fire Stations 51 and 52, Crestmoor Canyon fire safety improvements, Crestmoor fields construction and other park enhancements, accelerated pavement management system, Senior Center renovation, and street light replacements. The Council agreed to move forward with the Committee's recommendation and take steps to explore a general obligation bond. The tentative timeline includes stakeholder/community outreach and a poll of residents this spring, with a decision as to whether to place a measure on the ballot to be made by late July. Ms. Hatamiya said she would continue to monitor the City's plans for a ballot measure and that the Board would continue its strategic planning discussions later this year as the Foundation receives further information from the City and the San Bruno Park School District, which is also considering a November ballot measure and several capital project, on their plans.

6. Consent Calendar

- a. Adopt Resolution Authorizing Executive Director to Bind Directors and Officers Liability Insurance Policy from Travelers Casualty and Surety Company of America for an Amount Not to Exceed \$11,585
- b. Adopt Resolution Authorizing President Malissa Netane-Jones to Execute a Contract with Novogradac & Company LLP for Audit and Tax Preparation Services for Fiscal Year 2023-2024 for an Amount Not to Exceed \$11,300
- c. Adopt Resolution Adjusting Executive Director's Compensation
- d. Receive and Approve Treasurer's Report (January 2024 Financial Statements)

Because State law requires an oral report on the Board's action to adjust the Executive Director's compensation, Vice President Ruane reported that the action in Item 6.c. is to provide a 5% cost of living increase to her salary, which will now be \$218,206.80, retroactive to February 1, 2024. He reported there would be no other changes to the Executive Director's compensation.

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

7. Conduct of Business

- a. Receive Report on the San Bruno Recreation and Aquatic Center from the City of San Bruno

On behalf of the Ad Hoc Committee on Recreation and Aquatic Center Project, Vice President Ruane reported that in February, the Foundation made quarterly grant payments related to the Recreation and

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Aquatic Center project totaling approximately \$75,000. He noted that the Foundation has paid out a total of \$49.25 million in RAC grant payments, with a balance of up to \$2.25 million left to disburse.

Community Services Director Travis Karlen updated the Board on progress on the construction of the new Recreation and Aquatic Center in San Bruno City Park, which the Foundation is supporting with grants totaling \$51.5 million. He gave an overview of remaining work to complete in the natatorium, community hall, gymnasium, outdoor site work, power and gas hookups by PG&E, and safety and security measures. He reported on the project budget and timeline. He also highlighted the City's preparations for the opening of the facility in a few months, including plans for programs and rentals, marketing and outreach, and grand opening event planning. Board members asked several questions regarding the timing of the power drop, the configuration of City Park Way, and plans for the Easter egg hunt in City Park.

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

Director Karlen gave an update on the City's plans to transform Centennial Plaza into a welcoming gathering space on San Mateo Avenue, which the Foundation is helping fund with a \$500,000 grant. He noted that on February 13, the San Bruno City Council unanimously adopted a resolution approving the design of the Centennial Plaza improvements, authorizing the City Manager to execute a construction contract with Suarez and Munoz Construction Inc. for the Centennial Plaza Improvement Project, and approving a budget adjustment of \$576,259 from the Community Facilities Impact Fee Fund for the completion of the project. He went through the project timeline, with construction to begin this spring and to be completed by the end of 2024.

c. Receive Report from the Ad Hoc Committee on Downtown Beautification Initiatives and Adopt Resolution Approving Strategic Grant to the City of San Bruno for the Downtown Beautification Project in an Amount Not to Exceed \$350,000

On behalf of the Ad Hoc Committee on Downtown Beautification Initiatives, Vice President Ruane reported that following its presentation to the Board at the February meeting, the City of San Bruno submitted a written strategic grant proposal for the Downtown Beautification Project, outlining the five main components of the project, the project's value proposition and community impact, the project timeline, the project budget, why Foundation funds are needed, collaborative efforts related to the project, and the sustainability of the project. He noted that the proposal addressed several questions the Committee had raised regarding the project budget, timeline, and recognition of the Foundation's funding. Vice President Ruane stated that the Committee recommends that the Board adopt the resolution awarding a strategic grant to the City of San Bruno for the Downtown Beautification Project in an amount not to exceed \$350,000, but because the City Council has yet to authorize the project, the Committee recommends making payment of the grant contingent on the City Council approving the project and the project budget. He also noted that the grant amount is "not to exceed" \$350,000, and in the event that the actual costs of the project are less than \$350,000, the Foundation would provide grant funding only to the extent necessary to cover those actual costs.

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On behalf of the City, Director Karlen then presented the City's plans for the beautification initiatives and its request for funding. In particular, he reviewed the five project components, including planter revitalization along San Mateo Avenue, the potential planting of trees on Jenevein Avenue, median landscape revitalization, the creation of new street pole banners, and the replacement of the marquee sign on the south end of San Mateo Avenue. He outlined the updated project budget, with a 25% contingency to provide sufficient cushion for unexpected costs that may arise due to the aging infrastructure and unknowns under the sidewalks and a total budget cost and request of \$350,000. Mr. Karlen also provided an updated timeline, with outreach to the downtown businesses in the spring, request for proposals in June, award of contracts in the summer, construction from August to December, and a tentative project completion date in December.

Secretary Gomez moved to adopt the resolution approving a strategic grant to the City of San Bruno for the Downtown Beautification Project in an amount not to exceed \$350,000, seconded by Board Member Wong, approved unanimously by roll call vote (Netane-Jones, absent).

d. Receive Report from Ad Hoc Committee on SBPSD Strategic Initiatives

Committee Chair Irving Torres made a brief report, noting that the Committee met three times since November, including one meeting with San Bruno Park School District Superintendent Matt Duffy and San Bruno Education Foundation President Heather Latta to learn more about the school district's strategic initiatives. Given that the district's three top priority initiatives are all large projects that would require a significant investment from SBCF, he said the Committee decided that it was best to take a pause and that the Board's consideration of funding any of the initiatives should take place as part of the Board's ongoing strategic planning deliberations. He also reported that the Committee has expressed a willingness to consider a high priority, immediate need at a much lower funding level, if the district were to identify one.

e. Receive Report on other Programs (Crestmoor Scholarship, Community Grants Fund, and Strategic Grants)

Executive Director Hatamiya reported on the Foundation's other programs and initiatives. With regard to the Community Grants Fund, she noted that the Foundation is nearly done delivering grant checks to the local organizations that received Community Grants in the 2023-2024 cycle and shared photos of some of the in-person and virtual check presentations. With regard to the Crestmoor Scholarship, she reported that the 2024 Scholarship Program is proceeding on schedule and that the number of applications received by the March 5 deadline is similar to the 2023 application pool. She said that there has been a significant delay in students receiving their federal financial aid (FAFSA) reports, which will make the selection panel's assessment of applicants' financial need more challenging this year. She said the Foundation expects to notify applicants of the results of the selection process before the end of April, and the 2024 Crestmoor Scholars will be recognized at the June 5 Board meeting.

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f. Receive Report from Investment Committee on its February 21, 2024, Regular Meeting

As Committee chair, Treasurer Pak Lin reported on the Investment Committee's recent quarterly meeting on February 21, which included a report from the Foundation's investment management team at Sand Hill Global Advisors and a discussion of cash flow needs related to the Recreation and Aquatic Center project. She noted that the U.S. economy has been on the upswing, to the benefit of the Foundation's investment portfolio.

8. Board Member Comments: None.

9. Adjourn: Board Member Torres moved to adjourn the meeting at 7:45 p.m., seconded by Secretary Gomez, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of June 5, 2024, by Secretary Raul Gomez and President Malissa Netane-Jones.



Raul Gomez, Secretary



Malissa Netane-Jones, President