

### **1 - CALL TO ORDER – WELCOMING REMARKS FROM THE CHAIR**

The meeting was called to order at 7:00 PM by CCF President Chuck Spoon. Board members Fred Clerici, Jeff Frankel, Nancy Miller and Brian Montgomery were present. Gaunt Murdock and Marla Parada were absent. Also present was Office Secretary Jeanne Owens. Interested citizens in attendance included Allison Peters, Dan Robertson and Mary Wais.

### **2 – PUBLIC AND BOARD COMMENT ON NON-AGENDA ITEMS**

Allison Peters, the new manager of the Crockett Library, introduced herself and expressed her desire to partner with CCF.

Dan Robertson reported that the August edition of the Crockett Signal features a Foundation article written by Brian Montgomery.

Jeff Frankel reported that he has been studying Covid-19 statistics for Contra Costa County, and reported that over the past 14 days, per 100,000 people, Crockett has the second largest number of Covid cases in the county. Nancy Miller reported that there are 26 active cases in Crockett.

### **3 - CONSIDER MICROGRANT APPROVAL**

There were no microgrants received in July.

### **4 – FUNDRAISING ASSISTANCE PREAPPROVAL**

There were no fundraising requests received in July.

### **5 – APPROVAL OF FUNDRAISING ASSISTANCE DEPOSITS**

Jeff Frankel made a motion to approve the following fundraising assistance deposit. Nancy Miller seconded the motion, and the motion carried unanimously.

Organization: John Swett Education Foundation  
Event: Virtual Sweat for Swett  
Amount: \$1,816.02 (includes \$908.01 CCF Contribution)

### **6 – RETURN TO PRE-COVID STANDARDS**

Jeff Frankel reported that due to the severe lock down in 2020, CCF has allowed more discretion in the way funds have been distributed. Since many restrictions have been lifted, Jeff Frankel made a motion to go back to pre-Covid funding standards. Nancy Miller seconded the motion, and the motion carried unanimously.

The Board discussed going back to pre-Covid meeting procedures. Nancy Miller made a motion to continue virtual meetings for the next few months. Brian Montgomery seconded the motion, and the motion carried unanimously.

## **7 – CCF OFFICE IMPROVEMENTS**

Nancy Miller made the following suggestions for improvements to the CCF office:

Rodent control and prevention. Nancy reported that there is a mouse infestation at the CCF office. Mice are dying in the walls, resulting in an unpleasant odor. Jeanne has been researching companies that specialize in rodent proofing and removal. She has contacted Original Rodent Proofers whose minimum charge is \$1,000. Jeanne is also requesting a quote from Clark's Pest Control. Fred Clerici made a motion to hire vector control for the mouse problem at 444 Loring. Brian Montgomery seconded the motion and the motion carried unanimously.

Cleaning Service. Nancy is recommending that Jeanne hire a monthly cleaning service for the office. Jeanne has contacted Merry Maids for a quote on a one-time deep cleaning, to be followed by a monthly service. It was the consensus of the Board to allow Jeanne to hire a licensed and bonded company to clean the office

Microwave. The office microwave no longer works. It was the consensus of the Board that Jeanne purchase a new microwave.

New Toilet – Nancy also recommended that the toilet in the office be replaced with an ADA compliant toilet. Fred Clerici made a motion to purchase and install a new ADA compliant toilet at the CCF office. Nancy Miller seconded the motion, and the motion carried unanimously.

New Computer – Nancy reported that Jeanne is currently working on an eleven-year-old computer that runs slowly and cannot be used for Zoom meetings because it lacks a camera and microphone. It was the consensus of the Board to upgrade the office computer. Brian Montgomery offered to assist Jeanne in her search for a new computer.

## **8 – APPROVE FY 2021-2022 BUDGET**

Fred Clerici presented a draft of the FY 2021-2022 budget for Board approval. The Board had the opportunity to ask questions. Fred reminded the Board that the budget is a guideline and that adjustments can be made for unforeseen costs. Jeff Frankel made a motion to approve the 2021-2022 budget. Brian Montgomery seconded the motion, and the motion carried unanimously.

## **9 – TREASURER'S REPORT**

Fred Clerici gave the Treasurer's report for July 1 thru July 31, which included a year to date accounting on special funds, spreadsheets reflecting projected changes in fund balances, as well as the status of the Foundation's operating expenses and a detail of allocated grants. Various invoices for expenses totaled \$3,269.62. Total liabilities and

equity through July were \$13,742,055.40. Jeff Frankel made a motion to approve the Treasurer's report. Chuck Spoon seconded the motion, and the motion carried unanimously.

## **10 - SECRETARY'S REPORT AND APPROVAL OF MINUTES**

Nancy Miller reported on correspondence received in July, which included a letter from the Crockett Chamber of Commerce with information on the October 2nd Town wide Yard Sale. There was also a letter from the State Lands Commission with information on a virtual public meeting on Wednesday, August 25, at 1:00 PM, regarding removal activities along the Crockett waterfront. Nancy presented minutes from the July Board Meeting. Fred Clerici made a motion to approve the Secretary's report and July minutes. Brian Montgomery seconded the motion, and the motion carried unanimously.

## **11 - COMMITTEE REPORTS**

Nancy Miller reported that the Project Funding Committee had received a letter from CREEC regarding a grant they had received in 2019 in the amount of \$9,952, for infrastructure care for the CREEC Nursery. CREEC had budgeted \$1200 for weed cloth, which is no longer needed due to a donation of historic Port Costa bricks from the CCSD. Consequently, CREEC needs less fabric, and would like to redirect the remaining funds (approximately \$625) toward buying potting mix for plantings on lavender hill and the native bridge planting. The Project Funding Committee met, and the majority of those in attendance recommended approval of CREEC's request. Fred Clerici made a motion to approve CREEC's request for the redirection of funds. Jeff Frankel seconded the motion, and the motion carried unanimously.

## **12 - FUTURE AGENDA ITEMS**

Report on Office Improvements.

## **13 - BOARD AND PUBLIC COMMENT**

Jeanne Owens reported that she would be going on vacation, and that the office would be closed the week of August 7.

Brian Montgomery invited Board members to edit his Signal Articles. Brian also reported that community members are requesting that property owners keep their trees watered.

## **14 - ADJOURNMENT TO SEPTEMBER 2, 2021**

Chuck Spoon adjourned the meeting at 8:10 PM until **SEPTEMBER 2, 2021**.

Respectfully submitted,

Jeanne Owens  
Office Secretary