

**Piedras Blancas Light Station Association  
Minutes from Board Meeting  
Rabobank Conference Room, Cambria, CA  
February 26, 2014**

Board Members in attendance: Jack Morehead (Chair), Tim Postiff (Vice Chair), Jim Harris (Secretary), Fred Apitz (Treasurer), Harry Thorpe, Jim Boucher (Ex-Officio), and Carole Adams (Ex-Officio)

Board Members absent: David Cooper

Others present: Holly Gant (PBLSA Program Director), Cathy Shusta

**Jack Morehead called the meeting to order at 6:07 p.m.**

**Announcements:** Jack introduced Cathy Shusta as a potential board member, and encouraged her to provide a short bio and a letter of intent to him to share with the other board members; he mentioned that a vote on her membership could be performed via email before the PBLSA board meeting in March.

**Approval of the Agenda:** Agenda was approved.

**Reports:**

1. Secretary Report - Jim Harris previously emailed a copy of the minutes of January 22, 2014 for review. *M/S/P Minutes of January 22, 2014 approved.*
2. Financial Status and Treasurer's Report – Fred Apitz distributed his report with the emailed agenda for this meeting (see Appendix A). *M/S/P Treasurer's Report of February 26, 2014 approved.* Fred reported that prior to this meeting, the Finance committee met and had a conference call with Jeff Avila of Fidelity. The committee agreed to retain the current financial position and review the situation in three months. Jack discussed having Harry Thorpe take on the position of Assistant Treasurer for the PBLSA with primary responsibility for the BLM accounts and for cross-training with Fred, who will continue to provide accounting for the PBLSA finances including investments that are separate from the BLM accounts. There would be two separate financial reports prepared for the PBLSA board meetings. After discussion, the following motion was passed: *M/S/P Harry Thorpe is appointed Assistant Treasurer for the PBLSA and granted signature authority for all financial accounts, and he and Fred Aptiz, Treasure, will work together to separate BLM funds accounting from the PBLSA finances, with the Assistant Treasure having responsibility for reporting the BLM funds and the Treasurer having responsibility for reporting on the remainder. It is expected that the reporting for the separate accounting will commence at the April PBLSA board meeting.*
3. Gift Shop Report – Carole Adams distributed the gift shop sales summary report (see Appendix B).
4. BLM Update – Jim Boucher presented the February 26, 2014 BLM report that was previously presented with the agenda for the meeting (see Appendix C). During discussion on Student Outreach, Jack reiterated PBLSA support for the school outreach program with up front financial support with the expectation that the BLM would reimburse the PBLSA afterwards, recognizing that this BLM expectation has risk.
5. Website Development – Holly Gant stated that there was about \$200 in gift shop sales on-line. She reported that her problem with display access to the existing web host resolved itself, and she will continue to review the situation.
6. PBLSA Events – Carole Adams reported that, after discussing with Abel Martinez, there are no planned events for the Spring. Jack encouraged board members to forward any event ideas to Carole, and thanked Carole for her support of past special events.
7. Grants – Jim Harris report that he and Holly are working on the Patagonia grant with the concept to support a sustainable segment of the California Coastal Trail through the restored wetland and to eradicate non-native plants along the trail area. Jim Boucher recommended that the proposal support the development of a trail starting from the trailhead north of the elephant seal area and include four viewing areas, with the intent to eventually connect it with the route of the Trail over the restored wetland. This recommendation has the advantage that it could control the further development of informal paths in the area by tourists. He will provide maps to Holly to define the recommendation. It was noted that the Patagonia grant request will be for \$12K, and after discussion, the Cambria Community Development folks and the Friends of the Elephant Seals (via Tim Postiff) should be approached for their support of the project. It

- was stated that the goal is to prepare the proposal by the end of March for submittal. Jim Boucher stated that the Cambria Community Service District granted the School Outreach program \$600 to support the participation of schools in Cambria and Cayucos. Jim Harris presented status and plans for placing existing PG&E power lines underground (reference Appendix D). Jim Boucher stated that the California Department of Parks and Recreation archeologist reviewed the site of the power poles and stated that there could be no open trenching, and that horizontal drill technology is to be used to place the line underground. Jim Boucher also reported that Jodie Nelson is preparing the NEPA and CEQA documentation for the project. After discussion, there was consensus to support the 20B (shared cost, underground utility district) approach to the project.
8. Membership – Tim Postiff passed out a summary of the 2013 and 2014 membership status (see Appendix E).

**Old Business:**

1. New Gift Shop Accounting System – Fred reported that the wire has been installed connecting the gift shop, and that the iPad interface with the computer is now working. The current accounting system requires renewal in June, and with about \$500 more of equipment (already approved), the new system will be ready for switching over in June. Jack stated that after the equipment is installed, then he, Carole, and Cathy Shusta will be trained by Fred and Holly and be the prototype users of the new system of accounting in the gift shop.

**New Business:**

1. Ad for Morro Bay Advertisement – Holly stated that there is an opportunity to place an ad for PBLS tours in the annual Morro Bay advertiser (also on-line) for tourists for about \$400 with a mid-April deadline. Jim Boucher and Carole Adams stated that the visitor numbers continue to grow each year without this ad. After discussion, Jack stated that the PBLSA will not pursue this opportunity.
2. Total Visitations – Carole passed out a document that reviews the total visitations to the PBLS (see Appendix F). She reviewed the numbers and stated that the tours are operating at a “maximum” now, and that she expects about a 20% increase in visitors during 2014.

**Discussion Items**

1. Additional help at Piedras Blancas - Jim Boucher reported that he plans to add two interns this Summer with BLM funding. He stated maintenance continues to be a problem, and that he is planning on the availability of Alex Covello in May after his graduation. The continuing issue of maintenance prompted Jim Boucher to draft a letter to BLM from the PBLSA that he will email to the board members, and he asked for their review and comments.
2. Visitor access and egress to Piedras Blancas - Jim Boucher has been talking to Cal Trans and California Parks and Recreation regarding safety and visitor access. After discussion, Fred will lead an effort with Jim Harris to work with Jim Boucher on developing ideas to address the safe access issue.
3. Piedras Blancas National Monument - Jim Boucher stated after meeting with Nick Franco of California Parks and Recreation, the Friends of the Elephant Seals, and the folks at the Marine Sanctuary, there is strong support for pursuing National Monument recognition for the PBONA (the Friends of the Elephant Seals passed a resolution supporting the concept). A draft letter to Lois Capps will be sent out via email for the board members consideration, and there is encouragement to discuss the issue with Greg Haus in the local office of Representative Capps. Cathy Shusta noted that initial BLM support of the light station due to citizenry input has waned recently. Jack will distribute an official letter (dated January 2014) which addresses the monument possibilities, and he stated that it outlines an opportunity to provide the required operation and maintenance resources for the PBONA that the BLM is not able to provide through its current support.

**Jack Morehead adjourned the meeting at 8:10pm**

## Appendix A: Treasurer's Report 2/26/14 Fred Apitz

### Treasurers Report Light Station Association Board meeting 2-26-14

<b>1.) Operations Income:</b>	<b>last month</b>	<b>\$ 4,389.82</b>	<b>YTD</b>	<b>\$ 4,389.82</b>
<b>Profit:</b>	<b>last month</b>	<b>\$ 1,965.73</b>	<b>YTD</b>	<b>\$ 1,965.73</b>
<b>BLM Support:Income:</b>	<b>last month</b>	<b>\$0.00</b>	<b>YTD</b>	<b>\$ 0.00</b>
<b>Expense:</b>	<b>last month</b>	<b>\$ 1,372.50</b>	<b>YTD</b>	<b>\$ 1,372.50</b>

### 2.) Investment Balance

Balances Over Time - (02/01/2013 - 1/31/2014)

<b>Month</b>	<b>Beginning Bal</b>	<b>Market Chng</b>	<b>Div &amp; Int</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Ending Balance</b>
Jan-14	\$541,179.34	\$3,454.31	\$992.06	\$6,000.00	\$0.00	\$544,717.09
Dec-14	\$537,722.33	\$1,612.39	\$1,844.62	\$0.00	\$0.00	\$541,179.34
Nov-13	\$535,882.97	\$1,250.05	\$961.66	\$73.55	\$445.90	\$537,722.23
Oct-13	\$526,308.64	\$8,442.12	\$1,132.21	\$0.00	\$0.00	\$535,882.97
Sep-13	\$630,368.92	\$7,732.75	\$1,206.97	\$20,410.41	\$133,410.41	\$526,308.64
Aug-13	\$637,110.52	\$7,774.88	\$1,033.28	\$0.00	\$0.00	\$630,368.92
Jul-13	\$631,251.93	\$4,721.89	\$1,136.70	\$0.00	\$0.00	\$637,110.52
Jun-13	\$641,911.45	\$11,676.43	\$1,016.91	\$0.00	\$0.00	\$631,251.93
May-13	\$650,373.20	\$9,684.42	\$1,222.67	\$0.00	\$0.00	\$641,911.45
Apr-13	\$618,552.29	\$4,859.56	\$1,883.56	\$25,877.79	\$800.00	\$650,373.20
Mar-13	\$616,952.80	\$518.33	\$1,081.16	\$0.00	\$0.00	\$618,552.29
Feb-13	\$617,057.14	\$655.93	\$551.59	\$0.00	\$0.00	\$616,952.80
<b>Total</b>		<b>\$4,108.88</b>	<b>\$14,063.39</b>	<b>\$52,361.75</b>	<b>\$134,656.31</b>	

The above referenced Jan. deposit of \$6,000.00 is the result of transfer of excess funds from Rabobank to Fidelity.

### 3.) Statements

Enclosed are a) P & L statement for fiscal year 2013 as well as b) Net Worth Statement as of 12/31/2013.

Statements and accounting have been forwarded our CPA, tax returns will be completed pending 1099 submittal, which should be imminent.

Thanks Fred W. Apitz

# Itemized Categories - Last year

1/1/2013 through 12/31/2013

2/20/2014

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Date	Account	Amount
	<b>INCOME</b>	<b>159,414.63</b>
	Grants	92,000.00
	Grants&Cooperative Agreement	92,000.00
	Income	55,389.75
	Donations	3,636.30
	Gift Shop Donations	954.00
	Gift Shop Income	30,636.55
	Internet Sales (PayPal)	472.72
	Membership Dues, Inc.	6,058.85
	Special Events	13,431.33
	Brick, Engraved	11,453.00
	Keeper's Cottage Tour	1,113.33
	LH Conference 2013	865.00
	Interest Inc	153.86
	Other Inc	171.97
	_DivInc	17,442.06
	_RlzdGain	-5,743.01
	<b>EXPENSES</b>	<b>-78,831.54</b>
	Uncategorized	0.00
	Cost of Goods Sold	-21,043.30
	Cost of Material	-17,552.96
	Credit Card Expense	-842.89
	Mailing Expense	-116.24
	Sales Tax, Expense	-2,123.71
	Scrap	-7.50
	Fees, Charges & Depreciation	-1,751.23
	Bank Fee	-7.00
	Credit Card Service Fee	108.33
	Giftshop Display Depreciation	-915.00
	Late Fee	-45.56
	Membership Dues, Exp	-175.00
	Registration Renewal Fee	-50.00
	Website Amortization	-687.00
	Financial	-2,666.33
	CPA	-500.00
	Insurance - Liability D & O	-2,166.33
	Membership	-2,211.91
	Beacon printing	-1,851.53
	other printing	-63.63
	Postage	-296.75
	Office Expense	-638.28
	Equipment	33.50
	Postage, other	-360.87
	Software	-115.00
	Supplies	-195.91

2/20/2014

Itemized Categories - Last year  
1/1/2013 through 12/31/2013

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Date	Account	Amount
	Payroll Expenses	-8,484.12
	Insurance - Workmans Comp	-471.00
	Paychex Monthly Charge	-776.82
	Salary	-5,806.21
	Total Tax Liability Payment	-1,430.09
	Public Relations	-1,149.67
	Advertising	-225.18
	Promotions	-924.49
	Restoration and BLM Support	-35,250.25
	Fog Signal Building	-300.00
	Interpretation & Visitor Services	-19,052.76
	Operation & Maintenance	-3,784.00
	Restoration	-3,375.00
	School Outreach - Transportatio...	-4,325.00
	School Outreach- Entry Fee Lig...	-3,255.00
	Supplies & Materials - BLM	-2,120.25
	Supplies & Materials - PBLSA	-38.24
	Special Event	-4,357.69
	Brick, Engraved	-3,845.92
	Keeper's Cottage Tour	-32.42
	Lighthouse Conference	-429.35
	Other Special Event	-50.00
	Tax	-10.41
	Franchise Tax Board	9.59
	Secretary of State	-20.00
	Utilities	-169.75
	Internet	-169.75
	Volunteer Expense	-98.60
	TRANSFERS	-13,701.07
	CD Heritage Oaks Bank	106,950.17
	Heritage Oaks Bank	2,231.83
	Rabobank Checking	1,545.26
	Visa Carole Adams	-1,754.00
	Visa Holly Gant	-133.62
	ASAP Grant, Item 20	-18,241.00
	ASAP Grant, Item 30	-92,372.00
	ASAP Grant, Item 40	-2,253.00
	ASAP Grant, Item 50	12,500.00
	ASAP Grant, Item 60	5,000.00
	ASAP Grant, Item 70	10,000.00
	BLM Bakersfield, Michelle Ortiz	-2,784.00
	Furniture & Equipment	-806.25
	Gift Shop Inventory	-17,632.39
	Educational Outreach Program	0.00
	Sales Tax accr., Liability	-2,051.00
	BLM Support	28.49

2/20/2014

Itemized Categories - Last year  
1/1/2013 through 12/31/2013

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Date	Account	Amount
	Fog Signal Bldg. restoration	98,417.41
	Light House Restoration	-1,148.97
	PBLSA - Fidelity Investments	-111,000.00
	OVERALL TOTAL	66,882.02

# Net Worth - As of 12/31/2013

(Includes unrealized gains)

As of 12/31/2013

2/20/2014

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Account	12/31/2013 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
CD Heritage Oaks Bank	0.00
CD Rabobank # 2951	0.00
CD Rabobank # 9951	0.11
Heritage Oaks Bank	10,792.61
Rabobank Checking	18,297.32
Rabobank Moneymarket	0.00
Cash for Register	350.00
<b>TOTAL Cash and Bank Accounts</b>	<b>29,440.04</b>
<b>Other Assets</b>	
ASAP Grant, Item 10	7,000.00
ASAP Grant, Item 20	34,253.00
ASAP Grant, Item 30	72,019.01
ASAP Grant, Item 40	0.00
ASAP Grant, Item 50	27,500.00
ASAP Grant, Item 60	0.00
ASAP Grant, Item 70	37,000.00
BLM Bakersfield, Michelle Ortiz	0.00
Furniture & Equipment	3,089.87
Gift Shop Inventory	20,151.62
Intangible Assets	7,849.00
Prepaid Expenses	0.00
<b>TOTAL Other Assets</b>	<b>208,862.50</b>
<b>Investments</b>	
BLM Support	0.00
Fog Signal Bldg. restoration	0.03
Light House Restoration	12,106.35
PBLSA - Fidelity Investments	529,115.43
Spare 1 Brokerage Account	0.00
Spare 2 Brokerage Account	0.00
<b>TOTAL Investments</b>	<b>541,221.81</b>
<b>TOTAL ASSETS</b>	<b>779,524.35</b>
<b>LIABILITIES</b>	
<b>Credit Cards</b>	
Visa Carole Adams	0.00
Visa Holly Gant	617.40
<b>TOTAL Credit Cards</b>	<b>617.40</b>
<b>Other Liabilities</b>	
Accounts Payable	0.00
Educational Outreach Program	0.00
Sales Tax accr., Liability	421.48
<b>TOTAL Other Liabilities</b>	<b>421.48</b>

# Net Worth - As of 12/31/2013

(Includes unrealized gains)

As of 12/31/2013

2/20/2014

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Account	12/31/2013 Balance
<b>TOTAL LIABILITIES</b>	<b>1,038.88</b>
<b>OVERALL TOTAL</b>	<b>778,485.47</b>

## Appendix B: Gift Shop Report Carole Adams

## GIFT SHOP SALES

[illegible]

## **Appendix C: BLM Update 2/26/14 Jim Boucher**

### **BLM Update 2/26/14**

**Communication Tower Project** – Soil conductivity tests have been completed and a grounding plan for the tower and communication shed is being formalized. The CHP has tentatively agreed to install the grounding system. Shoreline Engineering of Morro Bay is continuing to design antenna placement and other details for transfer of equipment from the old tower and communication shed to the new structures. CHP employees are continuing on the communication shed electrical wiring and placement of racks to hold equipment and installing electrical transfer equipment for generator power.

**Fog Signal Bldg (FSB)** –Perimeter curbing and sidewalks have been completed by Wellsona Iron & Engineering. Finished landscaping of the building grounds to be completed soon. Remaining work to be delayed until communication tower project is completed.

**CA Coastal Trail Segment-** NEPA and CEQA compliance continues.

**Wetland Restoration-** CEQA and NEPA compliance is continuing for the rehabilitation of the north wetland in preparation for the Environmental Enhancement Fund grant to be awarded 7/14.

**Potable Water Project** – Two test wells have been completed and tested. A fresh water well near the east boundary of the light station produced a limited amount of water but probably would not be a reliable well in drought conditions. A brackish water well near the west boundary produced unlimited water but will need to incorporate desalination. Funding to develop a water treatment and delivery system has been postponed until FY 2015.

**Special Event** – The Piedras Blancas Lighthouse Birthday was attended by 160 visitors. Whale watching tour 3/15.

**Student Outreach** – Bauer Speck Elementary (Paso Robles) will have 3 classes participate in March. Only remaining school for this year is Baywood which will participate in April.

**Special Funding Requests FY 2015-** \$10,000 for Educational Outreach Program, \$25,000 for youth corps person for 1 year to help with maintenance, \$5,000 for two 12-week interns to assist with summer visitation.



## **Appendix D: *Placing Power Lines Underground (Jim Harris)***

Status and plans for placing existing PG&E power lines underground.  
Jim Harris 2/26/14

Bob Burke of PG&E contacted in June 2011 about placing the existing power lines at the light station underground (reference contact report 2/22/11). Diana Haines of SLO County Department of Public Works and a representative of PG&E met with Jim Boucher on March 2013 to discuss possibilities. I have been in contact with both Diana Haines (see telephone contact report 2/12/14) and Bob Burke regarding future plans. At this time there are three alternatives enumerated below.

- 1) Pay PG&E directly to perform the work (about \$100K + or - \$35K from Bob's estimate) assuming that PBLSA provides the trenching and a concrete pad for the service transformer by the light station. PG&E would perform all the engineering plans and provide necessary paperwork.
- 2) Involve SLO County under a 20A underground power district resolution to require PG&E to bury the lines in the designated district after passing the resolution by the SLO Board of Supervisors. This is a lengthy process that would put the project behind eight other projects currently in the process. The cost would be borne entirely by PG&E as part of their normal business activity.
- 3) Involve SLO county under a 20B underground power district resolution that requires a shared cost negotiated by all three parties (SLO county, PG&E, and PBLSA) and documented with a MOU. This still requires SLO Board of Supervisors to pass a resolution requiring all utilities in the designated area to be underground but the project is first in line for consideration. It was noted that the PBLSA shared contribution could continue to be the volunteer effort for trenching and construction of concrete pad working under PG&E engineering plans.

Diana stated that she meets monthly with the utilities and this project could be brought up in that venue.

Since a shared cost approach could be satisfied by providing the trenching and concrete pad with PBLSA volunteer effort, United Rentals was contacted to inquire about renting a trenching machine that would handle the minimum depth of 36" and width of 12". At their yard in SLO, a Ditch Witch 1820 18 HP, 48" depth and 3 1/4" to 16" width can be rented with trailer for \$318/day or \$728/week (7 days) – just need to provide gasoline fuel (87 octane) for Honda 4 stroke. [Note to buy a used trencher ranges from \$2K to \$12K, and Ditch Witch now has newer models.]

Based upon the above information, I propose the following plan for consideration. Since the PG&E estimate of \$100K + or - \$35K requires the volunteer effort, the PBLSA using the 20B alternative 3) above, is the most cost effective and timely solution. My crude estimate of the shared cost for this proposal is:

- 1) two weeks of trencher rental \$1500
- 2) materials for concrete pad and other items \$1000
- 3) volunteer hours for trenching and pad preparation 300 hours  
(@\$25/hr, this is equivalent \$7500)

Therefore, the PBLSA commitment would be about \$2500 in funds and 300 hours of volunteer effort. The proposal can be implemented by having Diana initiate the 20B plan in her monthly utility meeting to begin development of the MOU between all interested parties

			Piedras Blancas Light Station Association												
						2013 Membership									
	2013 Renewals							2013 New Memberships							
	\$50	\$100	\$250	\$500	\$1,000	Other	\$ Total	\$50	\$100	\$250	\$500	\$1,000	Other	\$ Total	
January	4	1				1	335						1	200	
February	11	1	1			1	580	2						100	
March	5	2					450	1						50	
April	2	1					200		2					200	
May	8	3					700	1						50	
June	2	1					300		1					100	
July	2						100							0	
August		1					100	2						100	
September	1						50		1					100	
October							0				1			500	
November	3	3					500							0	
December	2	1				2	300							0	
TOTALS	40	14	1	0	0	4	\$3,615	6	4	0	1	0	1	\$1,400	
				TOTAL MEMBERS = 101				TOTAL YEARLY REVENUE =			\$5,015				
						2014 Membership									
	2014 Renewals							2014 New Memberships							
	\$50	\$100	\$250	\$500	\$1,000	Other	\$ Total	\$50	\$100	\$250	\$500	\$1,000	Other	\$ Total	
January	11			1			1050								
February	4						200		1					100	
March															
April															
May															
June															
July															
August															
September															
October															
November															
December															
TOTALS	15		0	1	0	0	\$1,250	0	1	0	0	0	0	\$100	
				TOTAL MEMBERS = 101				TOTAL%YEARLY REVENUE =			\$1,350				

## Appendix F: Visitation Comparison Charts February 2014 (Carole Adams)

### Low visitation month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 G-2 A-3 Q2-1
2	3	4 G-2 A-2 Q2-1	5	6 G-2 A-2 Q2-1	7	8 G-2 A-3 Q2-1
9	10	11 G-2 A-2 Q2-1	12	13 G-2 A-2 Q2-1	14	15 G-2 A-3 Q2-1
16	17	18 G-2 A-2 Q2-1	19	20 G-2 A-2 Q2-1	21	22 G-2 A-3 Q2-1
23	24	25 G-2 A-2 Q2-1	26	27 G-2 A-2 Q2-1	28	29 G-2 A-3 Q2-1
30	31					

**70-75 slots a month, minimum  
31 tours**

30 volunteers x twice a month = 60 slots  
30 volunteers x three times a month = 90 slots

### High visitation month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 G-2 A-3 Q2-1
2	3	4 G-2 A-3 Q2-1	5	6 G-2 A-3 Q2-1	7	8 G-2 A-3 Q2-1
9	10	11 G-2 A-3 Q2-1	12	13 G-2 A-3 Q2-1	14	15 G-2 A-3 Q2-1
16	17	18 G-2 A-3 Q2-1	19	20 G-2 A-3 Q2-1	21	22 G-2 A-3 Q2-1
23	24	25 G-2 A-3 Q2-1	26	27 G-2 A-3 Q2-1	28	29 G-2 A-3 Q2-1
30	31					

**193 slots a month, minimum  
80 tours**

30 volunteers x 4 times a month = 120 slots

2 interns x 20 times a month = 40 slots

We currently have 28 names on tour list,  
14 of which give tours.

Summer 2012 – 2560 “R” visitors  
Summer 2013 – 2724 “R” visitors

We need to train more assistants to handle gift shop.

### Total visitation

Totals for year	Number of Adults	Number of Youth	Total Visitors	Income Received	
2008	3718	398	4116		(Midweek tours were donation requested)
2009	4069	955	5004	\$31,515	
2010	4056	1042	5098	\$34,026	
2011	4772	1278	6053	\$43,125	
2012	5261	2065	7326	\$57,994	
2013	5905	1821	7726	\$61,600	
Cum. thru 2013	27781	7559	35323	\$228,260	

(We do not have figures on years 2003-2007)