

**Piedras Blancas Light Station Association
Minutes from Board Meeting
Rabobank Conference Room, Cambria, CA
July 23, 2014**

Board Members in attendance: David Cooper (Chair), Tim Postiff (Vice Chair), Jim Harris (Secretary), Harry Thorpe (Treasurer), and Jim Boucher (Ex-Officio).

Board Members absent: None

Others present: Holly Gant (PBLSA Program Director), Abel Martinez, Ellen Stoner.

David Cooper called the meeting to order at 6:07 p.m.

Announcements: David Cooper announced that Fred Apitz has resigned from the board and as its treasurer, and that Fred is working with Harry Thorpe (Assistant Treasurer) to ensure an efficient transfer of responsibilities. David also announced that, as she stated in the last meeting, Cathy Shusta has resigned due to her moving from the area. After discussion of Fred's contribution to organizing the finances of the PBLSA, the following motion was passed:

M/S/P The PBLSA present to Fred Apitz a prism and plaque in recognition of his two years of service as PBLSA Treasurer.

Holly will take the action to meet with Carole Adams and arrange to have the two items prepared, and give them to David Cooper for his action. David, as chair of the PBLSA, felt compelled to note that he must disagree with Fred's statements in his Final Progress Report on the relations between the PBLSA and the BLM, and that he felt the facts do not support Fred's opinion. David thanked Harry Thorpe for stepping into the Treasurer's responsibilities, and offered him the full support of the PBLSA

Approval of the Agenda: Agenda was approved.

Reports:

1. Secretary Report - Jim Harris previously emailed a copy of the minutes of June 25, 2014 for review. *M/S/P Minutes of June 25, 2014 approved.* After discussion about access to archived minutes by Board members, Holly stated that the minutes are in a notebook in the PBLSA office, and that she will investigate making the archived minutes available to Board members through a page on the website protected with a password.
2. Financial Status and Treasurer's Report – Fred Apitz distributed his final report with the emailed agenda for this meeting (see Appendix A). Jim Harris apologized for the fact that the 6 month profit and loss displays were not presented with the agenda (last month's display was inadvertently substituted), but that the correct display is provided with these minutes. With Fred's resignation, Harry Thorpe gave the report.
M/S/P The PBLSA Board appoints Harry Thorpe as its Treasurer.
M/S/P The PBLSA Board accepts the resolution identified in the Fidelity account documentation by Harry Thorpe that identifies David Cooper and Harry Thorpe for signature authority for the PBLSA accounts.
Harry stated that he is working with Holly and Fred on the transition, with the priority to complete the transition, then to consider any future plans for the investment accounts. He stated that he appreciates that Fred is being very helpful. Harry is working to gain access to the BLM ASAP and SAM accounts, and to learn their interface. In addition, Harry noted that Fred also assumed the responsibility for the operation and maintenance of the PBLSA and gift shop computer and wireless capability, and now, there is a potential problem for the future support of these systems. Discussion followed, and it was noted that the PBLSA has access to both BLM and CADPR internet access, and can switch between them. Jim Boucher took the action to get a technical evaluation of the computer/wireless system from BLM or CADPR (or both) and report back to the PBLSA.
3. Gift Shop Report – Ellen Stoner presented the summary of monthly gift shop sales (see Appendix B). It is noted that the sales values given are the gross sales numbers as is usually given in such a display. Ellen stated that the past Saturday, the computer system went down in the gift shop, but they used the manual system as a backup, and with Holly's support, entered the data after the fact; the system is working ok now.
4. BLM Update – Jim Boucher presented the July 23, 2014 BLM report that was previously presented with the agenda for the meeting (see Appendix C). Discussion followed on the National Lighthouse Day August 9 event. David requested from Jim Boucher that in lieu of meeting with the BLM State Director that he be provided an opportunity to present a

brief (3-5 minute) speech to the attendees on behalf of the PBLSA. He stated that he plans to compose and send out for review a draft via email. Abel Martinez expressed concern over the length of the automobile convoys (11-15 cars) that he is seeing as part of the public tours, and the increase in safety concerns along Highway 1. Discussion followed, and the BLM will review the situation.

5. Website Development – Holly Gant proposed that a live webcam be integrated into the website, and that the video camera be attached to the water tower. After discussion, and speaking on behalf of the members, David encouraged her to investigate adding the capability, determine costs involved, and then to report back at the next meeting.
6. PBLSA Events – Abel stated that Linn's pies will be donated for the August 9 event, and Jim Boucher reported that he is in a funding position to support the catering of the event.
7. Grants/Development – Tim noted that the Friends of the Elephant Seals contracted someone at about \$45/hour to prepare a grant proposal on a very tight time schedule. Their board was very pleased with the results, and the cost of the preparation was included in the submitted proposal. David noted that the Maritime Heritage Foundation proposal that Jim Boucher is working on is due in September, and given Tim's comments, the PBLSA offers to help Jim Boucher in its preparation.
8. Membership – Tim Postiff submitted the 2013-14 Membership Tally 7/23/14 (see Appendix D). He thanked Holly for preparation, and stated that they plan to submit updates every quarter.

Old Business:

None

New Business:

None

Discussion Items:

1. Proposal for replica tower top cost estimate and implementation planning: Jim Harris noted that there has been a quiet two year effort to obtain a cost estimate for replacing the tower top with a replica rather than the BLM plan for a \$8-9M restoration effort. David and Jim Harris will be meeting this Friday with architect Steve Puglisi in San Luis Obispo to review and revise a proposal to perform preliminary design work suitable to submit to design/construction firms for a formal bid on the replacement. Jim Boucher noted that the State Historic Preservation Office did not object to replacing the tower top with a replica as long as it presented the same architectural form as the original; he also stated that any design plans have to be reviewed by them. Jim Boucher stated that he hoped the design of the 4th floor would provide for a public observation area. In addition, a suggestion was given for the replica tower to support the installation of cell phone antennae to provide a revenue stream to the PBLSA (such as the Pt. Sur Light Station). In response to a request, Jim Boucher stated that Bruce Elster of Shoreline Engineering could be a choice for a structural engineer for the project. It was noted that this planning activity will take a number of months and the PBLSA Board and BLM will be apprised of its progress and asked for review, and eventually the public will be able to review and comment. It is noted that the preliminary design proposal preparation when approved by the PBLSA will require funds to support the effort on the order of \$20K or so.

David Cooper adjourned the meeting at 8:50pm

**Appendix A: Treasurer's Report 7/23/14 and Memorandum Final
Progress Report July 16, 2014 Fred Apitz**

**Treasurers Report
Light Station Association Board meeting 7-23-14**

1.) Statements

Enclosed are the P & L and Net-Worth statements, PBLSA Operations and BLM Support, for the first half of 2014. The result (YTD profit \$22,717.43) is impressive, congratulations to all.

2.) Other

June 30th marked the 2nd anniversary of my engagement as Treasurer of this Association. While I agreed to continue through the remainder of this year, recent events made it clear, that this would not be consistent with my intentions or convictions. I will be glad to assist others, if requested, to fulfill this function. This is, however, my final report. Thank you for allowing me to contribute, in a small way, to a worthy cause. My best wishes for the future are with you.

Thanks Fred W. Apitz

Profit / Loss PBLSA Operations

1/1/2014 through 6/30/2014

7/15/2014

Page

Date	Account	Cir	Amount
	INCOME		41,241.19
	Grants		600.00
	Educational Outreach (CCC)		600.00
	Income		23,893.48
	Donations		1,636.19
	Gift Shop Income		15,738.09
	Internet Sales (PayPal)		519.20
	Membership Dues, Inc.		2,700.00
	Special Events		3,300.00
	Interest Inc		0.58
	_DivInc		7,040.30
	_RlzdGain		9,706.83
	EXPENSES		-18,523.76
	Uncategorized		0.00
	Cost of Goods Sold		-10,702.55
	Fees, Charges & Depreciation		-2,119.50
	Credit Card Service Fee		-500.50
	Giftshop Display Depreciacion		-827.00
	Late Fee		0.00
	Membership Dues, Exp		-75.00
	Registration Renewal Fee		-50.00
	Website Amortization		-667.00
	Financial		-458.50
	CPA		-750.00
	Insurance - Liability D & O		291.50
	Membership		-1,571.46
	Office Expense		-547.45
	Equipment		-268.73
	Postage, other		-78.95
	Software		-45.00
	Supplies		-154.77
	Payroll Expenses		-1,737.60
	Federal 941		-82.15
	Insurance - Workmans Comp		-477.00
	Paychex Monthly Charge		-331.17
	Salary		-734.27
	Total Tax Liability Payment		-113.01
	Public Relations		-225.60
	Special Event		-732.42
	Brick, Engraved		-732.42
	Tax		-20.00
	Secretary of State		-20.00
	Utilities		-261.53
	Internet		-261.53
	Volunteer Expense		-147.15
	TRANSFERS		-600.00

Net Worth Statement PBLSA Operations - As of 6/30/2014

(Includes unrealized gains)

As of 6/30/2014

7/15/2014

Page 1

Account	6/30/2014 Balance
ASSETS	
Cash and Bank Accounts	
CD Rabobank # 2951	0.00
CD Rabobank # 9951	0.00
Rabobank Checking	9,965.38
Rabobank Moneymarket	0.00
Cash for Register	350.00
TOTAL Cash and Bank Accounts	10,315.38
Other Assets	
Furniture & Equipment	2,928.58
Gift Shop Inventory	22,647.28
Intangible Assets	7,182.00
Prepaid Expenses	0.00
TOTAL Other Assets	32,757.86
Investments	
BLM Support	0.09
Educational Outreach	600.04
Light House Restoration	12,692.12
PBLSA - Fidelity Investments	566,177.90
Spare 1 Brokerage Account	0.00
Spare 2 Brokerage Account	0.00
TOTAL Investments	579,470.15
TOTAL ASSETS	622,543.39
LIABILITIES	
Credit Cards	
Visa Holly Gant	611.50
TOTAL Credit Cards	611.50
Other Liabilities	
Accounts Payable	0.00
Educational Outreach Program	0.00
Sales Tax accr., Liability	590.59
TOTAL Other Liabilities	590.59
TOTAL LIABILITIES	1,202.09
OVERALL TOTAL	621,341.30

Profit / Loss BLM Support

1/1/2014 through 6/30/2014

7/15/2014

Page 1

Date	Account	Clr	Amount
EXPENSES			-34,617.20
	Office Expense		-129.59
	Supplies		-129.59
	Restoration and BLM Support		-34,463.88
	Fog Signal Building		-2,797.50
1/26/2014	Heritage Oaks...	R	-1,072.50
4/2/2014	Heritage Oaks...	R	-600.00
5/29/2014	Heritage Oaks...	c	-1,125.00
	Interpretation & Visitor Services		-27,658.80
1/26/2014	Heritage Oaks...	R	-300.00
2/14/2014	Heritage Oaks...	R	-3,308.30
2/21/2014	Heritage Oaks...	R	0.00
2/21/2014	Heritage Oaks...	R	-18,690.00
3/7/2014	Heritage Oaks...	R	-1,350.00
3/11/2014	Heritage Oaks...	R	-3,622.50
3/25/2014	Heritage Oaks...	R	-81.78
		R	-144.25
6/21/2014	Heritage Oaks...		-151.18
5/9/2014	Visa Carole A...	R	-10.79
	Supplies & Materials - BLM		-707.58
2/9/2014	Heritage Oaks...	R	-84.59
2/28/2014	Heritage Oaks...	R	-167.26
5/24/2014	Heritage Oaks...	c	-21.19
1/26/2014	Visa Carole A...	R	-30.77
2/5/2014	Visa Carole A...	R	-8.41
3/5/2014	Visa Carole A...	R	-32.39
3/6/2014	Visa Carole A...	R	-109.54
3/8/2014	Visa Carole A...	R	-12.91
3/26/2014	Visa Carole A...	R	-103.89
4/5/2014	Visa Carole A...	R	-56.10
4/9/2014	Visa Carole A...	R	-67.79
4/22/2014	Visa Carole A...	R	-12.94
	Other Restoration and BLM Support		-3,300.00
4/24/2014	Heritage Oaks...	R	-3,300.00
	Utilities		-23.73
	Credit Card Payment		-23.73
TRANSFERS			0.00
OVERALL TOTAL			-34,617.20

Net Worth Statement BLM Support - As of 6/30/2014

As of 6/30/2014

7/15/2014

Page 1

Account	6/30/2014 Balance
ASSETS	
Cash and Bank Accounts	
CD Heritage Oaks Bank	0.00
Heritage Oaks Bank	23,699.14
TOTAL Cash and Bank Accounts	23,699.14
Other Assets	
ASAP Grant, Item 10	0.00
ASAP Grant, Item 20	34,253.00
ASAP Grant, Item 30	59,019.01
ASAP Grant, Item 40	0.00
ASAP Grant, Item 50	0.00
ASAP Grant, Item 60	0.00
ASAP Grant, Item 70	37,000.00
BLM Bakersfield, Michelle Ortiz	0.00
TOTAL Other Assets	130,272.01
TOTAL ASSETS	153,971.15
LIABILITIES	
Credit Cards	
Visa Carole Adams	23.73
TOTAL Credit Cards	23.73
Other Liabilities	
Educational Outreach Program	0.00
TOTAL Other Liabilities	0.00
TOTAL LIABILITIES	23.73
OVERALL TOTAL	153,947.42

Memorandum

To: PBLSA Board Members
From: Fred W Apitz
Date: July 16, 2014

Ref.: Final Progress Report

I recently resigned from the position as Treasurer of Piedras Blancas Light Station Association; in parting I would like to highlight the accomplishments we have achieved together.

Allow me to start with the obvious, the state of the Association when you asked me to take on the job of Treasurer.

I was appointed as the 2nd or 3rd Treasurer of the year (2012), payroll had been skipped for a few months of that year, a penalty for late filing of the 2010 tax return was pending, the current tax return (2011) was 8 months late, we spent thousands of dollars on outside audit and accounting help. In previous years we spent over 10's of thousands for the same service. We had a cumbersome accounting system, penalties for late and missed payments became the norm, and we were losing money with nauseating regularity. Transparency in accounting and progress was essentially non-existent, our assets were buried in safe but non-performing CD's that yielded in the area of 0.3% per annum.

Accounting

We have changed and simplified the accounting system, we are providing biannual P&L and Net Worth statement, we are providing monthly reports of profit or loss, the status of our investments, our activities and ask for consent before making major decisions.

We have established committees for areas of responsibility and created a budget.

We have discontinued redundant and confusing accounting methods (such as payment in kind).

Spurious, unjustified charges to our checking account have been tracked down and eliminated, costs have been cut wherever possible, made possible by visibility due to accurate and simplified accounting

We have split accounting in 2 categories "BLM Support" and "PBLSA Operation", improving visibility and accuracy in our profit / loss statements.

Gift shop

We have replaced the old register with a new system (Square, Inc.), utilizing a donated iPad, that allows the use of established reporting systems, where credit card receipts, checks and cash are accounted for in easy to follow reports and, more importantly, are easily reconciled with bank and credit card statements.

All cash and credit card transactions, whether Gift-shop, Donations, Membership, Special Events (Bricks) or Internet Sales are entered and thus accounted for.

Where in the past the task of reconciliation was time-consuming, difficult, and resulted in regular corrective book-entries, it is now simple, correct and easy to understand.

Investment

We have terminated all CD's and Money Market accounts, we have established investment accounts with Fidelity and have placed our assets in higher yielding instruments. That action has yielded approximately \$40,000.00 in Interest, Dividends and Capital Appreciation.

Office

We have replaced an outdated computer, printer and communication system, we installed a redundant communication system for the gift shop

Payroll

We hired Paychex to perform monthly payroll duty and reporting at significantly lower cost.

Taxes

Sales tax is automatically calculated each month and paid on a quarterly basis, on-line. Year-end filings are on time and at significantly lower prices. Past penalties have been resolved and are not likely to reoccur.

We, the Association, have done all that in the face of significant, outside opposition from ever varying quarters.

It appears to me that a culture of "them" and "us" may be evolving between our client, BLM, and the Association. For the benefit of all concerned, I urge that all volunteer efforts be accepted as input from "partners", and that volunteer labor, opinions and accomplishments be accepted with a positive and appreciative attitude. It seems to me that a respectful, considerate relationship would benefit both, currently and in the future.

The Board has been consistently positive and supportive. I appreciate all your help and consideration, your kind words and generous actions. I wish all of you all the success and satisfaction you truly deserve for your selfless service.

Fred W. Apitz

Appendix B: Gift Shop Report Ellen Stoner (values supplied by Holly and Fred)

GIFT SHOP SALES

[illegible]

Appendix C: BLM Update 7/23/14 (Jim Boucher)

BLM Update 7/23/14

Communication Tower Project – Modular trench system has been delivered. Air conditioning units are on order. The standoffs (antenna mounts) fabrication and installation contract had two bids but has not been awarded to date. Lease agreements are being pursued by BLM BKF. Project completion date is undetermined.

Fog Signal Bldg (FSB) – A brick stress test was completed. Shoreline Engineering is nearing completion of the seismic upgrade details. Next step will be to put a project proposal together for the remaining restoration to the building.

CA Coastal Trail Segment- Environmental compliance continues.

Wetland Restoration- Environmental compliance continues and must be completed soon.

Caltrans – Steve Price of Caltrans was contacted by e-mail and asked to do an onsite evaluation to the possibility of a parking facility near the light station. No reply has been received.

National Monument status- A grassroots effort is being coordinated to promote Piedras Blancas Outstanding Natural Area being designated a National Monument.

Parking area expansion- The light station public parking area has been expanded to provide parking for approximately 25 vehicles.

Special Event –, There will be a special public tour with historical enactments on National Lighthouse Day, 8/9, followed by a luncheon with guest speaker Jim Henna, BLM State Director. Other speakers include PJ Webb representing the MBNMS and Greg Haas district representative for Lois Capps. It has yet to be confirmed that Mr. Henna will meet with the PBLSA.

Possible questions for the BLM State Director (if he meets with the PBLSA)

What is the BLM expectation regarding historical restoration of the Piedras Blancas Light Station? Considering the huge cost, is the Piedras Blancas Light Station Management Plan realistic in trying to restore the light station?

What is the BLM expectation for Piedras Blancas Light Station regarding public visitation?

Access is restrictive at Piedras Blancas Light Station and only a very small percentage of the people who want to visit actually can. What can be done to make the light station more accessible to the public?

Is the BLM willing to fund a cost analysis to the feasibility of a nearby parking facility, shuttle system or other means to make Piedras Blancas Light Station more accessible to the public?

Amenity fees collected at the Piedras Blancas Light Station are minimal due to restricted visitation. The potential for substantial increases in amenity fees is huge if more visitors could be accommodated. Should visitation be the main focus for revenue as the current Piedras Blancas Business Plan advocates?

Do you anticipate any additional agency staffing or additional funding for Piedras Blancas in the future?

Due to declining volunteer support, visitation as it is conducted currently will need to be further limited at Piedras Blancas Light Station. Is the BLM comfortable with further restrictions for visitors to the light station?

What should be the BLM role in administering the expanded Piedras Blancas Outstanding Natural Area with CA Department of Parks & Recreation?

What should be done about the unrestricted access and resource damage that is occurring in several areas within the Piedras Blancas Outstanding Natural Area?

Appendix D: 2013-14 Membership Tally 7/23/14 Tim Postiff

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%01

TOTAL%EARLY%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	1					300		1					100
March			2				500	1						50
April	2	2					300							
May	2	3					400							
June	1	1					150							
July														
August														
September														
October														
November														
December														
TOTALS	20	7	2	1	0	0	\$2,700	1	1	0	0	0	0	\$150

TOTAL%MEMBERS%02

TOTAL%EARLY%REVENUE% \$2,850