

**Piedras Blancas Light Station Association
Minutes from Board Meeting
Rabobank Conference Room, Cambria, CA
December 3, 2014**

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

Board Members absent: None.

Others present: Holly Gant (PBLSA Program Director), John Bogacki (PBLS BLM), Abel Martinez, and Kody Nelson (Off Shore Theater) [present only during his question and answer period at the beginning of the meeting].

David Cooper called the meeting to order at 6:01 p.m.

Announcements: David Cooper stated that it was with deep sadness that he notes the passing of Jim Boucher, and then presented the following motion for consideration of the PBLSA.

M/S/P The PBLSA Board of Directors acknowledges with great sadness the passing of PBLS Park Manager Jim Boucher on November 5, 2014. The Board moves to establish The Jim Boucher Memorial Fund in honor of Boucher's service to the Piedras Blancas Light Station. The Board pledges to collaborate with association members, the Bureau of Land Management, volunteers, and community and partners in a memorial tribute to Boucher, our brother in stewardship to the Piedras Blancas Outstanding Natural Area. The Board further directs its chairperson to appoint The Jim Boucher Memorial Fund Subcommittee consisting of members of these constituencies. The ad hoc subcommittee is charged with developing, in a timely manner, a proposal for a Jim Boucher Memorial on behalf of the PBLSA and submitting that proposal to the Board of Directors for consideration and approval.

David noted that on November 30 Ryan Cooper was appointed PBLS Park Manager for a period up to 120 days, and that the BLM is expediting its process to appoint a permanent person. Ryan indicated that he is interested in the opportunity of a permanent position. David also introduced John Bogacki, who was the first BLM park manager for PBLS until his retirement, when Jim Boucher assumed the position, and that he has agreed to assist Ryan in his transition from Carrizo Plain to Piedras Blancas. David welcomed both Ryan and John on behalf of the PBLSA. Ryan stated that Jodie Nelson continues at PBLS, but could not attend tonight because she was ill.

David stated that Ellen Stoner has resigned due to her move to Oregon; he added that the PBLSA is very appreciative of her contributions towards the improvements in the gift shop operation.

Approval of the Agenda: Agenda was approved, but the order was adjusted to accommodate the discussion and question and answer period from Off Shore Theater on its webcam capabilities lead by Kody Nelson; therefore, item 5 Website Development under Reports was addressed first before Announcements so that Kody could leave after his question and answer period. This was followed by a discussion by those present after Kody left.

Reports:

1. Secretary Report - Jim Harris previously emailed a copy of the minutes of October 22, 2014 for review. *M/S/P Minutes of October 22, 2014 approved.*
2. Financial Status and Treasurer's Report – Harry pointed out the three reports presented in Appendix A, which also includes the visitor summary from Carole Adams. David complimented Harry for the format of his reports that are easy to follow.
3. Gift Shop Report – Holly presented the Gift Shop report (see Appendix B), and noted that 2014 continues to be better than 2013. Holly stated that they will be doing year-end inventory and will report conclusions. John Bogacki stated that the gift shop has become a first class operation.
4. BLM Update – Ryan Cooper presented the following BLM report. Ryan Cooper is the interim BLM Park Manager. John Bogacki is assisting him to come up to speed on operations and projects. Jodie Nelson will continue her responsibilities. She apparently is expecting news on the Maritime Heritage Grant proposal; she has been in touch with Michelle Roest (who wrote the proposal). Ryan is reviewing the request for cost sharing for the proposed trail fencing for the PBONA. After discussion, there was consensus that the PBLSA will share equally the cost of the fencing with the State Parks, Friends of the Elephant Seals, and the BLM based upon Ryan's review and recommendation. Ryan stated the issue of the chase system for the water tower communication and the

attendant historical considerations brought up by David is being addressed. John Bogacki stated he has been involved with the water tower from the beginning, and that while the water tower is intended to be historically accurate, it is approximately twelve feet off from its original position. Nevertheless, John is very pleased with the project, especially the support facilities and arrangements. John notes that only communication equipment necessary for public safety should be allowed on the water tower, and further, that we should all be very happy with the end product. Ryan presented the quote for the internet and phone cabling for units A-D in Appendix C. After discussion:

M/S/P PBLSA will fund the quote from Integrity Data & Fiber, Inc in Appendix C in full using BLM supplied funds in its accounts.

Discussion followed on the PBLSA and BLM funding processes. David recommended that Harry Thorpe and Ryan Cooper use this situation to review the PBLSA and BLM funding processes in detail, especially the reimbursement through tour funds and the use of ASAP accounts, to insure future requests operate smoothly.

5. Website Development – Holly Gant introduced Kody Nelson of Off Shore Theater who was invited to answer questions from the board on their webcam services. The following briefly summarizes this conversation. Off Shore Theater provides webcams for free public viewing on the internet along the shore from locations from Monterey to Malibu. The webcam feeds to their website, which has advertisements along with the video. For PBLSA, there will be a direct link to the PBLSA website without commercials; there will be links between Off Shore Theater and the PBLSA provided. The bandwidth to support the download video feed is between 400-700 Kbps per second (Kbps); it is noted that the PBLSA download bandwidth is about 2 Mbps, so less than 35% is used. The webcam could be located most anywhere within a length of about 328 feet of the modem/router without a power repeater. The power and communication connection is via an Ethernet cable. The webcam can pan about 270 degrees in azimuth and about +30 to -90 degrees in elevation; it is programmed to continuously scan within a range. It also can be zoomed a fixed range (interactive zooming is not recommended). The webcam typically operates 24 hours per day (there are some night time images). The webcam has a three-year warranty and Off Shore Theater performs the maintenance. Kody reported that the webcam operation seems to be working ok in the ocean environment (lens occasionally need to be cleaned). Kody noted that their site is getting about 45K hits per month, and their experience is that businesses associated with the webcam have increased hits, longer duration visits, and more returns. Kody has not experienced any legal problems with privacy issues, and the webcam is operated so people can not be identified (focus). It was noted that the BLM as well as State Parks, needs to investigate legal concerns. It also was noted that the PBLSA internet connection is being upgraded with the State Parks and that this should be taken into consideration. Kody summarized the cost as about \$1600 to purchase and install the webcam and interface connection support, and there is about a \$30 per month fee.

Discussion [Kody Nelson not present]: Abel Martinez spoke about the concerns that Carole Adams documented in her email (see Appendix D). Discussion followed. David stated the following two actions: Ryan Cooper will prepare a statement representing the BLM position on the webcam issue, and Holly Gant will lead an effort by the PBLSA via email to prepare a statement of the PBLSA position to address the concerns that have been raised. Finally David stated that all concerns that have been raised regarding having a live webcam on the PBLSA website will be addressed.

6. PBLSA Events – Holly reported that Carole Adams sent an email announcement for special tours on the following dates for next year (2015): February 14 (Birthday party tour), March 14 (Sunset and whale watch tour), August 8 (National Lighthouse Day), and October 24 (Twilight Tour). The email also stated that tour training is planned toward the end of March and early April. Her email suggested that in 2015 PBLSA consider a number of events that they held in previous years. It was noted that the BLM Volunteer Appreciation event is scheduled for December 13, 2014.
7. Grants/Development – Holly stated the Cambria proposal for educational outreach support was submitted, and Jackie Howland mentioned that a grant of \$190 was awarded.
8. Membership – Tim Postiff reported that membership responses continue to be received.
9. Status of Shoreline Engineering Study for tower – Jim Harris stated that he has met with Bruce Elster at Shoreline Engineering regarding the Engineering Study on modeling the

tower. Jim reported that Bruce expects to start the work in January after some other projects have been completed, including his work on the Fog Signal Building. He will be developing the milestones for the development of the finite element model tower analysis. Jim stated that the model analysis should be much more detailed than previous BLM study in 2007. Harry Thorpe stated that he needs information from Shoreline Engineering regarding their expectations of payment and schedule so he can prepare to be responsive. Jim Harris will continue to monitor the project and invite Bruce to the January meeting to answer questions.

Old Business:

1. Appreciation/recognition of John Skibinski (Associate Field Manager, BLM Bakersfield office) upon his retirement – Holly said that she is working with Carole Adams. Discussion followed. Holly was requested to alert Carole that the PBLSA wishes its name on the brick recognition for John Skibinski.

New Business:

1. Harry Thorpe presented Carole Adams' request to the PBLSA via her email for support for \$243 to prepare a nine brick memorial recognition for Jim Boucher. Discussion followed. *M/S/P Harry Thorpe will inform Carole Adams that the PBLSA provides \$243 to support the BLM volunteers recognition of Jim Boucher.*

Discussion Items: None.

David Cooper adjourned the meeting at approximately 8:20pm

Appendix A: Treasurer's Report 12/3/14 Harry Thorpe

Note: Four presentations – August 2014 (revised), September 2014, October 2014, and Visitor Income by Month (Data Provided by Carole Adams)

TREASURER'S REPORT for ____ August 2014 ____ (REVISED)

1. **OPERATIONS INCOME:** Last Month __\$7,612.21____ YTD __\$54,443.51____

PROFIT:* Last Month __\$3,652.21**__ YTD __\$25,898.26**__

BLM SUPPORT EXPENSE: Last Month __\$16,362.92____ YTD __\$61,965.15____

BALANCES: H. O. Bank __\$21,417.83____ ASAP __\$137,000____

* Profit includes \$2,100 payroll reimbursement.

YTD profit includes \$18,500 investment gains.

2. INVESTMENT BALANCE – FIDELITY INVESTMENTS

3. OTHER:

| <i>Month</i> | <i>Beg Bal</i> | <i>Market Chg</i> | <i>Div/Int</i> | <i>Deposit</i> | <i>W/D</i> | <i>Ending Bal</i> |
|------------------|----------------|-------------------|----------------|----------------|------------|-------------------|
| August 14 | 574,914.24 | 6,272.22 | 891.10 | --- | --- | 582,077.56 |
| July 14 | 579,404.61 | <5,439.67> | 949.30 | --- | --- | 574,914.24 |
| June 14 | 575,020.32 | 2,468.79 | 1,941.05 | --- | <25.55> | 579,404.61 |

- Submitted new paperwork to Fidelity -- accepted.
- Completed Workers Comp audit.
- Reviewed detail transactions with Holly – provided backup during her absence.
- Transferred \$25,000 from ASAP for engineering study/pilot.
- Created request for \$8,000 school outreach.
- Transferred \$8,000 from ASAP for school outreach.

**** Cost of material (\$2,257.22) added.**

TREASURER'S REPORT for September 2014

1. OPERATIONS INCOME: Last Month: \$4,371.39 YTD: \$58,814.90

PROFIT:* Last Month: \$897.96 YTD: \$26,796.22

BLM SUPPORT EXPENSE: Last Month: \$2,626.51 YTD: \$64,591.66

BALANCES: H. O. Bank: \$26,880.01 ASAP: \$137,000

* YTD Profit includes \$19,500 investment dividend/income.

3. INVESTMENT BALANCE – FIDELITY INVESTMENTS

| <i>Month</i> | <i>Beg Bal</i> | <i>Market Chg</i> | <i>Div/Int</i> | <i>Deposit</i> | <i>W/D</i> | <i>Ending Bal</i> |
|------------------|----------------|-------------------|----------------|----------------|------------|-------------------|
| Sept 2014 | 582,077.56 | <8,052.02> | 898.79 | | | 574,924.33 |
| August 14 | 574,914.24 | 6,272.22 | 891.10 | --- | --- | 582,077.56 |
| July 14 | 579,404.61 | <5,439.67> | 949.30 | --- | --- | 574,914.24 |

4. OTHER:

- Provided limited coverage during Holly Gant's absence.
- Set up finance committee with David Cooper and Jack Morehead.
- Worked with Jim Boucher and State Parks IT for Wi-Fi improvements.
- Provided 2012/2013 tax returns and 2014 P&L for grant submission.
- Arranged conference call with Fidelity Investments.
- Worked with Michelle Roest on grant submission.

TREASURER'S REPORT for October 2014

1. OPERATIONS INCOME: Last Month: \$6,254.43 YTD: \$65,069.33

PROFIT:* Last Month: \$3,094.16 YTD: \$29,890.38

BLM SUPPORT EXPENSE: Last Month: \$841.86 YTD: \$65,433.52

BALANCES: H. O. Bank: \$26,124.67 ASAP: \$137,000

* Profit includes \$1,938 from investment dividend/income.
YTD Profit includes \$21,400 from investment dividend/income.

1. INVESTMENT BALANCE – FIDELITY INVESTMENTS

| <i>Month</i> | <i>Beg Bal</i> | <i>Market Chg</i> | <i>Div/Int</i> | <i>Deposit</i> | <i>W/D</i> | <i>Ending Bal</i> |
|------------------|----------------|-------------------|----------------|----------------|------------|-------------------|
| Oct 2014 | 574,924.33 | 2,151.21 | 839.22 | | <8.01> | 577,906.75 |
| Sept 2014 | 582,077.56 | <8,052.02> | 898.79 | | | 574,924.33 |
| August 14 | 574,914.24 | 6,272.22 | 891.10 | --- | --- | 582,077.56 |

2. OTHER:

- Held Finance Committee conference call with Fidelity Investments.
- Prepared Board Resolution for Fidelity trades.
- Executed Fidelity trades.
- Corrected Cost of Material entry for August treasurer's report.
- Started research on investment policy samples.

Visitor Income by Month – Data Provided by Carole Adams

| 2013 | Visitor Income by Month | | | |
|-----------|-------------------------|-----------------|----------------|-----------------|
| Month | Number of Adults | Number of Youth | Total Visitors | Income Received |
| January | 475 | 232 | 707 | \$3,850 |
| February | 413 | 96 | 509 | \$4,270 |
| March | 385 | 153 | 538 | \$3,925 |
| April | 453 | 147 | 600 | \$3,955 |
| May | 306 | 91 | 397 | \$2,745 |
| June | 626 | 166 | 792 | \$6,045 |
| July | 873 | 265 | 1138 | \$9,315 |
| August | 795 | 198 | 993 | \$8,690 |
| September | 453 | 69 | 522 | \$7,795 |
| October | 319 | 86 | 405 | \$2,835 |
| November | 381 | 181 | 562 | \$3,870 |
| December | 426 | 137 | 563 | \$4,305 |
| Total | 5905 | 1821 | 7726 | \$61,600 |
| | | | | |
| | | | | |
| 2014 | Visitor Income by Month | | | |
| Month | Number of Adults | Number of Youth | Total Visitors | Income Received |
| January | 467 | 194 | 661 | \$4,605 |
| February | 515 | 58 | 573 | \$5,100 |
| March | 523 | 173 | 696 | \$5,230 |
| April | 497 | 166 | 663 | \$4,700 |
| May | 389 | 43 | 432 | \$3,860 |
| June | 579 | 79 | 658 | \$5,135 |
| July | 917 | 261 | 1178 | \$9,670 |
| August | 789 | 196 | 985 | \$7,760 |
| September | 524 | 77 | 601 | \$8,490 |
| October | 521 | 116 | 637 | \$5,330 |
| November | 439 | 223 | 662 | \$4,180 |
| December | | | 0 | |
| Total | 6160 | 1586 | 7746 | 64060 |

November 2014

Regular tours-472; total number of visitors-662; fees collected-\$4,180

November 2013

Regular tours-414; total number of visitors-562; fees collected-\$3,870

Appendix B: Gift Shop Report Holly Gant

Gross sales by month.

| | Jan | Feb | Mar | Apr | May | Jun |
|------|------------|------------|-------|--------------|--------------|--------------|
| 2011 | 884 | 1,009 | 1,354 | 2,517 | 1,435 | 2,216 |
| 2012 | 862 | 922 | 1,497 | 1,812 | 1,366 | 2,121 |
| 2013 | 1,848 | 1,270 | 1,931 | 2,849 | 2,208 | 3,407 |
| 2014 | 1,853 | 3,263 | 3,072 | 2,465 | 2,408 | 2,711 |

| | Jul | Aug | Sep | Oct | Nov | Dec |
|------|--------------|-------|-------|--------------|--------------|--------------|
| 2011 | 3,481 | 2,973 | 1,733 | 1,445 | 1,158 | 1,837 |
| 2012 | 3,718 | 3,725 | 1,951 | 2,653 | 1,207 | 1,344 |
| 2013 | 4,351 | 4,121 | 2,314 | 2,048 | 1,872 | 1,965 |
| 2014 | 4,284 | 4,214 | 2,690 | 2,440 | 1,334 | |

| | TOTAL | Subtotal Thru Nov. |
|------|-----------|-----------------------|
| 2011 | \$22,042 | \$ 20,205 |
| 2012 | \$23,178 | \$ 21,834 |
| 2013 | \$ 30,184 | \$ 28,219 |
| 2014 | | \$ 30,734 |

Appendix C: Integrity and Data & Fiber Quote



November 9, 2014

Phillip Usrey
CA State Parks

RE: Quote for Cabling Piedras Blancas Lighthouse

Dear Phillip:

Integrity Data and Fiber, Inc. is pleased to provide you with a quote for cabling the Piedras Blancas Lighthouse, San Simeon, CA.

SCOPE-

The scope of work shall consist of the following:

- Install Customer provided SS NEMA cabinet to exterior of House #1(East Building)
- Provide & install conduit from NEMA box into attic of House.
- Provide & install a 25 pair copper cable from the NEMA box to the IDF Closet in House #2.
- Provide & install 1 voice cable and 1 data cable for WAP line in House #1.
- Provide and install 2 OSP data cables for wireless bridge to the East end of House #1.
- Provide & install 1 voice and 2 data cables from IDF to 3 locations in the Volunteer Office.
- Provide & install 1 voice and 2 data cables from IDF to 2 locations in the Association Room.
- Provide & install 1 voice and 2 data cables from IDF to 2 locations in the Parks Office.
- Provide & install backboard, patch panel and 110 block to terminate all cables.
- Terminate all drops; test and label.
- Cutover existing voice & data cables and wreck out old cabling.
- Provide & install a 25 pair cable from House #2 IDF to House #3 IDF located in the

BLM Office.

- Provide & install 2 OSP cables between the two IDF's.
- Provide & install 2 OSP cables to garage areas.
- Provide & install 1 voice and 2 data cables from IDF to 3 locations in the BLM Office.
- Provide & install 1 voice and 2 data cables from IDF to 1 locations in the BLM Park Mgrs. Office.
- Provide & install 1 voice and 2 data cables from IDF to 1 locations in the Conference Room.
- Provide & install 1 voice cable in House 4.
- Provide & install 1 voice and 2 data cables IDF to Brian's Office in House #4
- Provide & install backboard, CPI 13050-722 cabinet, patch panel and 110 block to terminate all cables.
- Terminate all drops; test and label.

ASSUMPTIONS:

- Integrity Data and Fiber Inc. will supply all miscellaneous material, labor, tools, and equipment necessary to complete the above scope of work.
- The Customer will provide the material
- All data CAT6 cable is riser rated and will be terminated 568B. Voice cables will be terminated 568A and split out.

PRICING-

The cost to complete the above scope of work shall be billed as T&M with a not to exceed price of:

Labor: \$9,600.00

Material: \$3,319.57

Total: \$12,919.57

We appreciate the opportunity to provide these services to your organization. If you have any questions, please do not hesitate to call.

Sincerely,

Dan Wakerley
Integrity Data & Fiber, Inc.

Appendix D: Concerns about placing a webcam at the light station – Carole Adams

The idea of a webcam sounds like fun, but it is important to carefully think about this suggestion.

What is the purpose? Does it fall within the goals of restoration and maintenance of the light station?

Where will the money come from? Is it money that was raised for restoration and maintenance? There is a long list of projects that need to be done. Can the money be better used elsewhere?

Has the BLM requested a webcam?

What are some of the ramifications of a webcam? Where will it be placed? It is important to keep in mind that we volunteers should not be seen doing things the public is not allowed to do. We usually try to avoid working in native plant areas during tours because visitors are not allowed to go off the path. If the public views volunteers at the point or in off-path areas, they will want to go there too.

We do not arrange private tours for less than 10 people. Although we request volunteers have guests come out as part of tours, occasionally volunteers come out during non-tour times. If the public views small groups on the trail during non-tour times they will want to know why they can't do it too.

The public is not allowed to go to the top of the lighthouse. If the public views people on top of the lighthouse they will want to know why they can't go there.

Will the webcam show that people occasionally stay at the light station? The public is not allowed to do so.

There have been complaints from people in the past who resented that volunteers were doing things the public can't do. One lady caused quite a ruckus after seeing volunteers having lunch behind Unit C. Another person was upset about a volunteer party to which the public was not invited.

Security issues also come to mind. There are times when no one is at the light station. If it appears no one is around, some people will seize the opportunity to come out and wander at will.

What would the webcam show? There are no animals to consistently focus on except sea lions on the Outer Islet. Isn't there a better way to spend the money? What will be gained?

Carole

November 30, 2014

