

Piedras Blancas Light Station Association
Minutes
Conference Call
March 25, 2020

Board Members in attendance: David Cooper (Chair), Harry Thorpe (Treasurer), Sharon Flaherty (Secretary), Jim Harris, John Brass, Gary O'Neill, Zale Schuster, Ryan Cooper (BLM), Jodie Nelson (BLM), Holly Gant (PBLSA)
Board Members absent: None

David Cooper called the meeting to order at 6:06 pm.

Announcements: David recognized the board is meeting remotely for the first time since restrictions were put in place. PBLSA will take the lead from the BLM on when we can resume our activities and will follow Ryan's lead. Those working in work groups will continue to work from home. The LH is a 145 year old sentinel that has been through a lot of massive historical dislocations and it's still blinking hope, let's draw from our stewardship of the light station and use it as a beacon of hope. David will look at Zoom video conferencing for future meetings.

Approval of the Agenda: Agenda was approved with consensus.

Reports:

1. Secretary Report – *M/S/P Minutes of February 26, 2020, approved.*
2. Financial Status and Treasurer's Report – See report. No issues with the association, but there may be changes on how BLM manages and monitors coop agreements. Expecting a report from BLM auditor in a week or two, until then things are on hold. Any impact on how we're going to operate? Harry doesn't think so other than paperwork that needs to be submitted by Harry. Ryan didn't see any red flags either. Possibly will need more documentation and in-depth budgeting ahead of time rather than sending an invoice after the fact.
3. Gift Shop Report – See report. Holly asked Veronika to post something on social media to encourage online purchases to help us out during the shutdown.
4. BLM Update – See report. BLM is assessing closures during the pandemic. Gary is working on taking photos of the FSB's motor for interpretive purposes. New bathrooms behind the gift shop will look similar to sheds that used to be there. Whale team has postponed and may not come up this season.
5. Fog Signal Building Restoration – See report.
6. Tower Report – See report.
7. Power Line Report – See report.
8. Capital Campaign/Grants Report – See report. David and Jim met with Spokes in late January and Spokes helped identify four possible firms. They also recommended sending firms single requests for proposals so they're uniform and there's a common RFP. Firms will then give board presentations and the CC Committee will make their recommendation. Sharon knows of two nonprofits that had to cancel their fundraising and we may be running into major obstacles although we shouldn't change our timing. CC workgroup will have a virtual meeting in the next month.

Old Business:

1. Fresnel Lens Update: Spring-cleaning tentatively set for April.

New Business:

1. None

Discussion Items:

1. None

Board meeting adjourned at 7:02 pm.

Minutes recorded by Holly Gant

Appendix 1: Treasurer's Report 3/25/2020 – Harry Thorpe

TREASURER'S REPORT for February 2020

1. OPERATIONS INCOME: Last Month: \$3,735.01 YTD: \$12,091.01
PROFIT: Last Month: <\$1,302.97>* YTD: \$2,060.48*

*Excludes Shoreline Engineering: \$5,425

TOWER RESTORATION FUND BALANCE: \$12,662.03

BLM SUPPORT EXPENSE: Last Month: \$14.14 YTD: \$255.15

BALANCES: PP Bank: \$5,158.10** ASAP: \$35,934.12

**Includes \$1,000 PBLSA loan to maintain minimum balance

2. 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>
Feb 2020	584,973.27	<17,254.76>	878.59	--	--	568,597.10
Jan 2020	583,643.39	481.20	848.68	--	--	584,973.27
Dec 2019	575,303.00	3,827.36	4,513.03	--	--	583,643.39

3. OTHER:

- Reviewed January/February transactions – made adjustments.
- Met with Pacific Premier Bank and reduced minimum balance requirement to \$500. The \$1,000 loan will be reimbursed to PBLSA.
- Per BLM direction, Holly and I copied supporting documents for all Cooperative Agreement expenses for the period 8/21/17 to 1/31/20.
- Conducted initial review by phone of all documents with BLM. Further review pending. BLM Cooperative funding still on hold.

FSB: Phase 4 -- Items 1, 2 and 3 are complete. Wellsona invoice on hold until BLM funding is released. Item 4 – Lighting is currently under definition.

Harry M. Thorpe, Jr.
Treasurer

Appendix 2: Gift Shop Report 3/25/2020 – Holly Gant

NET SALES

*Shaded month indicates lower sales than that same month last year

	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	2,447	2,186	2,697
2015	2,873	2,278	2,512	2,604	2,783	3,628
2016	1,798	2,609	2,830	1,988	2,142	2,586
2017	2,196	1,461	2,678	3,909	2,864	3,350
2018	3,077	3,094	3,104	3,316	3,133	3,707
2019	1,015	1,605	2,565	3,350	3,641	4,665
2020	2,202	2,764				

*Government shutdown effected Dec 2018 and Jan 2019

	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	3,838	4,283	3,045	2,528	1,412	1,635
2015	4,862	4,356	2,609	3,216	2,258	2,157
2016	4,861	3,410	2,716	2,647	1,930	2,103
2017	4,666	3,701	2,218	3,022	2,793	3,491
2018	6,225	4,157	3,383	2,552	1,597	1,730
2019	6,804	4,722	2,070	3,656	2,717	3,719
2020						

	Jan - Jun	TOTAL
2011	\$ 9,415	\$ 22,042
2012	\$ 8,580	\$ 23,178
2013	\$13,513	\$ 30,184
2014	\$15,518	\$ 32,259
2015	\$16,678	\$ 36,136
2016	\$13,953	\$ 31,620
2017	\$16,458	\$36,349
2018	\$19,431	\$39,075
2019	\$16,841	\$40,529
2020		

Appendix 3: BLM Report 3/25/2020 – Ryan Cooper

Past Events

Projects

Fog Signal Bldg. (FSB):

The floor is done and looks great. Jodie and Veronika have been putting interp stuff back in. We have a few new ideas like a life size print out of the motors and a modern comparison of the historic panorama picture. I am trying to get some expert advice for the lighting. Everyone has lots of ideas but I want to make sure we do it right.

Lens

I am in a holding pattern. I have contacted everyone I can think of with no response.

Victorian

We have roped off one half of the Victorian and there has been a sign made of the floor plan. It will be installed soon after the shelter at home passes. We will also be laying out the brick floor plan as well.

Flagpole

A wooden Flagpole has been ordered but I have requested delivery till after the shelter.

Bathroom / Parking Lot

We had a meeting with the archaeologist and biologist in early March and neither of them had many concerns. I am working on the environmental document and hope to have them installed before the end of the year.

Special Event:

Meet the Scientists	Cancelled
Point Sur Naval Facility Tour	Cancelled
Eroica	Postponed till September

Educational Outreach:

All Postponed

Tour Numbers

Month	2014	2015	2016	2017	2018	2019	2020
October	637	605	516	500	506	441	535
November	622	503	474	357	523	433	334
December	404	464	426	273	829	251	518
January	661	731	623	266	608	0	715
February	573	570	572	284	780	318	578
March	696	754	560	502	662	784	185*
April	663	616	581	666	684	790	
May	432	629	352	572	362	555	
June	658	916	521	787	732	698	
July	1178	990	850	1125	1169	1085	
August	985	809	693	836	1001	819	
September	601	481	442	437	591	374	
Total	8110	8068	6610	6605	8447	6548	

*partial

Appendix 4: Tower Report 3/25/2020 – Jim Harris

Bruce Elster continues to make progress on the finite element modeling of the tower for the Design Level Engineering Evaluation. He completed the model of the existing tower. Currently he is installing a newer, more powerful computer system for further effort on the tower work. He is looking forward to possibly a factor of four improvement in processing time. Since Dan Murphy was not able to work with him on the construction estimation work, he is continuing to work on the design issues of the tower. Nevertheless, they expect to get together soon enough to provide a rough cost estimate for the restoration of the tower for the April board meeting.

Appendix 5: Underground Utilities Report 3/25/2020 – Jim Harris

The undergrounding of the PG&E electrical supply lines project remains on hold. However, work continues on the design and cost estimate for a sustainable option to allow electric power for the light station with or without grid input using a microgrid system with solar and motor generator input and battery storage. Connected Energy submitted its white paper design and cost estimate to Brian French, and he forwarded it to me on March 17. The original plan was to have Maxwell Muscarella and Sean Cassidy of Connected Energy along with Brian French present their work to the PBLSA Board at the March meeting. Since the March meeting is a conference call at this time, this has been postponed until April so that they can present in person. Hopefully in these fast moving times, the board will be able to review the white paper and make its recommendation for future action at the April meeting.

Appendix 6: Capital Campaign/Grants Report 3/25/2020 – Jim Harris/Holly Gant (David Cooper)

The plan to initiate the capital campaign continues to be obtaining a set of three proposed consultants who will be reviewed by the committee and then presented to the PBLSA Board for their decision. A planned meeting of the capital campaign committee for Monday 3/23/20 has been postponed due to the safety policies for the response to the coronavirus. There is a planned workshop at Spokes on April 8 on "Capital Campaigns" for which David and Jim have registered, but given the public health situation that gathering is at risk; the workshop is being run by the person that Consuelo Meux recommended. Holly continues her work on the capital campaign brochure. Until the capital campaign planning is completed, preparation of grant proposals continues on hold. Future planning depends on the recommendations of the public health guidelines for gatherings; in lieu of gatherings it might be possible to hold virtual committee meetings, but that is just a possibility in this fast moving public health situation. Hope is that we will be able to make progress in the April board meeting.