

Piedras Blancas Light Station Association
Minutes
Rabobank Conference Room - Cambria, CA
May 25, 2016

Board Members in attendance: Jackie Howland (Chair), Tim Postiff (Vice Chair), Harry Thorpe (Treasurer), Jim Harris, David Cooper, John Brass
Board Members absent: Holly Gant (Program Manager)
Others present: Ryan Cooper (BLM), Abel Martinez, Paul Kellett

Jackie Howland called the meeting to order at 6:05 pm

Announcements: None

Approval of the Agenda: Two items were added to Old Business: 3. Computer purchase status and 4. New board members, and then the agenda was approved.

Reports:

1. Secretary Report- *M/S/P Minutes of April 27, 2016 approved.*
2. Financial Status and Treasurer's Report - See attached. Harry stated that the \$14,500 from Rabobank is to establish a contingency fund to support the BLM/PBLSA.
3. Gift Shop Report- See attached. Discussion with consensus that the data collected and presented in the past on the number of tour visitors each month should be included in the report (Jodie Nelson now collects that data); the information is useful in estimating the volunteer requirements for that month in the following year.
4. BLM Update- See attached. The discussion on the successful special event "Jacks Helping Hands" led to the recommendation that special events be publicized on the PBLSA website and the Beacon. Ryan stated that he will call Dan Murphy to get the FSB bolt testing initiated. Harry requested that BLM give him an estimate for future Educational Outreach funding requirements so that he can provide access to the funds by September 1. The approval of the BLM PR and of SHPO are expected shortly, and then Dan Murphy can start the construction of the Entry Gate. The Reservation System should be available from the BLM vendor at the end of this summer. Both internet website and phone service can be used to make use of the reservation system, but it will initially be an option to current practice. After discussion, any effort to explore the building of the Victorian/Keepers Cottage will be deferred to the work to respond to the National Monument decision.

Old Business:

1. Tower Update- See attached. Jim reported his discussion with Bruce Elster prior this meeting regarding Bruce's new concepts for stabilizing the tower. The proposal is to place the tendons in the interior wall of the tower using connected sections between the landings. It was noted that the results, while covered by the bricks, would be visible blemishes on the interior surface. In addition, Bruce suggested that the outside of the tower be "wrapped" with fiberglass as an additional precaution for preventing seismic damage to the tower. Discussion followed with two issues raised about the design proposal: first, the impact of the fiberglass exterior on the natural ventilation and moisture removal of the brick and mortar tower, and second, the encouragement of continuing the discussion with and design review of International Chimney (Joe Jakubic) and the structural engineers at BLM for the development of the design for stabilizing the tower as well as keeping the public informed about the progress.

2. CA National Monument Initiative- See attached.
3. Office Computer Purchase Status – Tim and Harry distributed a sheet of the options that are discussing, with the recommendation of a 27” windows desktop; all the options are priced well-within the designated budget allocation. They proposed to retain the old system as a backup when the new one is installed. They are reviewing the current software requirements, and will continue their efforts.
4. New Board Members – deferred to executive session following the meeting (separate notes prepared).

New Business:

1. None

Discussion Items:

1. Abel Martinez requested that the PBLSA continued its support of the Cambria Scarecrow Festival, and that he and Carole Adams as in past years will enter and prepare a scarecrow for the light station lens display. The board concurred with this request with appreciation. Abel also mentioned two events in Cambria: the Condor lecture on Friday night, and the noon Saturday celebration for the 150 year Cambria birthday. Details of the two events are being published in the papers and the news.
2. Paul Kellett is a volunteer who has been distributing Piedras Blancas Light Station brochures to motels and local rentals. He stated that the telephone message used should be updated. He also encouraged that the PBLS be included in the existing phone books for publicity. Paul said that he will check the card racks to ensure that all the brochures are the correct version.

Board meeting adjourned at 7:30 pm.

Minutes prepared by Jim Harris

TREASURER'S REPORT for May 2016

1. OPERATIONS INCOME: Last Month: \$3,357.50 YTD: \$16,806.76

PROFIT: Last Month: \$1,085.38 YTD: \$4,375.74

BLM SUPPORT EXPENSE: Last Month: \$750.05 YTD: \$8,461.60

BALANCES: H. O. Bank: \$20,690.65 ASAP: \$54,272.01

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>
May 2016	577,418.03	<320.02>	954.75	--	--	578,052.76
Apr 2016	572,360.74	4,258.27	799.02	--	--	577,418.03
Mar 2016	557,389.78	14,069.23	901.73	--	--	572,360.74

3. OTHER:

- Audited May transactions and made adjustments.
- Transferred \$14,500 from Rabobank to Heritage Oaks Bank.
- Fidelity/Heritage Oaks downloads failed – no longer support Quicken 2013. Need to upgrade to Quicken 2016.
- Filed SF270 for FSB bolt testing – transferred funds (\$4,500).
- Awaiting historic gate replica reconstruction purchase request approval.
- Reviewed process for redefining SF424 funds and co-op status.

Harry M. Thorpe, Jr.

Attachment 3: Gift Shop Report –Holly Gant

Net Sales

	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		

	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

	TOTAL	Jan - June
2011	\$ 22,042	\$ 9,415
2012	\$ 23,178	\$ 8,580
2013	\$ 30,184	\$ 13,513
2014	\$ 32,259	\$ 15,518
2015	\$ 36,136	\$ 16,678
2016		

Attachment 4: BLM Report – Ryan Cooper

BLM Update 5/25/2016

Past Event Updates:

Jacks Helping Hands - This event was great Jodie did an amazing job coordinating this and getting a good group of partners together to help out. This is something we want to continue in the future.

Communication Tower:

Leases have gone out and some have returned with questions. The Realty Dept. is negotiating with some of the users.

Fog Signal Bldg. (FSB):

Just waiting for schedules to clear up.

Special Event:

Jacks Helping Hands Tour	May 14 th , 2016
Hike in Tour	June 15 th , 2016
Start 5 day a week tours	June 16 th , 2016
Volunteer Summit	June 22 nd , 2016

Educational Outreach:

Letters have gone out to the schools and we should hear back from them by the 15th of June.

Water System:

Nothing has changed. We did have H2O engineering out last week to do maintenance and train us on how to keep up the filtration system.

Entry Gate:

The PR has been submitted to allocate the \$45000. SHIPO had a few questions we answered last week.

Whale Team

Whale team is finishing up here in the next few weeks.

Reservation System

Jodie and I had a conference call on Tuesday and we should be able to give you a timeline tonight.

Victorian /Keepers Cottage

I would like to start exploring the possibility of building these two structures. This will just be the exploration stage. I just want to be ready when someone says "We have \$300,000 for shovel ready projects".

Attachment 5: Tower Update – Jim Harris

Summary of tower top project

6/22/16 Jim Harris

Bruce Elster of Shoreline Engineering continues work on his proposal for the next phase of the tower study. Bruce has not received any comments from Joe Jakubic of International Chimney concerning the copy of the Phase 1 study evaluation document Bruce sent him. The interior design approach for tower stabilization has an ok from Joe. Bruce continues to make progress on the new design for an interior structure but has been busy with two other projects this past month. Bruce is aware of the constraints imposed by the need to renew the cooperative agreement with the BLM, and the proposed plan to ask for a six-month extension.

Bruce will prepare one proposal and budget request from Shoreline for the final phase of the tower study. This proposal will have two stages, the first for the tower stabilization design (including simulation testing with the tower, and with the tower and top three levels replaced), and the second for the construction document for the final design. Bruce now plans to have the proposal to the PBLSA board by the end of summer, but has a goal to complete it by July if all goes well with his other work.

Bruce has offered his services via his contacts with the BLM in Sacramento to obtain more information on the new process that apparently will be invoked to renew the cooperative agreement, and he hopes to work with Harry Thorpe with this information (he will contact Harry by phone).