

Piedras Blancas Light Station Association
Board Meeting
Rabobank Conference Room - Cambria, CA
January 27, 2016

Board Members in attendance: Jackie Howland (Chair), Tim Postiff (Vice chair), Harry Thorpe (Treasurer), Jim Harris, David Cooper
Board Members absent: John Brass
Others present: Donovan Marley, Holly Gant (PBLSA), Ryan Cooper (BLM), Jodie Nelson (BLM)

Jackie Howland called the meeting to order at 6:00 pm

Announcements: None

Approval of the Agenda: The agenda was approved by consensus.

Reports:

1. Secretary Report- *M/S/P Minutes of December 2, 2015 approved.*
2. Financial Status and Treasurer's Report- See attached. Passed out itemized categories for the year. Anomaly found in cost of materials- COM went up the same amount as the gift shop sales. 2014 wasn't as accurate and may have been underestimated so that may be the answer to the anomaly. February investment committee meeting.
3. Gift Shop Report-
4. BLM Update- See attached. Lease letters going out to agencies to transfer equipment so the old comm. tower can be removed.

Old Business:

1. CA National Monument Initiative- See attached from Donovan Marley. BLM Oregon episode may slow down process. If it's not able to move through before the election it will have to wait until Nov/Dec and that will be the last chance to move it through. Need 20 images to use on the new Conservation Lands website; David to coordinate photos with Ryan and Jodie.
2. Membership Year in Review- See attached. Need a new renewal letter for 2016: mention entrance gate, flagpole, parking lot, cypress trees, FSB. Rack cards have been updated with new summer schedule.

New Business:

1. Gift Shop Committee Recommendations- In the future, Holly will bring a final wish list of recommended gift shop items to the board for approval. M/S/P pendants and hiking medallions approved.

Discussion Items:

1. Goal Setting and Five Year Plan- At February meeting the board will work on a timeline. Jackie and Ryan to meet about goals for the next year and then have board make timeline on projects.
2. Lighthouse Conference Proposal- Tabled. Jackie to speak with Carole for more

information. From now on those with proposals should present them in person at the meeting rather than last minute emails with partial ideas/information.

3. Tower Project- See attached

Board meeting adjourned at 7:46 pm.

Appendix 1: Treasurer's Report

TREASURER'S REPORT for November 2015

1. OPERATIONS INCOME: Last Month: \$3,688.14 YTD: \$49,332.93

PROFIT: Last Month:* <\$1,675.01> YTD:** \$3,622.57

BLM SUPPORT EXPENSE: Last Month: \$247.57 YTD: \$77,550.76

BALANCES: H. O. Bank: \$10,370.97 ASAP: \$73,272.01

* CPA (A): \$910, Insurance (A): \$2,455

** J.B. Memorial Fund: \$2,250

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>
Nov 2015	579,402.06	<4,891.04>	935.43	--	--	575,446.45
Oct 2015	566,265.05	12,341.13	795.88	--	--	579,402.06
Sep 2015	572,950.62	<7,848.28>	1,162.71	--	--	566,265.05

3. OTHER:

- Audited October/November transactions.
- Revised September statement after reviewing with Holly.
- Reviewed Square issue with Holly – Holly reloaded software.
- Finalized and filed tax returns.
- Reviewed gift shop pricing and possible price increases.
- Renewed insurance policies, including general liability, property and D&O. All increased in price.

Harry M. Thorpe, Jr.

TREASURER'S REPORT for December 2015

1. OPERATIONS INCOME: Last Month: \$3,638.67 YTD: \$52,971.60

PROFIT: Last Month:* <\$244.44> YTD:** \$3,377.03

BLM SUPPORT EXPENSE: Last Month: \$11.81 YTD: \$77,562.57

BALANCES: H. O. Bank: \$10,350.04 ASAP: \$73,272.01

* Property insurance (A): \$631, Inventory adjustment (A): \$300

** J.B. Memorial Fund: \$2,250

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>
Dec 2015	575,446.45	<12,542.37>	4,234.52	--	--	567,138.60
Nov 2015	579,402.06	<4,891.04>	935.43	--	--	575,446.45
Oct 2015	566,265.05	12,341.13	795.88	--	--	579,402.06

3. OTHER:

- Audited November/December transactions.
- Contacted insurance agent about status of property insurance.
- Reviewed and posted physical inventory adjustments.

4. ANNUAL REVIEW:

INCOME - 2015: \$52,971.60, 2014: \$48,364.40 – Change: +\$4,607.20

PROFIT - 2015: \$1,127.03, 2014: \$6,374.42 – Change: <\$5,247.39> ***

***Primary expense increases: COM (+\$5,750), Insurance (+\$846), Payroll (+\$2,251)

Harry M. Thorpe, Jr.

Appendix 2: Gift Shop Report

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

	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

Appendix 3: BLM Report

BLM Update 1/27/2016

Communication Tower:

We have received responses from the BLM letter and we are in the process of a few tweaks. The process is slow but moving forward

Fog Signal Bldg (FSB):

A meeting is being set up with Dan Murphy and Bruce Elster to get a cost estimate for the testing. If that works out we will start the testing as soon as the weather clears.

Special Event:

Light House Birthday	February 13, 2016
Volunteer summit	March 4, 2016
Sunset / Whale Watch Tour	March 5, 2016

Educational Outreach:

Everything is going great. 180 students from Vineyard came out last month. We had a few new guides and I think they enjoyed themselves.

Water System:

The current system is running well. I am meeting with Dan Falat in mid-February and that will be one of the main topics

Entry Gate:

Dan Murphy has the changes and hopefully we have copies for the meeting.

Motel

Jackie, Jodie and I are working on the application. We are shooting to have something to present to you during the February Meeting.

Unit D

Unit D has been painted and we have a few more things to prep before we put the floor in.

Whale Team Platform

We are going to build a permanent platform for the whale team. This will include a permanent platform, removable windscreen and electricity.

Assistance Agreement

Our assistance agreement expires this year. We need to look at the renewal sooner than later.

**PROPOSAL FOR THE FABRICATION OF A REPLICA ENTRANCE GATE
FOR PIEDRAS BLANCAS LIGHT STATION**

SUBMITTED BY:
WELLSONA IRON AND ENGINEERING 5905 MONTEREY ROAD PASO ROBLES CA
REVISED PRICING 10/16

The light station is in need of an entrance gate that closely replicates the original. We have endeavored to keep with the original design as much as is practical. The original gate opening was 12 ft square. This has been increased to 14 ft square, for reasons of accommodating potential future oversize load deliveries. The resulting longer spans have also driven an increase in member sizes. Most notable is a change from the 2x4 infill to 2x6. The original photo shows the gate-casing member's size to be 12x12 in conflict with the original drawings, which showed 8x8. We have opted for the 12x12 per the photo.

The design features fabricated stainless post bases set on concrete footings. We believe that this change in design offers superior rot resistance as compared to the buried post original design.

The post base brackets are set on leveling nuts, which will allow for future adjusting of the gate and posts to accommodate wood shrinkage and natural soil settling.

The spread footings located at the casing posts (12x12) provide ample support for the gate and casing frame.

Gate rests and stops have been provided for, to reduce the possibility of settling of the swinging gate structure.

Bronze bushings and thrust washers are provided at pivot wear points.

A wood preservative treatment will be applied after fabrication.

The gate shall be shop fabricated and painted to the greatest extent possible, thereby minimizing interference to onsite tours. Field work will be accomplished with minimal interruptions (if any) to normal light station activities.

Wellsona Iron and Engineering possesses a California General Engineering license classification (A). We carry standard General Liability Insurance, and Workmans Compensation Insurance.

Sincerely
Dan Murphy

Cost proposal:**Materials/expense:**

Stainless plate	2300 -includes sign
Fasteners	950
Redwood	2900
Bushing/pin	400
Collar/cap stainless	350
Concrete/rebar	1300
Forms	300
Backhoe del/pu.	600
Paint/pres.	<u>400</u>

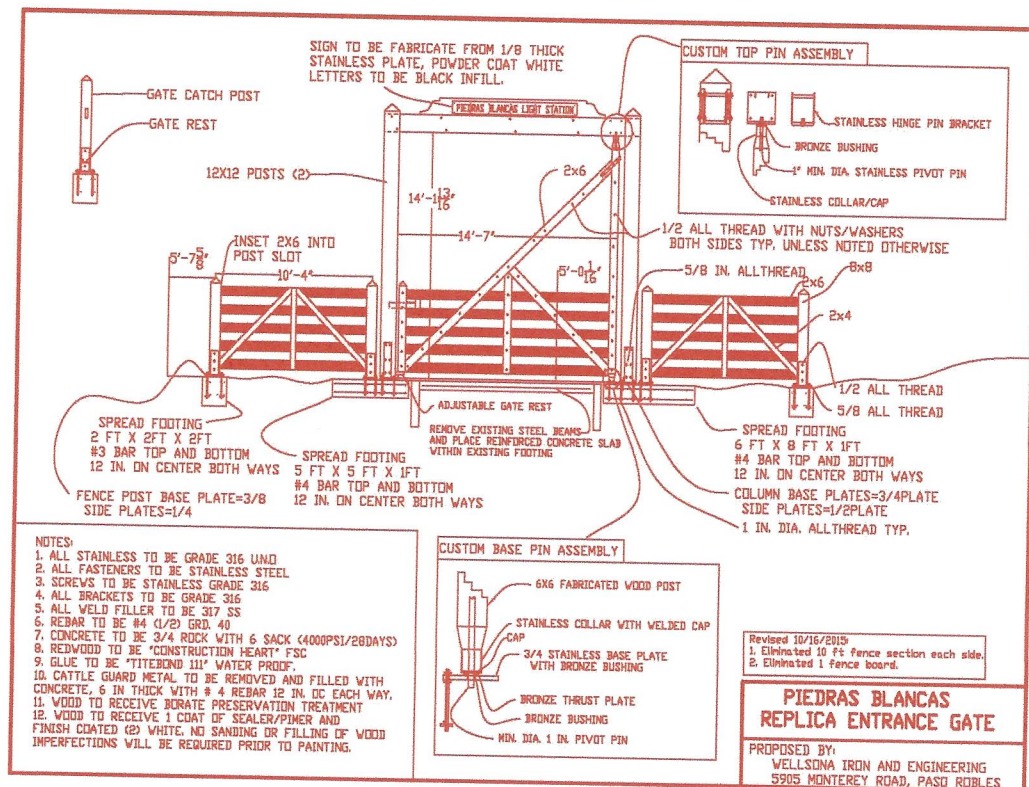
Material total: \$9,500

Labor:

Jig layout and fabrication
Fabricate 11 stainless Brackets
Fabricate custom pivot collars/caps
Remove metal cattle guard infill
Locate buried utilities, hand dig
Site prep/excavation dig footings
Fabricate anchor templates
Set forms
Tie and set rebar
Place/finish concrete
Strip forms/backfill
Shop fabricate wood assemblies
Treat wood with preservative
Shop prime paint
Load transport off load
Field assembly and erection
Final pickup and demobilization


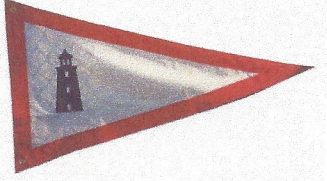

Labor total: \$35,920

Total project cost not to exceed: \$45,420.00



Appendix 4: Gift Shop Recommendations

We are phasing out a poster and a hat due to low sales. We would like to offer a new hat style and a few new items that are unique and custom to the light station.

ITEM	INITIAL COST	UNIT PRICE	SELL PRICE
Hiking Stick Medallions *includes one-time \$125 set-up fee 	\$600 for 225*	\$2.15	\$6
Replica USLHSS Flag Nylon 2'x3' Hard to find item (light duty flag sells for \$80 online)	\$1250 for 100 \$900 for 50 \$590 for 25	\$12.50 \$18.00 \$23.50	\$40 \$40 \$40
			
Custom PBLs Garden Banner 12"x18"	\$700 for 100 \$535 for 50 \$325 for 25	\$7.00 \$11.00 \$13	\$20 \$20 \$20
Cast iron banner holder 	\$200 for 25	\$8.00	\$10

Custom PBLS Pendants
(made with Scrabble Tiles
including a chain)

\$50

\$1.00

\$10



Embroidered Bucket Hats
(will replace hat that was
phased out)

\$670 for 48

\$14.00

\$20



Appendix 5: Tower Update

Summary of tower top project
1/27/16 Jim Harris

Bruce Elster has been busy with other projects, but was able to get together with Drs. Cole McDaniel and Peter Laursen of Cal Poly in December. He plans to incorporate their validating experimental dynamic measurement data into his final report on the phase 1 tower top study. The final documentation on phase 1, hopefully, will be delivered next month. I am working with Shoreline to include the recommendation for the goals and cost estimate of the phase 2 follow-on study in the final phase 1 report.

As discussed previously, I hope that the PBLSA will support the phase 2 study with Shoreline as a natural follow-on to the effort for the phase 1 study. Hopefully, the priority in 2016 for the national monument recognition will result in its realization. Again, I recommend in 2016 that the PBLSA focus on the planning necessary to restore the light station (using the BLM Business Plan 2009-2013 as a paradigm) and on preparing for the fund raising that will be necessary to support those plans. This will be challenging, but what an opportunity for the future.