

**Piedras Blancas Light Station Association
Minutes from Board Meeting
RaboBank, Main Street, Cambria, CA
October 23, 2013**

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

Board Members absent: Carole Adams (Ex-Officio)

Others present: Abel Martinez

Jack Morehead called the meeting to order at 6:00 p.m.

Announcements: Jack welcomed Harry Thorpe as a new member of the PBLSA Board (see New Business below). Jack recognized Abel Martinez in attendance and offered his congratulations on his successful operation and recovery.

Approval of the Agenda: Agenda was approved.

Reports:

1. Secretary Report - Jim Harris previously emailed a copy of the minutes of September 25, 2013 for review. *M/S/P Minutes of September 25, 2013 approved.*
2. Financial Status and Treasurer's Report – Fred Apitz distributed his report with the emailed agenda for this meeting (see Appendix A). After discussion it was agreed by consensus that the financial report format be continued. Fred requested that at the next meeting there be a review of the PBLSA investments. *M/S/P Treasurer's Report of October 23, 2013 approved.*
3. Gift Shop Report – Jim Boucher distributed the gift shop monthly summary report prepared by Carole Adams (see Appendix B). Jody Nelson and Holly Gant will be providing training for the use of the iPad to replace the cash register and credit card interface. Jim Boucher stated wiring is being installed to support this development.
4. BLM Update – Jim Boucher presented the October 23, 2013 BLM report that was previously presented with the agenda for the meeting (see Appendix C). Jim Boucher announced that the California Highway Patrol will be supplying a backup generator to support their communication equipment in the water tower, and this capability will be sufficient to support the electrical needs of the whole light station as a pleasant side effect. Jim Boucher added that Jody Nelson is working on the CEQA paperwork for the wetlands restoration. Jim Boucher distributed a map as part of his report on the 9/25/13 amendment to the California Department of Parks and Recreation (State Parks) and BLM Cooperative Agreement of 2/14/13 that created the Piedras Blancas Outstanding Natural Area, PBONA (see Appendix D). It was noted that the PBONA extends from north of the Piedras Blancas Motel to the Hearst Ranch bull field in the south, encompassing the entire elephant seal rookery. Nick Franco (Hearst Castle) and Jim Boucher (with approval from the BLM Bakersfield office) proposed the amendment. Jim Boucher plans to meet with the Friends of Elephant Seals to discuss the PBONA. Jim Boucher is working on a management plan for the PBONA, using faculty at Sacramento State as consultants. Discussion followed, and Jim Boucher stated that the Highway 1 realignment is scheduled to begin in 2014 and estimated to take about three years of effort.
5. Website Development – Holly Gant added photos of the water tower taken by David Cooper to the PBLSA website.
6. PBLSA Events – Jim Boucher reported that next month Carole Adams plans to present a summary of future events. He stated that she recommends that we maintain the status quo on BLM special events, but she will defer any plans to the next meetings. Jim Boucher stated that the completion of the Fog Signal Building will provide a nice venue for future PBLSA events.
7. Grants – Holly Gant reported that the SLO proposal to support educational outreach resulted in a \$250 grant. Jim Boucher will review the Honda Grant in response to questions on eligibility. Jim Boucher, Holly Gant and Fred Apitz will pursue the Cambria Community Council grant for educational outreach; one of them will appear at their next meeting. Jim Boucher and Jody Nelson will continue to pursue opportunities to cover the shortfall in the educational outreach support. Jim Boucher and Fred Apitz will pursue obtaining a grant from the Department of Justice fund account that provided the PBLSA major support in the past.

8. Membership – Tim Postiff recommended after reviewing the membership benefits package that the benefits (complementary tours) be extended to all membership renewals, not just new memberships. After discussion, Jack without any objection accepted this recommendation for the PBLSA. After noting that PBLSA membership has remained at 100 members or so for a number of years, there was a discussion on increasing the membership with the result that Tim will facilitate inviting a member of the Friends of the Elephant Seals who has knowledgeable experience in membership to a future PBLSA meeting.

Old Business:

None

New Business:

1. Record of email vote of PBLSA Board members after September 25, 2013 PBLSA Board meeting: *M/S/P Harry Thorpe is appointed a member of the PBLSA Board.*

Discussion Items:

1. Abel Martinez stated that there are two young brothers in Cambria who produce videos, and that they could be used to support the development of a short 2 ½ minute video trailer introducing the light station to the public that could be included on the PBLSA website. Jack asked that Abel pursue the possibility and bring back a proposal to the board.
2. Abel stated that he is pursuing getting the Target store in San Luis Obispo to donate items such as the stroller that the Target store in Paso Robles did to provide more convenience to those on the public tours.

Note: The next PBLSA board meeting is on Wednesday November 20, 2013 and there is no meeting in December (refer to minutes of August 28, 2013). In January 2014 the PBLSA board meetings will return to the fourth Wednesday of each month.

Jack Morehead adjourned the meeting at 7:36pm

Appendix A: Treasurer's Report 10/23/13 Fred Apitz

Treasurers Report Light Station Association Board meeting 10-23-13

1.) Profit: last month \$82,007.86 YTD \$89,656.01

BLM Support: last month **\$11,593.27** YTD **\$20,0879.69** (included in above Profit)

The above profit includes a \$92,000.00 award / refund of entry fees from BLM.

2.) Investment Balance

Balances Over Time - (11/01/2012 - 09/30 /2013)

Month	Beginning Bal	Market Chng	Div & Int	Deposits	Withdrawals	Ending Balance
Sep-13	\$630,368.92	\$7,732.75	\$1,206.97	\$20,410.41	(\$133,410.41)	\$526,308.64
Aug-13	\$637,110.52	(\$7,774.88)	\$1,033.28	\$0.00	\$0.00	\$630,368.92
Jul-13	\$631,251.93	\$4,721.89	\$1,136.70	\$0.00	\$0.00	\$637,110.52
Jun-13	\$641,911.45	(\$11,676.43)	\$1,016.91	\$0.00	\$0.00	\$631,251.93
May-13	\$650,373.20	(\$9,684.42)	\$1,222.67	\$0.00	\$0.00	\$641,911.45
Apr-13	\$618,552.29	\$4,859.56	\$1,883.56	\$25,877.79	(\$800.00)	\$650,373.20
Mar-13	\$616,952.80	\$518.33	\$1,081.16	\$0.00	\$0.00	\$618,552.29
Feb-13	\$617,057.14	(\$655.93)	\$551.59	\$0.00	\$0.00	\$616,952.80
Jan-13	\$512,780.22	\$1,674.43	\$602.49	\$107,950.17	(\$5,950.17)	\$617,057.14
Dec-12	\$415,092.95	(\$1,139.06)	\$461.96	\$123,364.37	(\$25,000.00)	\$512,780.22
Nov-12	\$280,134.39	(\$374.65)	\$333.21	\$135,000.00	\$0.00	\$415,092.95
Total		(\$11,798.41)	\$10,530.50	\$412,602.74	(\$165,160.58)	

The above referenced Deposit consists of \$19,993 per SF270 – 2 dated 9-11-13 plus some interest.

The above referenced Withdrawal consists of \$113,000.00 xfer to fund the \$122,394.01 as detailed and approved in our Aug.28, 2013 meeting.

3.) Other

Enclosed are copies of SF270 -2 and SF 425, as submitted to BLM Contract Administration for reference and review.

Thanks

Fred Apitz

REQUEST FOR ADVANCE OR REIMBURSEMENT

(See instructions on back)

OMB APPROVAL NO.

0348-0004

PAGE

OF

1

1

PAGES

1.
TYPE OF
PAYMENT
REQUESTED

a. "X" one or both boxes

☒ ADVANCE

☒ REIMBURSE-
MENT

b. "X" the applicable box

☐ FINAL

☒ PARTIAL

2. BASIS OF REQUEST

☒ CASH

☐ ACCRUAL

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED

Bureau of Land Management

4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY

L11AC20287

5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST

2

6. EMPLOYER IDENTIFICATION NUMBER

90-0181171

7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER

L11AC20287

8. PERIOD COVERED BY THIS REQUEST

FROM (month, day, year)

Oct.1, 2013

TO (month, day, year)

Nov.30, 2013

9. RECIPIENT ORGANIZATION

Name: Piedras Blancas Light Station Association, Inc.

Number
and Street: 15950 Cabrillo Hwy

City, State
and ZIP Code: San Simeon CA 93452

Name:

Number
and Street:

City, State
and ZIP Code:

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ACTIVITIES	(a)	(b)	(c)	TOTAL
	10 Inter.&Visitor Serv.	60 Maint&Outreach	70 Maint&Outreach	
a. Total program outlays to date <i>(As of date)</i>	\$ 4,993.00	\$ 5,000.00	\$	\$ 9,993.00
b. Less: Cumulative program income				0.00
c. Net program outlays <i>(Line a minus line b)</i>	4,993.00	5,000.00	0.00	9,993.00
d. Estimated net cash outlays for advance period				0.00
e. Total <i>(Sum of lines c & d)</i>	4,993.00	5,000.00	0.00	9,993.00
f. Non-Federal share of amount on line e				0.00
g. Federal share of amount on line e				0.00
h. Federal payments previously requested				0.00
i. Federal share now requested <i>(Line g minus line h)</i>	0.00	0.00	0.00	0.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances				
1st month				0.00
2nd month				0.00
3rd month				0.00

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance	\$ 10,000.00
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period	0.00
c. Amount requested <i>(Line a minus line b)</i>	\$ 10,000.00

AUTHORIZED FOR LOCAL REPRODUCTION

(Continued on Reverse)

STANDARD FORM 270 (Rev. 7-97)

Prescribed by OMB Circulars A-102 and A-110

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted <div style="text-align: center;">Bureau of Land Management</div>		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <div style="text-align: center;">L11AC20287</div>		Page 1	of 1 pages		
3. Recipient Organization (Name and complete address including Zip code) Piedras Blancas Light Station Association, Inc.							
4a. DUNS Number <div style="text-align: center;">155728244</div>	4b. EIN <div style="text-align: center;">90-0181171</div>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <div style="text-align: center;">L11AC20287</div>	6. Report Type <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual			
8. Project/Grant Period (Month, Day, Year) From: 8/31/2011 to 8/31/16			9. Reporting Period End Date (Month, Day, Year) <div style="text-align: center;">10/5/2013</div>				
10. Transactions <i>(Use lines a-c for single or combined multiple grant reporting)</i> Federal Cash (To report multiple grants separately, also use FFR Attachment):				Cumulative			
a. Cash Receipts				\$45,005.00			
b. Cash Disbursements				\$35,230.00			
c. Cash on Hand (line a minus b)				\$9,775.00			
<i>(Use lines d-o for single grant reporting)</i> Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized				\$239,000.00			
e. Federal share of expenditures				\$45,005.00			
f. Federal share of unliquidated obligations				\$0.00			
g. Total Federal share (sum of lines e and f)				\$45,005.00			
h. Unobligated balance of Federal funds (line d minus g)				\$193,995.00			
Recipient Share:							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal share of program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:						0	0
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official <div style="text-align: center;">Fred W Apitz</div>					c. Telephone (Area code, number, and extension) <div style="text-align: center;">805/927-0727</div>		
b. Signature of Authorized Certifying Official					d. Email Address <div style="text-align: center;">Fapitz@att.net</div>		
e. Date Report Submitted (Month, Day, Year) <div style="text-align: center;">10/5/2013</div>					14. Agency use only:		

Standard Form 425 - Revised 10/11/2011
 OMB Approval Number: 0348-0061
 Expiration Date: 2/28/2015

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

Appendix B: Gift Shop Report Carole Adams

GIFT SHOP SALES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2011	884	1009	1354	2517	1435	2216	3481	2973	1733	1445	1158	1837	\$22,042.00
2012	862	922	1497	1812	1366	2121	3718	3725	1951	2653	1207	1344	\$23,178.00
2013	1848	1270	1931	2849	2208	3407	4351	4121	2314				\$24,299.00

Total gift shop sales Jan-Sept \$24,299

September gift shop sales were up over last year. Even though October will be down because of the closure, it still looks as though we may meet the hoped for \$26,000 goal for this year. In fact, we should exceed it.

Appendix C: BLM Update 10/23/13 Jim Boucher

BLM Update 10/23/2013

Government shutdown- From 10/1 to 10/16/13 a government shutdown resulted in public tours being canceled at Piedras Blancas Light Station, all contracted work stopped and BLM personnel were furloughed. No tour fees were collected during that time period. A public tour resumed on 10/17/13 the special Twilight Tour was held on 10/19. Government operations at Piedras Blancas should be funded through January 2014.

Communication Tower – Construction of the replica tower is complete. All public agencies using the tower will meet on site the morning of 10/24 to work out the details of equipment placement on the tower and communications shed. In-house work continues on the interior of the communication shed.

Fog Signal Bldg (FSB) – Due to the Government shutdown, Wellsona Engineering will be starting the foundation upgrade project in November. Shoreline Engineering has developed seismic upgrades alternatives for the FSB. The plans need to be reviewed by BLM.

CA Coastal Trail Segment- A SLO Co. land use permit is still being pursued. Full permitting is required by SLO Co.

Wetland Restoration- CEQA paperwork is being initiated for the rehabilitation of the north wetland in preparation for the Environmental Enhancement Fund grant to be awarded 7/14.

Potable Water Project – Tim Cleath, hydrogeologist, and a commercial well driller will be on site the afternoon of 10/24 to discuss the drilling of test wells.

Sierra Club Work Party – A Sierra Club work party was on site Oct 5-12. Due to the Government shutdown their original project was changed to eradication of non-native plants and seed on the State Park property within the Outstanding Natural Area.

Educational Outreach Program – Cambria Elementary School (3 classes) participated in October. Del Mar Elementary School (3 classes) will be participating in November.

Piedras Blancas Outstanding Natural Area (PBONA) Expansion- On 9/25/13 the CA Dept of Parks and Recreation (State Parks) and the BLM amended the Cooperative Agreement established on 2/14/13 to expand the PBONA from 232 acres to 476 acres.

Appendix D: PBONA map distributed by Jim Boucher 10/23/13

Note: send with separate email due to file size