

Piedras Blancas Light Station Association

Agenda

Zoom Meeting at 6:00 p.m.

August 25, 2021

Present: David Cooper (Chair), Harry Thorpe (Treasurer), Jim Harris, Gary O'Neill, Ryan Cooper (BLM), Cressant Swarts (Gift Shop Manager)

Absent: Sharon Flaherty (Secretary), Zale Schuster, John Brass, John Hodges (BLM), Jodie Nelson (BLM)

David Cooper called the meeting to order at 6:09 p.m. He thanked Carole Addams and Cressant for the latest issue of the Beacon newsletter. Cressant will be handling the agenda and minutes for the board meetings from now on; David thanked Jim and Harry for their work organizing board meetings in recent months.

Approval of the Agenda

An addition was made to the agenda under Discussion Items to briefly discuss how to conduct board meetings in the future. The agenda with this addition was accepted by consensus.

Reports:

1. Secretary's Report (Jim Harris) – See Appendix 1. The minutes of the July 28, 2021, board meeting were accepted by consensus. Cressant is in the process of uploading past months' minutes to the website.
2. Financial Status and Treasurer's Report (Harry Thorpe) – See Appendix 2, including the revised version of the June Treasurer's Report. In July, the Association saw a profit for the first time in a long time, despite extra payroll expenditures. There is still a loss shown for the year to date, but this is not substantial or unexpected. The BLM audit is complete, with the annual report due on September 30, at which point the quarterly report schedule can be reevaluated. Investments are performing well and will be improved by the addition of \$40,000 from the operating fund, which was approved by board consensus via email. Harry reminded the board that as much as possible of the BLM Co-Op agreement funds needs to be spent before 9/1/22 when the funds will be lost. Ryan will investigate whether the costs of the off-site lens enclosure can be paid with these funds.
3. Gift Shop Report (Cressant Swarts) – See Appendix 3. Gift Shop sales for May, June, and July have been the highest ever due to the changed tour format. A new chart was added showing the breakdown of revenue between the website sales and on-site sales. Suggestions were made to promote website gift shop sales. Cressant thanked volunteers Patti, Kerry, and new volunteer Azul for their help in the gift shop.
4. BLM Update (Ryan Cooper) – See Appendix 4. Ryan expressed thanks to the volunteers, especially those who have been consistent. Tour numbers are slowing down, and the schedule will return to three days per week after Labor Day. More school groups, in addition to the usual fourth grade groups, have expressed interest in visiting the light station, as well as homeschool groups and tour groups; the first tour will be at the end of September. Ryan and Jodie have been working on revising the usual school group activities to be more socially distant. Ryan thanked David for being present at the visit by Representative Carbajal. The meeting to discuss options regarding the lens

enclosure will be in mid-September. David reminded the board to keep the community in mind when considering options for storage or display of the lens. Ryan has been working with the BLM field office to complete the environmental work for the parking lot restroom; he hopes to see positive movement in November and the restroom complete early next year. Ryan will be contacting a lighting expert to continue work on the Fog Signal Building lights. National Public Lands Day is on September 25; BLM will be hosting activities in conjunction with State Parks and the Discovery Center, including hike-in tours. It was suggested that this would be a good day to use the underwater drone. Jesse has been working to finish the film he started last year; it will be 13-14 minutes long and could be used as an introduction or shown in the watch room as a supplement to tours.

5. Tower Report (Jim Harris) – See Appendix 5. Jim met with Bruce Elster on August 5 regarding the draft design document. Jim encouraged the board to consider an in-person meeting in September to see Bruce's presentation of the completed document. There was discussion on the possibility of including funding for the tower project in the submission for the Great American Outdoor Act. Ryan will find out if it's possible to get the design document attached to the initial proposal; it will also have to be approved by state engineers.
6. Underground Utilities Report (Jim Harris) – See Appendix 6. The white paper from Connected Energy will be available to the board in September, with a meeting to follow in October.
7. Capital Campaign/Grants Report (Jim Harris/Harry Thorpe) – See Appendix 7. Jim met with members of the Morro Bay Chamber of Commerce, who are willing to include our information in their mailings. Harry complimented Jim for moving forward, even though Harry has been too busy to help. Harry also emphasized the importance of following up on the contacts Jim has made. Jim said the board will need to decide if it's best to wait on promotions until tour numbers can be increased. Jim will next visit the Paso Robles Chamber of Commerce. Jim will forward information on the company who provides information racks in the local area to Cressant, who will investigate the options.

Old Business:

1. Fresnel Lens Update (Zale Schuster) – See Appendix 8 and discussion above in BLM report. Zale was absent, but he forwarded his correspondence with Jim Woodward to the board (Appendix 8).
2. Recognition for Holly Gant (David Cooper) – David will draft a resolution by the September meeting. Cressant will find a frame shop to get an engraved matte for a print of the watercolor that Holly commissioned.

New Business:

None

Discussion Items:

1. Brief discussion on whether the board should continue to conduct meetings via Zoom or go back to in-person meetings. Several board members shared examples of other organizations who have adopted a hybrid method, with some participants using Zoom for monthly meetings and holding quarterly or yearly in-person meetings. Some organizations have been meeting outside. It is not known if the board room at

Mechanics Bank is currently available; Zale has the contact information. Ryan said there are no restrictions on meeting at the light station except the current mandate to wear masks in all federal facilities. Jim reminded the board that it would be best to hold the meeting with Bruce Elster in person; he will talk to David about setting a meeting date when Bruce is ready to present. David will check the by-laws to see if there are any restrictions on meeting format. The board will continue to hold meetings via Zoom and will continue to discuss options.

David Cooper adjourned the meeting at 7:12 p.m.

Minutes recorded by Cressant Swarts.

Minutes checked by David Cooper (Chair) and Sharon Flaherty (Secretary) on 8/31/21.

Appendix 1: Secretary's Report 8/25/21 – Jim Harris

Piedras Blancas Light Station Association
Minutes
Zoom Meeting at 6:00pm
July 28, 2021

Board Members in attendance: David Cooper (Chair), Harry Thorpe (Treasurer), Sharon Flaherty (Secretary), Jim Harris, Gary O'Neill, Zale Schuster, Cressant Swarts (Gift Shop Manager)

Board Members absent: John Brass

Others present: Ryan Cooper (BLM), John Hodges (BLM)

David Cooper called the meeting to order at 6:02. He introduced Cressant Swarts, the newly appointed Gift Shop Manager, and the attendees introduced themselves to Cressant.

Approval of the Agenda: Agenda was approved by consensus.

Reports:

1. Secretary Report – See Appendix 1. The minutes of June 23, 2021, is approved by consensus. Jim will archive the previous three minutes until a new Program Associate is appointed, after which they will be displayed on the PBLSA website.
2. Financial Status and Treasurer's Report - See Appendix 2. Harry noted that the BLM CO-OP agreement needs to be renewed within a couple of years. He is still looking for BLM reimbursement of \$30K to reimburse Wellsona Iron and Engineering.
3. Gift Shop Report – See Appendix 3. Cressant reported that the gift shop Net Sales report has been updated from January to March to include on-line sales, and the update inclusion will continue in the future reports. In response to a question on the profit margin in the gift shop, it is reported that an average of a 40% margin holds for items sold, e.g., for a sale of \$20, the profit is \$8. Sharon Flaherty reported notes from Gift Shop Oversight Committee (Sharon, Jodie Nelson, and Gift Shop Manager Cressant Swarts) meeting of July 22, 2021. David thanked them for their efforts, and thanks were expressed for Cressant and Holly Gant for completion of the audit. Cressant requested that members send her any recommendations of good light station websites that address online gift items.
4. BLM Update - See Appendix 4. Ryan thanked Cressant for her efforts in the gift shop. Ryan stated that he was looking for more docents, and guides (folks to assist during tours, but not required to present). He noted that the tours are limited to 30 visitors on Mondays and to 40 visitors on Tuesdays, Thursdays, Fridays, and Saturdays, and that they are reviewing the limits. For the August 27th meeting with the Coast Guard on the Lens, Dan Murphy is preparing a proposal with estimated cost to restore for five more years the present lens enclosure on San Luis Obispo County land. Zale recommended that Bob Lane be given recognition for his initial efforts to build the Lens enclosure.
5. Tower Report – See Appendix 5. Zale requested that he attend the meeting with Shoreline Engineering next week.
6. Underground Utilities Report – See Appendix 6.
7. Capital Campaign/Grants Report – See Appendix 7. Jim and Harry will continue to coordinate their Chamber of Commerce visitations.
8. Membership Committee Report – No report.

Old Business:

1. Fresnel Lens Update – Zale will try to contact Jim Woodward.
2. Recognition for Holly Gant – David stated that the plan is to give recognition to Holly at the August PBLSA Board meeting.

New Business:

1. Rep. Carbajal GAOA Update – David reported that he has been in contact with Representative Carbajal's local staff and his office staff in Washington DC regarding educating them on the Great America Outdoors Act (GAOA) and the opportunity to restore the light station tower. He has briefed them on the light station restoration history, relating it to the issue of infrastructure improvement, and emphasized the role of the PBLSA in these activities. It was noted that Representative Carbajal is visiting the light station on another matter on September 15, and this will be a good opportunity to further educate him on the restoration effort and the GAOA opportunity.

Discussion Items:

None

Board meeting adjourned at 7:31.

Minutes recorded by Jim Harris.

Appendix 2: Treasurer's Report 8/25/21 – Harry Thorpe

TREASURER'S REPORT for July 2021

1. OPERATIONS INCOME: Last Month: \$10,158.30 YTD: \$34,374.95
PROFIT: Last Month: \$1,481.57* YTD: <\$5,033.10>**

TOWER RESTORATION FUND BALANCE: \$12,662.03

BLM SUPPORT EXPENSE: Last Month: none YTD: none
BALANCES: P.P. Bank: \$2,924.14 ASAP: \$55,723.86***

* Insurance: \$525.00

** Payroll: \$13,151.41, Excludes \$28,772.15 (BLM)

*** Audit complete, amount confirmed

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>
July 2021	578,900.20	3,235.49	668.34	--	--	582,804.03
June 2021	572,188.25	5,961.23	750.72	--	--	578,900.20
May 2021	566,006.89	5,540.68	640.68	--	--	572,188.25

3. OTHER:

- Completed audit of all transactions May-July and posted corrections/adjustments.
- Completed audit of BLM/ASAP funding accounts and adjusted final balance.
- Filed SF 425 quarterly Cooperative Agreement financial performance report as of 6/30/21.
- Filed/paid second quarter sales taxes.
- BLM reimbursement funds transferred to PBLSA Cooperative Agreement account.

Harry M. Thorpe, Jr.
Treasurer

TREASURER'S REPORT for June 2021 (Revised)

1. OPERATIONS INCOME: Last Month: \$5,298.39 YTD: \$24,216.65
PROFIT: Last Month: <\$3,060.31>* YTD: <\$6,494.72>**

TOWER RESTORATION FUND BALANCE: \$12,662.03

BLM SUPPORT EXPENSE: Last Month: none YTD: none
BALANCES: P.P. Bank: \$2,924.14 ASAP: \$63,317.82***

* Payroll: \$2,697.05, Amort/Deprec: \$883.50

** Payroll: \$11,903.63, excludes \$28,772.15 (BLM)

*** Under review

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>
June 2021	572,188.25	5,961.23	750.72	--	--	578,900.20
May 2021	566,006.89	5,540.68	640.68	--	--	572,188.25
Apr 2021	554,360.04	10,888.31	758.54	--	--	566,006.89

3. OTHER:

- Reviewed all March, April, May and June transactions -- made adjustments to all months.
- Project Administrator resigned. Gift shop manager was hired.
- Holly Gant returned to assist in training new gift shop manager.
- Expanded office procedures to include additional gift shop items.
- Utilized local computer consultant support to fix Square terminal software.
- PBLSA reimbursement for 2020 Fog Signal Building expenses is still pending with BLM.

Harry M. Thorpe, Jr.
Treasurer

Appendix 3: Gift Shop Report 8/25/21 – Cressant Swarts

July Gift Shop Revenue

On-site sales	\$8,424.74
Website sales	\$44.69
Total	\$8,469.43

NET SALES COMPARISONS

Shaded month indicates lower sales than that same month last year. Figures include website as well as on-site gift shop sales starting in 2021. Excludes donations and memberships.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	1,798	2,609	2,830	1,988	2,142	2,586	4,861	3,410	2,716	2,647	1,930	2,103
2017	2,196	1,461	2,678	3,909	2,864	3,350	4,666	3,701	2,218	3,022	2,793	3,491
2018	3,077	3,094	3,104	3,316	3,133	3,707	6,225	4,157	3,383	2,552	1,597	1,730
2019	1,015	1,605	2,565	3,350	3,641	4,665	6,804	4,722	2,070	3,656	2,717	3,719
2020	2,202	2,764	1,653	215	164	189	524	244	136	56	220	376
2021	108	1,291	2,198	3,723	4,276	5,363	8,469					

Government shutdown affected Dec 2018 and *COVID-19 affected 2020/2021 beginning on March 19, 2020.

Yearly Comparisons

	Jan - Jun	TOTAL
2016	\$13,953	\$31,620
2017	\$16,458	\$36,349
2018	\$19,431	\$39,075
2019	\$16,841	\$40,529
2020	\$7,187	\$8,743
2021	\$16,959	

Appendix 4: BLM Update 8/25/21 – Ryan Cooper

Tour Status

Tours are slowing down a bit. Kids are back in school. I think everyone who has been working on tours this summer are ready for them to slow down. We go back to 3 day a week tours on September 6th.

Salud Carbajal Visit

Congressman Carbajal came out the Light Station on Sunday August 15th. It was a great visit. He was highly appreciative of the work that we have been doing out here.

Future Projects

Lens

The meeting with the Coast Guard Has been pushed until mid-September due to Coast Guard Schedule. Thank you to those who put together information for this future meeting.

Coast Guard Roofs

The roofs are being put on. I would guess they should be close to being done by the end of the week.

Parking Lot Redesign / Restrooms

My Goal is to get this completed early next fiscal year.

FSB Lighting

Harry and I met on Tuesday. We will be setting a plan.

Special Event:

National Public Lands Day September 25th 2021

-We are going to do a hike in event with activities for kids and adults. All help would be greatly appreciated.

2021/2022 School tours

-Teachers are very excited to get back out here.

-We have lost a few of our school group tour volunteers so we could always use new ones.

Tour Numbers *partial

Vol Hours since April 20th: 1579 Hours

Month	2014	2015	2016	2017	2018	2019	2020	2021
October	637	605	516	500	506	441	535	22
November	622	503	474	357	523	433	334	56
December	404	464	426	273	829	251	518	0
January	661	731	623	266	608	0	715	0
February	573	570	572	284	780	318	578	108
March	696	754	560	502	662	784	185	160
April	663	616	581	666	684	790	0	399
May	432	629	352	572	362	555	0	446
June	658	916	521	787	732	698	0	643
July	1178	990	850	1125	1169	1085	0	972
August	985	809	693	836	1001	819	0	596*
September	601	481	442	437	591	374	0	
Total	8110	8068	6610	6605	8447	6548	2865	2662

Appendix 5: Summary of tower top project 8/25/21 – Jim Harris

Bruce Elster is finishing and assembling the draft design document. I told Bruce that because of the covid-19 situation the Board was still meeting via zoom, and hopefully the Board will be able to meet in-person in September. Bruce stated that the document should be available then for review by the Board, and to start the external review process. Dan Murphy will review the completed design draft prior to its final completion to provide the construction cost estimates, which will be included in the submitted document. Bruce and I met on August 5 to ascertain the status of the document, and Zale Schuster attended that meeting at his request.

Appendix 6: Summary of underground utilities project 8/25/21 – Jim Harris

The undergrounding of the PG&E electrical supply lines project remains on hold. Based upon the discussion at the June Board meeting, the planned meeting with Maxwell Muscarella and Sean Cassidy of Connected Energy along with Brian French will occur in the October timeframe. They will present their work on the design of a sustainable option to allow electric power for the light station to be provided with or without grid input using a microgrid system with solar and motor generator input and battery storage. In preparation for that meeting with Connected Energy, their white paper will be sent out via email after the September meeting to the PBLSA board members, including Ryan and John.

Appendix 7: Capital Campaign/Grants Report 8/25/21 – Jim Harris/Harry Thorpe

Work continues on the project to meet with 11 chambers of commerce in the San Luis Obispo County to inform their members of the restoration progress at the light station. Jim met with Erica Crawford and Lynsey Hansen of the Morro Bay Chamber of Commerce; the contact report is provided below. Jim is scheduled to meet with Josh Cross, CEO/President, of the Atascadero Chamber of Commerce on the afternoon of August 24; the contact report will be included in the September summary report. While Harry and Jim have committed to meet with the chambers, they are willing to share with others who wish to participate in the project.

Contact Report with Morro Bay Chamber of Commerce
Erica Crawford, President/CEO
Lynsey Hansen, Membership Director
August 23, 2021 Monday 10:30-10:55pm
By Jim Harris

I made an appointment with Erica Crawford to meet at her office at 695 Harbor Street in Morro Bay; Lynsey Hansen joined us at the meeting. I presented to them the bag of material prepared by the PBLSA, and our discussion lasted about one-half hour. Before my visit I had sent the letter of transmittal from David Cooper to Erica, and so we went over each item in the bag, including the model of the light station tower. I also mentioned the fourth grade class visitations and some of the special events that the light station has hosted. Emphasis was on the fact that we are in the process of restoring the light station, and our purpose for the meeting was to introduce ourselves

and explore areas of mutual interest in the tourism industry. Lynsey mentioned that the PBLSA was a member of the Morro Bay Chamber of Commerce, and that she would be happy to include any PBLSA material in their mailings to their members. Erica stated that she knew Jody Nelson. Erica mentioned that they would be initiating breakfast meetings with their members soon and suggested that the PBLSA would be a good candidate for a short presentation at a meeting. I stated that David Cooper and the Board were supportive of such outreach activities. Lynsey said that they would be willing to include our tour cards in their rack.

Appendix 8: Lens Enclosure Update – Zale Schuster

----- Forwarded message -----

From: ZALE SCHUSTER

Date: Sun, Aug 22, 2021 at 12:18 AM

Subject: Fwd: I'M WORKING IN REPLY TO YOUR REQUEST

To: Cooper, David, Ryan A Cooper,
Jodie Nelson, Gary O'Neill, John Brass, James G.
Harris, Flaherty Sharon, Cressant Swarts, Harry Thorpe

I have not been able to get to a detailed cost breakdown of Disassembly - Transport - Assembly of the lens from the Cambria Enclosure to the Fog Signal building , I would need more time Jim Woodward and I have not been able to be in touch with him , However if his estimate of time here of 2 weeks given a 10 day work week we would expect his fee to be approximately \$15,000 , and I would estimate another \$15,000 minimum for materials , equipment , and labor ... as I am able , I will try to get some of the requirements Jim has listed below basically dimensional information of the Fog Signal building and the enclosure so he can further detail the task for purpose's pinning down a real cost study ... I am not sure I forwarded Jims email seen below to the board, so it could be added to the Wednesday Meeting for discussion.

Z

Begin forwarded message: boldbold

From: James Woodward

Subject: I'M WORKING IN REPLY TO YOUR REQUEST

Date: June 21, 2021 at 5:47:00 PM PDT

To: Zale Schuster

Cc: James Woodward

Zale:

Good afternoon. I'm sure that you must be wondering what happened to me. The simple answer is we have taken a month long vacation trip to Ohio to visit family, kids, grandkids and old friends. I kid you not

that we have 4 weeks of scheduled days that has left virtually no time for much else.

Your request did not fall on deaf ears just crazy busy ones. I'm trying to get your request straight in my own mind so I don't just go off in the wrong direction and waste everyone's time.

So here's my attempt to help you and keep in mind this is preliminary and subject to further negotiations. If you are looking for what my time would be my actual rate these days is \$2,000/day. I'm more than willing to give you a 25% discount to \$1,500/day. That does not include the travel, food, tool shipping and lodging costs.

I can certainly superintend the job of disassembly, moving and reconstruction but without any crew members I would be counting on you and BLM to provide all needed labor, vehicles and machinery, as required.

As I envision it the lens can be fully disassembled and move to the new site and stored temporarily pending reassembly on the pedestal. I also envision moving the pedestal in big pieces as the CG did when they took it apart before the building was installed. I'm very concerned about taking it apart any further since it sat outside for so long I'm afraid some of it may have become welded together with "rust welding". The cast iron is brittle and can crack easily that has happened. That means a fork lift and crane will be needed and a flat bed truck. It also means that the fog signal building doors need to open wide enough to get those bigger pieces through. I also need to know the max interior height of the roof line and spacing between trusses and some pictures. If there are drawings of the FSB that would be most helpful. So there are still a lot of questions to answer, but that is easy enough. I would estimate that the entire job could be done in about 2 weeks. It might include some damage to the crap enclosure where the lens currently sits.

So this is my first shot at your request and I'm sure it will get refined as we move along. I will actually return to AZ on 5 July and be fully at your disposal then.

I hope this is somewhat helpful even though it has been delayed.

Sincerely,

Jim

Sent from my iPhone