

Piedras Blancas Light Station Association
Minutes
Rabobank Conference Room - Cambria, CA
August 28, 2019

Board Members in attendance: David Cooper, Harry Thorpe, Jim Harris, John Brass, Gary O'Neill, Zale Schuster, Sharon Flaherty, Holly Gant, Ryan Cooper

Board Members absent: None

Others in attendance: Dan Murphy, Abel Martinez

Start: 6:02 pm

Announcements: None

Approval of agenda: Agenda was approved with consensus.

Reports:

1. Secretary report- *M/S/P minutes of July 24, 2019, approved.*
2. Treasurer's report- See report. David asked about ASAP; Harry explained that co-op funds come from the BLM tour accounts. We can obtain more funds by submitting paperwork for each project and getting it approved. Funds are limited by whatever balance is in the tour account. Ryan said about 231K is in the ASAP account now.
3. GS report- See report. July was our highest sales month ever and the board thanked Holly for her work improving sales and merchandising. Tim's and Brian Hatfield's recognition bricks have been ordered.
4. BLM report- See report. Sharon suggested getting rough estimates for the projects- each board member that is tasked with a project should do an estimate for the list so we have an easy reference guide. Harry cautioned not to spend too much of our reserves. We've committed funds to Bruce Elster for his tower work. David emphasized that we stick to the priority list
5. FSB- See report. Dan pressure washed interior. Next is to blend areas in and clear coat interior.
6. Tower- See report. Dan is concerned about rust jacking pushing the tower apart especially around the entrance. Jim to coordinate with Bruce Elster a meeting to understand cost burden and timeline on this three-step project.
7. Power lines- See report. Capital Campaign- See report. David to plan a capital campaign meeting.
8. Membership Update - See report. Tim was chair of the membership committee. Harry volunteered to take over. He will work with Holly.
9. Lens Report - See report.

Old Business:

1. PBLSA Officer and Committee Appointments- Harry has resigned as secretary. David has appointed Harry as vice-chair. David spoke with Sharon about being secretary; she and Harry will discuss the position. Tim was chair of nomination committee; Gary volunteered to do it. David motioned board to appoint Gary as member of nominating committee *M/S/P approved*. Zale to chair the nomination committee.
2. Tim's Resolution- Board will commend Tim's service and is entered as a votable resolution *M/S/P resolution approved*. David motioned that the board approves Treasurer Harry Thorpe, Chair David Cooper and Gary O'Neil for bank signatures *M/S/P approved*.

New Business:

1. Grant Writer/ Capital Campaign - In 2018 Jill Valentine submitted to John Brass a price for helping the board. She recently asked him if it was OK to do an informal board conference call to answer questions and see if the board is interested in using her services to help with fundraising. Sharon suggested if the board were to have the phone discussion a resume and/or proposal would be the logical next step. David will look at the minutes to see what the board's consensus was in 2018. Harry would like to hold off on talking to anyone until we are sure what we want to do. Once we have a plan defined and we don't have the ability to do certain things he's not opposed to talking to appropriate sources to help us. Capital Campaign Committee will discuss this and decide.
2. SLO Chamber Visitor Map Ad - Board agreed to purchase a small ad on the 2020 SLO Chamber Visitor's Map.

Discussion Items:

1. Dan suggested we need an income stream besides the gift shop, ticket sales, etc. Dan thought people would pay to have lunch with a view near the FSB. Ryan said we would need to apply for a special recreation permit to act as a vendor among other things. Also need to worry about logistics of serving food, reservations, staffing, getting people in and out, etc. Staffing is a big hurdle of extra events like that.

End: 7:50 pm

Minutes recorded by Holly Gant

Appendix 1: Treasurer's Report 8/28/19 – Harry Thorpe

TREASURER'S REPORT for July 2019

1. OPERATIONS INCOME: Last Month: \$8,029.24 YTD: \$31,997.90
PROFIT: Last Month: \$1,088.99* YTD: <\$1,675.88>
TOWER RESTORATION FUND BALANCE: \$6,538
BLM SUPPORT EXPENSE: Last Month: \$644.95 YTD: \$100,257.31
BALANCES: PP Bank: \$15,396.40 ASAP: \$45,934.12

*Workers Comp: \$779

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 2019	558,902.05	1,070.46	1,126.71	--	--	561,099.22
June 2019	542,169.33	14,531.88	1,200.84	--	--	558,902.05
May 2019	553,300.17	<11,341.95>	1,211.11	--	--	543,169.33

3. OTHER:

- Reviewed June/July transactions – made adjustments.
- Filed/paid sales tax for second quarter 2019.
- Submitted SF 270 to BLM for school reimbursement and ongoing operations (\$11,139.88).
- Transferred BLM funds to Pacific Premier account.
- Renewed workers comp insurance policy.
- Reviewed with Holly gift shop margins and pricing.
- Continued monitoring of FSB Phase 4. Project has been put on hold until Dan Murphy recovers from shoulder surgery.

Harry M. Thorpe, Jr.
Treasurer

Appendix 2: Gift Shop Report 8/28/19 – 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

	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					

	TOTAL	Jan - Jun
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	\$ 31,620	\$13,953
2017	\$ 36,349	\$16,458
2018	\$39,075	\$19,431
2019		\$16,841

*Government shutdown effected Dec 2018 and Jan 2019

Appendix 3: BLM Report 8/28/19 – Ryan Cooper

Past Events

Hike-in Tours

Attendance has been down this year and we are not sure why. We will be looking into ways to get more participation next year.

Projects

Fog Signal Bldg. (FSB):

Dan and David have been working on it and want to accomplish as much as they can before Dan has to go back into surgery.

Lens

On hold until we hear back from the Coast Guard.

Planning meeting

See Attached

Victorian

I have been in contact with Ravatt, Albrecht and Associates they were recommended to me. Some of their projects include the Dana Adobe in Nipomo and the Printery Building in Atascadero both historic restorations. I am currently trying to set up a visit with them to see where we start.

Water

A project that I need to work on this year. We are getting pressure from Sacramento to spend the money that has been assigned to improve our water system ASAP.

Special Events:

Congressman Carbajal Visit	August 29
Dinner & Libations for the Station	October 5
Hike-in tours	Last one today

Educational Outreach:

First school visit and tour for the year is in September and will run until early spring.

Tour Numbers

Month	2014	2015	2016	2017	2018	2019
October	637	605	516	500	506	441
November	622	503	474	357	523	433
December	404	464	426	273	829	251
January	661	731	623	266	608	0
February	573	570	572	284	780	318
March	696	754	560	502	662	784
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	584*
September	601	481	442	437	591	
Total	8110	8068	6610	6605	8447	5939

*partial month

Preliminary Project Priority List

Short term

Paint Tower

Put a coat of paint on the Lighthouse. It would include pressure washing and painting the tower.

Lens

This could include many different phases; everything from repairing the enclosure in Cambria to moving the Lens back to the Light Station. This is all contingent on the Coast Guard loaning the Lens to BLM.

Flagpole

Moving the flagpole from its current location to its historic location to the south of the Lighthouse.

Update Interpretive Material

Another very broad category. This could include, but not be limited to: updating trail signs, adding new signs, flier updated, updating museum in gift shop and anything that is related to the interpretive information we distribute.

Restrooms

Replacing porta-potties with “real” restrooms.

Parking Lot

Reconfigure the parking lot so it is as efficient as possible.

Trail

Rerouting the trail to get a better look at the small cove and the wharf area. This could enhance the tour experience for visitors.

On Going

Stabilize Tower

Reinforce the tower itself so it will be stable for years to come.

Windows and Openings

Repair window openings to eliminate rust jacking and to stop damage that may be happening to the tower.

Replicate Top

Replicate the top 3 levels of the tower. This project would be the last of the tower projects and would bring the tower back to what it looked like in the early 1900s.

Victorian / Keepers Cottages

Replicate the Victorian Duplex along with the Head Keepers Cottage. The exteriors of these buildings will be exact replicas of the historic buildings, but the interiors will be reconfigured to best fit our needs. The interiors will include museum space, possible space for the lens, office space, meeting space and much more.

Native Garden

A garden that would focus on rare native plants and plants used by Native Americans.

Long Term

Barn

Reconstructing the Barn that was located on the north end of the property. This building could be used for storage and interpretation.

Power Lines

Bury the power lines from Highway 1 to the Light Station. This would improve the visual landscape as well as eliminate the interaction between birds and the power lines.

Fuel Storage Building

Replicating the Fuel Storage building that used to sit south of the light house. This could be used for storage or could be used as a shell for a restroom.

Blacksmith Shop

This would be a replica of the blacksmith shop that was on the south side of the property outlined by rope. This building could be used for storage or interpretation.

Appendix 4: Tower Report 8/28/19 – Jim Harris

Bruce Elster and I met this past Monday to discuss near-term plans for the tower. Bruce was apprised of the results of the planning meeting on Wednesday 8/21/19, and that painting the tower is the first priority for short-term (less than 2 years) projects at the light station. Pursuing discussions on the restoration of the openings of the tower (six windows and one door) initiated in July with recognition that painting the tower is being pursued, the following plan is proposed. One of the openings near the ground (accessible by a short ladder, either the north or south window) will be used to provide a prototype restoration effort composed of three steps. The first step is to obtain precise measurements of the opening and document them; Bruce can perform the measurements. The second step is to develop: a) a document for use in gathering geometric information on the remaining openings so as to standardize the documentation for use by a fabricator, and b) a design document for use in the construction of the restored opening and to estimate the cost of construction. The third step is to implement the construction for the restoration of this prototype opening; Dan Murphy is the person in mind for this implementation. The value of this effort is that the documents will be generic and therefore applicable for use as a model for the other openings. Also during the implementation step more will be learned about the state of the tower and the challenges for restoring the remaining openings, as well as the proposed plan to stabilize the tower. This plan for restoring the openings would precede the planning for a design review for stabilizing the tower due to the anticipated information gained from restoring the openings.

Appendix 5: Power Line Report 8/28/19 – Jim Harris

I received an email reply from Bob Burke of PG&E regarding the status of our reply to their proposal that due to the length of time to prepare necessary documentation that we are not in a position to sign acceptance of their proposal and begin construction. He replied:

“I have added your email to our records. PG&E hasn’t been too amenable to keeping inactive jobs open for a long time. I can’t predict what will happen with such a long delay. If someone is looking to cancel this job, you should be contacted to discuss. That’s about the best I can promise at this point. Thanks. Bob Burke”

So the future of the PG&E proposal is uncertain. Work continues on the 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; it is noted that the cost trend for this sustainable option continues to approach the cost of placing the power lines underground.

Appendix 6: Capital Campaign/Grants Report 8/28/19 – Jim Harris/Holly Gant

Ryan Cooper held a planning strategy meeting on Wednesday 8/21/19 to prioritize the projects identified for the restoration of the light station. David Cooper will be calling a capital campaign planning meeting in the near term to organize the effort to finance this planning strategy. Holly continues to work on the capital campaign brochure. Due to these planning efforts, there has not been any effort for preparing grant proposals for projects; preparing grant proposals will continue after the planning is completed. SLO Community Foundation is accepting applications for their BUILD Grant for up to \$5,000 to assist with building unity, infrastructure, leadership, and development. (We were awarded \$2,500 earlier this year for a SPOKES membership and capital campaign training.) Submission deadline is September 27th. Holly forwarded the application requirements to Ryan and Jodie for input.

Appendix 7: Membership Report 8/28/19 – Holly Gant

Piedras Blancas Light Station Association

2019 Membership

	Renewals							New Memberships						
	\$50	\$100	\$250	\$500	\$1,000	Other	\$ Total	\$50	\$100	\$250	\$500	\$1,000	Other	\$ Total
Jan		2					100							
Feb	1	4	1				700				1			500
Mar							0							
Apr	3	3	1				700		1					100
May		4	1				650							
Jun	3	6					750							
Jul														
Aug														
Sep														
Oct														
Nov														
Dec														
Totals	7	19	3	0	0	2	\$2,900	0	1	0	1	0	0	\$600

YTD REVENUE = \$3,500
MEMBERS= 29

2018 Membership

	Renewals							New Memberships						
	\$50	\$100	\$250	\$500	\$1,000	Other	\$ Total	\$50	\$100	\$250	\$500	\$1,000	Other	\$ Total
Jan	3	3				1	600							
Feb	3						150	1	1					150
Mar	1	1					150							
Apr	2	3	2				900							
May	3	7	1				1100	1						50
Jun	1						50							
Jul	3	3					450							
Aug		1					100							
Sep	1	4	1				700		2					200
Oct	8	1	1				750							
Nov	3						150							
Dec	3	2			1	1	1550	1	2		1			750
Totals	31	25	5	0	1	2	\$6,650	3	5	0	1	0	0	\$1,150

YTD REVENUE = \$7,800
MEMBERS= 73

Appendix 8: Lens Update 8/28/19 – Zale Schuster

Cal Poly Lens Model

1. Reinstalled two prisms using CA Bonding Glue.
2. Straightened and glued vertical lens frame rail using CA Bonding Glue.
3. Reinstalled knob on replica wick holder using CA Bonding Glue.
4. Installed new cable on clockwork cable drum using .060" stranded wire. Adjusted cable length to prevent backlash tangle. Secured cable installation with double ferrule swage, and stop swage.
5. Cleaned lens and display table.

I used a heavier cable this time, it should last much longer. Also please only crank 1/4 turn counter clockwise so as not to over speed the lens. It will turn 2 rotations, you can let it stop, and then demonstrate it a second or third time, that is, a 1/4 turn, and let it stop. This way it will not spin like a top- it's not meant to.

Fresnel Lens

After the May cleaning with Holly and Carole that went so well, I realized that regular cleaning of the lens will make the work much easier and maintain the lens at a much higher level. Also, it is a good way of monitoring the ongoing condition of the lens and its enclosure.

- * I cleaned and vacuumed the enclosure and the lens on Monday. Also set up the ladders and cleaning equipment.
- * Met Carole Adams on Tuesday at 8:00 am and started quickly as the sun was going to be bright. Carole worked inside and I worked outside. We were able to complete the alcohol and water wipe of the prisms and bullseyes in about two hours.
- * We also replaced the burned out 100-watt bulbs in the lens with 300-watt bulbs. I could not find the 100-watt clear bulbs at Cambria Hardware so now we are a bit brighter.
- * As to the condition of the enclosure... It continues to degrade, and we need to address this. It is something I am monitoring.
- * Before leaving, Carole noticed that the purple shrubs around the enclosure had overgrown the walk way around the lens and promptly retrieved her gardening tools from her mobile garden shed her "Subaru" and spent another hour and a half manicuring the entry way. She also received thank yous from passersby who complimented the effort. I think it says a lot to the fact that just being around and attending to the lens lets the town and residents know it's there and means something.

Addendum: Immediately after this board meeting Zale and Dan Murphy inspected the lens enclosure and as they were closing the door it almost fell off. Zale scheduled Estero Bay Glass that Friday and they repaired the door by replacing the upper and lower pivot pin hinges.