

Piedras Blancas Light Station Association  
Minutes  
Zoom Meeting  
December 9, 2020

**Present:** David Cooper, Harry Thorpe, Jim Harris, Sharon Flaherty, Gary O'Neill, Zale Schuster, Jodie Nelson (BLM), Ryan Cooper (BLM), John Hodge (BLM), Holly Gant (PBLSA)

**Absent:** John Brass

**Start:** 6:01 pm

**Announcements:** Board wishes Holly the best in her upcoming move to San Diego in March.

**Approval of agenda:** *Approved with consensus*

**Secretary report-** *M/S/P minutes of October 28, 2020, approved.*

**Treasurer's report-** See report. After Harry forwarded the requested reports to BLM, David asked John Hodge and Ryan to send Megan a separate side note to encourage a quick response. PBLSA would like to return to normal filing status with BLM as soon as possible. David will meet with Harry to prepare a list of items we have responded to. Then David will send Megan another request, on behalf of the board, to respond to us.

**GS report-** See report.

**BLM report-** See report. The Great American Outdoors Act is a new bill for funding high-cost projects related to national conservation lands. The PBLS tower stabilization and restoration was selected as one of two California projects to present to D.C. All Federal facilities were asked to submit deferred maintenance projects and high dollar capital projects. Our selection is a strong sign that the hard work the board has done so far on the tower restoration is paying off.

**FSB-** No report.

**Tower-** See report.

**Power lines-** See report.

**Capital Campaign-** See report.

**Membership Committee-** See report. We will offer a one-year free membership plus a free mask to all current volunteers for 2021. The plan is to reach out to former volunteers and donors in the next phase.

**Old Business:**

**Lens Report -** Zale got a call from the Lions asking why the lights weren't on in the lens. Zale talked with Whit about interacting with the community. BLM hasn't involved the community yet because the agreement with the Coast Guard hasn't been finalized. Once that happens Ryan and Jodie will involve the community to see what they would like to see happen with the lens. Once BLM knows what the CG wants us to do BLM will involve the community if and when BLM is awarded the loan of the lens. David reiterated that it's very important that we don't convey opinions or assumptions to the public. Whit asked if we would help pay for the new lighting in the lens enclosure. Ryan said we shouldn't do anything while we wait for the CG agreement to be finalized. If the community has concerns or questions they should ask the CG because BLM nor PBLSA has ownership over the lens.

**New Business:**

**Program Associate Temp Hire** - *M/S/P board approves to spend \$2,380 to fill the Program Associate position with temporary employment.*

Harry cautions that when we have temporary people accessing permanent accounting records there is potential for issues with our gift shop inventory, bank records, sensitive information, etc. Harry will have to closely monitor the temporary help and continue cautiously.

**Discussion Items:**

None

**End:** 7:10 pm

Minutes recorded by Holly Gant.

## Appendix 1: Treasurer's Report 12/9/2020 – Harry Thorpe

### TREASURER'S REPORT for October 2020

**1. OPERATIONS INCOME:** Last Month: \$1,060.20 YTD: \$19,495.07  
**PROFIT:** Last Month: <\$1,290.52>\* YTD: <\$3,898.75>\*\*

\*Payroll: \$621.35, Public Relations: \$464.95

\*\*Excludes restoration expense: \$44,782.96

**TOWER RESTORATION FUND BALANCE:** \$12,662.03

**BLM SUPPORT EXPENSE:** Last Month: \$178.50 YTD: \$1,490.95

**BALANCES:** PP Bank: \$2,923.18 ASAP: \$34,621.53

### 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>
<b>Oct 2020</b>	546,782.89	<9,628.53>	916.25	--	--	538,070.61
<b>Sept 2020</b>	554,227.01	<8,267.59>	823.47	--	--	546,782.89
<b>Aug 2020</b>	544,782.21	8,656.65	788.25	--	--	554,227.01

### 3. OTHER:

- Reviewed September/October transactions.
- Light station was closed for October.
- Paid sales tax for third quarter.
- Provided 2019 tax information to CPA for review.
- Updated various government websites for new passwords.
- Prepared Annual Financial/Performance (SF 425) with updated project milestones to BLM.
- As requested by BLM audit, researched and developed a comprehensive Policy and Procedures Manual regarding the BLM Cooperative Agreement.
- Submitted a final corrections review regarding the BLM audit.
- Modified general liability insurance policy to meet new BLM requirements.

*Harry M. Thorpe, Jr.*  
*Treasurer*

## Appendix 2: Gift Shop Report 12/9/2020 – 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
2020	2,202	2,764	1,653	215	164	189

\*Government shutdown effected Dec 2018 and Jan 2019

\*COVID-19 affected 2020 beginning on March 19, 2020

	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	4,722	2,070	3,656	2,717	3,719
2020	524	244	136	56	220	

	Jan - Jun	TOTAL
2011	\$ 9,415	\$ 22,042
2012	\$ 8,580	\$ 23,178
2013	\$13,513	\$ 30,184
2014	\$15,518	\$ 32,259
2015	\$16,678	\$ 36,136
2016	\$13,953	\$ 31,620
2017	\$16,458	\$36,349
2018	\$19,431	\$39,075
2019	\$16,841	\$40,529
2020	\$7,187	

Custom masks are available online!

Volunteers appreciated the 10% discount in the gift shop when we held our trial run of COVID tours.

## Appendix 3: BLM Report 12/9/2020 – Ryan Cooper

### BLM Update 12/9/2020

#### Tour Status

We started tours but were shut down by the Field Office. The plan is to re-evaluate after the first of the year. The tours that we did were great, and we will continue on the same course when we are given the ok to open back up. I will not speculate when that will be.

We continue to work on updating the interpretation to work with the new self guided tours.

#### Future Projects

##### Lens

Application has been submitted to the Coast Guard.

##### Parking Lot Redesign / Restrooms

I will be meeting with the state engineers this month to strategize getting these projects done this fiscal year.

##### Roofs

John Hodge was able to find us some extra money and I will be submitting a PR before the end of the week. Our goal is to get it done this spring/summer.

##### FSB Lighting

On hold until we get back to a more normal world.

##### Flagpole

Not on the top of my list but maybe this month we can get it ordered.

##### Special Event:

N/A

#### Tour Numbers

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	
February	573	570	572	284	780	318	578	
March	696	754	560	502	662	784	185	
April	663	616	581	666	684	790	0	
May	432	629	352	572	362	555	0	
June	658	916	521	787	732	698	0	
July	1178	990	850	1125	1169	1085	0	
August	985	809	693	836	1001	819	0	
September	601	481	442	437	591	374	0	
Total	8110	8068	6610	6605	8447	6548	2865	

\*partial

#### **Appendix 4: Tower Report 12/9/2020 – Jim Harris**

Bruce Elster's effort on the tower this past month was deferred to the priority of other projects. He submitted his report to the BLM on the status of the light station at Trinidad Head after his visit to the light station. In addition he has been working on a study for PG&E on a hydro project in the Sierra. He expects to continue his work on the Tower the week of December 6; included in that effort will be an estimate of the construction cost developed with Dan Murphy for the implementation of the design for the restoration of the tower. Bruce and I will be getting in touch during the month to firm up the schedule for his work on the tower.

#### **Appendix 5: Underground Utilities Report 12/9/2020 – Jim Harris**

The status is the same as in the previous eight months due to the public health situation. The undergrounding of the PG&E electrical supply lines project remains on hold. Maxwell Muscarella and Sean Cassidy of Connected Energy along with Brian French still plan to present their work on the design of a sustainable option to the PBLSA Board when it returns to a face-to-face meeting. The sustainable option is 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. The following motion was tabled until June 2021 with expectation that a face-to-face meeting could be held then: The PBLSA Board supports the presentation, and subsequent consideration, of a proposal from Connected Energy for 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.

#### **Appendix 6: Capital Campaign/Grants Report 12/9/2020 – Jim Harris/Holly Gant (David Cooper)**

The planning for the capital campaign is on a pause due to the public health situation and its economic ramifications. In spite of the hold, ideas continue to be discussed. Thanks to David Cooper's continued discussion with the Conservation Lands Foundation, a Mini Grant proposal was submitted by Holly Gant and Jim Harris for the PBLSA with project title "End of Year Capacity Building Mini-Grant (Request ID: 65391659)" requesting \$2,500. The stated goals of the proposal are to increase our association membership; specifically: 1. Membership recruitment mailing/brochures, 2. Contacting the 11 chambers of commerce in SLO county and providing them with the light station book and our development brochure (latest one), 3. Additional capital campaign effort such as mailing on status. We should hear from them by the end of this year.

David also had a zoom meeting with Kacey Hadick, Director of Development for CyArk, on November 30, 2020; Jim Harris was invited to participate. CyArk partnered with the PSLSA in April on a BLM grant to digitally document the Piedras Blancas Light Station. Although the 2020 grant was not approved, CyArk plans on applying for the same grant again in the 2021 cycle. David stated that we are not positioned to submit an application in the current cycle (deadline: Jan. 26, 2021), but if we can get our ducks lined up, PBLSA and the BLM regional office could target an application in the 2022 cycle.

## **Appendix 7: Temporary Assignment to fill Program Associate position 12/9/2020 – (David Cooper)**

December 9, 2020

### **A motion to approve temporary assignment to fill the PBLSA Program Associate position.**

Temporary assignment of the part-time Program Associate duties and responsibilities will go jointly to Mike Holley and Christine Buckley. The period of employment runs from February 1, 2021 through April 30, 2021. Total billable hours for the joint position, at \$20/hour, shall not exceed 20 hours during February, 32 hours during March, and 64 hours during April (\$2,380 total), unless amended by the Board under a separate motion. Holly Gant will provide training. Mike and Christine will report to the PBLSA Treasurer and serve the Board under the supervision of the Chair. Mike and Christine will also assist BLM staff under the direction of the Park Manager.