

**Piedras Blancas Light Station Association  
Minutes from Board Meeting  
Rabobank Conference Room - Cambria, CA  
February 25, 2015**

Board Members in attendance: David Cooper (Chair), Tim Postiff (Vice Chair), Jim Harris (Secretary), Harry Thorpe (Treasurer), and Jackie Howland.

Others present: Holly Gant (PBLSA)

**David Cooper called the meeting to order at 6:02 pm.**

**Announcements:** None

**Approval of the Agenda:** Amendment to add item to new business from SS Chamber M/S/P.

**Reports:**

1. Secretary Report – Holly Gant previously emailed a copy of the minutes of January 28, 2015 for review. *M/S/P Minutes of January 28, 2015 approved subject to Jim Harris' note that the board advocates continued support of the Boucher Coastal Trail as a future project.*
2. Financial Status and Treasurer's Report – Harry said the report will exclude gain from investments in income (now strictly membership and GS). He noted that investment accounts always reflect dividends and interest. To avoid confusion it's removed from now on. Deposits go in after the end of the month so some income won't show in the correct month. Harry passed out two year end reports for investment accounts and our account. David asked if we should calculate the percentage gain on investment report? Harry stated that it's a little over 5% now. We're conservative and gaining a little. Jim noted that prior to this era we were making less than 1% at the bank so this is a great improvement. Harry selected Elizabeth Arnold with Lynne Singer's office for taxes and questions. This year's report will have total gross income rather than net. Harry will outline an investment policy with objectives and philosophy and what we should or shouldn't invest in. How much of investment accts should be used for operating expenses? We should determine that in the future. We're operating at a profit now, but if we're not how much should we dip in to our investment accounts? Board will need to discuss when and if we'll use investment money. Jim noted that some nonprofits keep a year or two of operating expenses in the account as a safety net and spend the rest. It depends on what the board is comfortable with. Operating expenses are what we used for the year (doesn't include a large capital expense and that would probably come out of the investment accounts). End of March the investment committee will meet with Jeff at Fidelity.
3. Gift Shop Report – Holly and Carole did inventory for 2014. Seems to agree with square's numbers. New item (wooden ornament) will be sold thanks to board support. GS net sales for January will be included in next agenda.
4. BLM Update – Due to Ryan's absence questions will be delayed to next meeting. David was interested in parking lot project. Webcam- Ryan has met with Offshore Theater last month re: placement. Holly will be included in next discussions. David and Holly will list related objectives, goals, and placement of cam in more precise language so everyone is clear going forward and has a working document to refer to. David will email Ryan to include Holly in each meeting with Offshore Theater from now on. David and Holly had concerns about cost to improve infrastructure for camera. David commended Jodie for spearheading Boucher memorial event.
5. Website Development – Holly has begun designing webpage for camera with science and educational material. Holly will provide content ideas and design ideas.
6. PBLSA Events – Keeper's Cottage tour will be the first Sunday in June.
7. Grants – Jackie said CCC grant of \$690 awarded for school transportation costs. Maritime Grant: Harry said the grant is archived, but no disposition yet. Coordinator is out on medical leave, but their message said if grant is pending you will be

- notified. Still no word. Originally decided in December, but still waiting. Harry continues to update account and log in to check for status.
8. Membership – In process of writing new renewal letter with accomplishments from last year with tour status, school tours, tower update, etc. Asked Jim for benchmarks of tower project and what we'll plan for the future.
  9. Tower Project Update – Second iteration of milestone document has been prepared and Jim wants one prepared for the March board meeting. Then we can talk about payments and timeline. Jim met with Ryan and John Bogacki about BLM study. We are on the right track with Bruce. Ryan found a detailed cost estimate from 2007 for \$6.7-\$7.5 million which includes painting. Jim suggests we include painting in our cost. Cal Poly intern is OK to work with Bruce for a reduced cost. Four stages 0-3: prototype, (Bruce has limitations with software because of finite elements of size of project) testing with loads of wind, seismic and weight to code. Results will be peer reviewed. Internship to do nuts and bolts with senior or graduate student; Cal Poly uses same software as Bruce has. Jim met with Heather Hughes at Cal Poly re: planning a grant for up to \$10K to augment some of tower project. Bruce will do structural loading and Heather will do the design of the top. Letter of intent due by 3/31/15. *M/S/P PBLSA authorizes the submission of a proposal from the PBLSA to the USLHS preservation grants program for a \$10K, one year award for the tower top engineering design.* David requested to move tower report to beginning of March meeting for public and then we do meeting afterward. Public is welcome to attend with questions. Holly will send email blast to volunteers and public to attend tower project. Harry was concerned about no progress with the fog signal building and no formal report. Harry asked for a project deadline commitment from Bruce. Jim said Bruce was going to have everything done in December, but there's a lot of other projects in the way now, but will happen in the near future. Tower project will have milestones and schedule that is tied to payments to keep tower project moving forward. Peabody Engineering bid includes modern and traditional materials and includes circular staircase, landing, etc. Jim would like to get serious about fundraising for doable projects: keeper's cottage, assistant keeper's cottage, burying power lines and starting a capital campaign and encourages planning this year for a plan on fundraising (timeline, hiring professional?)

### Old Business

1. National Mon. Initiative (David) – David stated that they are in the early stages of the initiative. PBLSA was contacted by Conservation Lands Foundation (CLF). BLM and CPS can't advocate, but CLF can. Donovan Marley met with CLF director and he and David will attend a workshop in New Mexico in March for grassroots initiative training. PBLSA will be one of two co-sponsors on bill. David won't be using any PBLSA funds to attend training so there's no connection between him and PBLSA funding, but it's to his discretion to bring up funding requests. Met with Lois Capps representative and she's very interested in supporting this movement. Barbara Boxer is aware of this campaign too.
2. Webcam – David Cooper stated that the board respected questions/concerns and discussed them seriously. The board supports webcam provided it is thoughtfully placed and is used as an outreach tool. The corresponding webpage should have educational content and it is the hope of the board that the camera will bring. *M/S/P Motion to approve and fund (up to \$4,000) a pilot program for one year.* This would cover camera costs, placement, infrastructure, and operational costs. The board will revisit the camera in one year. Motion charges BLM park manager with placement based on guidelines with respect to prior concerns of educational outreach. Holly and David will work with Ryan and Jodie on operational guidelines and educational content of webpage.

### New Business:

1. GS donation to SLO International Film Festival for their swag bags. Holly to contact Michelle Roest re: particular items. M/S/P PBLSA will donate items up to \$200 at our cost.

**Discussion Items:** None

**David Cooper adjourned the meeting at 7:30 pm.**

**Appendix 1: Treasurer's Report Harry Thorpe 2/25/15**

**TREASURER'S REPORT for January 2015**

**1. OPERATIONS INCOME:\*** Last Month: \$3,246.00 YTD: \$3,246.00

**PROFIT:\*** Last Month: \$521.08 YTD: \$521.08

**2. BLM SUPPORT EXPENSE:** Last Month: \$312.55 YTD: \$312.55

**BALANCES:** H. O. Bank: \$24,972.27 ASAP: \$137,272.01

\* Beginning January 2015, Income and Profit figures will exclude contribution from investment accounts.

January profit excludes \$1,300 deposit in February, includes \$475 in JB Memorial Fund.

**3. 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>Jan 2015</b>	574,685.01	1,690.71	617.30	--	--	576,993.02
<b>Dec 2014</b>	579,878.54	<8,125.32>	2931.79	--	--	574,685.01
<b>Nov 2014</b>	577,906.75	1,253.25	718.54	--	--	579,878.54

**4. OTHER:**

- Holly and Carole completed gift shop physical inventory.
- Audited 4Q2014 accounting entries – identified adjustments.
- Filed 4Q sales tax payment.
- Reviewed physical inventory adjustments with Holly and posted them to financials.
- Corrected entry of gross profit/credit card fees based on advice of accounting support consultant.

## ***Appendix 2: BLM Update Ryan Cooper***

### **BLM Update 2/25/15**

#### **Communication Tower:**

There is going to be a meeting with all the lease holders at the lighthouse this month sometime to determine what else can be done to lessen the visual impact of the antennas on the tower. From that point we will determine if we need to go back to the Office of Historic Places for approval. Also there needs to be a design for the chase system for the cables to get from the tower to the com building.

#### **Fog Signal Bldg (FSB):**

Hopefully we are getting a report from Shoreline Engineering at our next PBLSA meeting. BLM has requested funding but we will have to wait and see if it is approved.

#### **Special Event:**

Volunteer Workday March 4<sup>th</sup>  
Jim Boucher Celebration of Life March 8<sup>th</sup> 1-4pm.  
Sunset Whale Tour March 14<sup>th</sup>  
Tour Training March 20<sup>th</sup>, 28<sup>th</sup> and April 3<sup>rd</sup>, 11<sup>th</sup>.

#### **Educational Outreach:**

Monarch Grove Elementary came out with 66 students out on the 28<sup>th</sup>.  
Bauer Speck Elementary will be coming out March 6<sup>th</sup> and 13<sup>th</sup>

#### **Bus Service:**

There has been little discussion about the bus service. If this is something we want to try we need to discuss the details.

#### **Sierra Club Service Trip:**

We have been contacted by the Sierra club again to plan a service trip again in the fall.

#### **Computer/Telephone System Upgrade:**

Wiring update is complete. Waiting on ATT to switch over the phone lines but the data lines are complete.

#### **Water System:**

As of writing this update we have not received the water test reports but expect them soon. We need to start looking at building a replica building to house the water system. Most likely we would build the oil storage building west of unit A.

#### **Entry Gate:**

Still in the planning stages but moving forward.

#### **Web Camera:**

The web camera was approved last meeting and I would like to meet and discuss locations. I have a few ideas I would like to discuss when I get back next week.

**Lighthouse Manager Position:**

BLM will be advertising the position for the Lighthouse Manager in February but has not been advertised as of Feb 19th. The plan is to have the permanent manager in place by the end of March.

**California Coastal Trail**

BLM, State Parks, FES, PBLSA, NMS, and a representative from Trails unlimited walked the trail to discuss the hurdles that still need to be cleared before the trail can be officially constructed.

**Lower Parking Lot**

We will be looking at redesigning the lower parking lot. The BLM engineer is coming out next month to survey the area so she can draw up a set of plans. If you have any ideas please pass them on to me.

***Appendix 3: BLM Tour Summary (courtesy of Carole Adams)***

PBLS tour summary

	Regular tours	Total visitation	Fees collected	Cumulative fees
2008	2412	4116	0	
2009	3684	5004	\$31, 515	
2010	3950	5098	\$34,026	
2011	4875	6053	\$43,125	
2012	5733	7326	\$57,944	
2013	6419	7726	\$61,600	
2014	7190	8110	\$67,445	
2015 (through January)	485	731	\$4,565	\$300,270

#### ***Appendix 4: Tower Project Summary Jim Harris***

Summary of tower top project  
2/25/15 Jim Harris

Second iteration of milestone document for Shoreline Engineering tower finite element model study with Bruce Elster; working towards final milestone document to prepare schedule which will include anticipated dates for payments.

Meeting at light station with John Bogacki and Ryan Cooper regarding history of BLM study of light house tower restoration on Monday 2/2/15; agreement that that Shoreline study is necessary next step for future planning and fundraising for tower top replacement.

Ryan Cooper found a detailed breakdown of the BLM cost estimate to completely restore the tower based upon BLM 2007 study; total BLM estimate was between \$6.7M to \$7.5M.

Discussion with Shoreline and Cal Poly for adding an architectural engineering student as an intern for working on the RISA-3D tower model with Bruce Elster; draft job description under review for submission.

To accommodate absence of Ryan Cooper, rescheduled February PBLSA board meeting agenda item until March 25 board meeting for Bruce Elster of Shoreline to discuss tower top project.

Meeting at Cal Poly with City and Regional Planning graduate student Heather Hughes who is committed to prepare a proposal to the United States Light House Society preservation grants program for a \$10K, one year grant to support the tower top engineering design; letter of intent due March 31, 2015 – if accepted, then full proposal due June 15, 2015 with notification by August 31, 2015. Request motion from board: “PBLSA authorizes the submission of a proposal from the PBLSA to the USLHS preservation grants program for a \$10K, one year award for the tower top engineering design.”

In correspondence with Peabody Engineering regarding their \$220K bid of a fiberglass replica of the tower top; mutual understanding that tower top study must be completed before PBLSA can be responsive to their bid proposal – expectation is end of 2015 at earliest which would require new proposal from Peabody if replica top approach decided.