

## **Piedras Blancas Light Station Association Minutes**

Zoom Meeting at 6:00 p.m.

January 25, 2023

**Present:** David Cooper (Chair), Harry Thorpe (Vice-chair/Treasurer), Sharon Flaherty (Secretary), Scot Addis, Jim Harris, Gary O'Neill, Ryan Cooper (BLM), Cressant Swarts (Gift Shop Manager)

**Absent:** John Brass, Veronika Kocen, John Hodge (BLM), Jodie Nelson (BLM), Bre Brown (BLM)

David Cooper called the meeting to order at 6:02 p.m.

David informed board members of the passing of Jack Morehead, a previous PBLSA board chair, in December. David wrote a memorial that was distributed to board members and will also appear in the next issue of *The Beacon*. Jim noted that Jack's guidance was critical during an important transition phase for the board. David asked board members for suggestions on ways to commemorate Jack.

The agenda was approved by consensus.

### **Reports:**

1. Secretary's Report (Cressant Swarts) – See Appendix 1. The minutes of the December 7, 2022, board meeting were approved by consensus.
2. Financial Status and Treasurer's Report (Harry Thorpe) – See Appendix 2. Harry reviewed the treasurer's reports for November and December, as well as the summary of the annual report (Appendix 10). Harry noted that the profit for the end of the year was a significant increase over the previous year. There were some losses with investments, but he hopes to see a recovery. He purchased a CD at 4.75% to invest the funds from the anonymous donations totaling \$101,000. Board members were asked to review the full annual report sent to their emails and ask any questions of Harry individually or at the next board meeting if appropriate. The full report consisted of the summary; itemized income, expenses, assets, and liabilities for the year; the tax summary prepared by the CPA; and the year-end investment report from Fidelity Investments.

The electrician has completed work on the Fog Signal Building lighting project and submitted invoices. The board approved a budget of \$26,000 for the project; the total cost was \$29,000 due to additional unavoidable labor costs. Jim proposed a motion to approve the increased budget. Scot seconded. There was no further discussion. David called for a vote. The motion passed unanimously.

3. Gift Shop Report (Cressant Swarts) – See Appendix 3. Cressant made some revisions to the Net Sales numbers previously reported, which resulted in a small decrease in August and October sales compared to the same month in the previous year. The yearly total, however, increased by \$15,000 over the previous year; the light station was closed for the first two months of 2021. There was discussion on how to best use the resources generated by the gift shop, especially if revenue continues to increase. Harry noted that a large part of the increase was due to the change in tour format last year that allows visitors to spend more time in the gift shop; revenue will likely hold relatively steady barring closures or other events. There was brief

discussion on website sales and methods to increase website revenue. David requested that the gift shop committee meet and discuss a strategic plan for the gift shop including areas to improve and change.

4. BLM Update (Ryan Cooper) – See Appendix 4. Ryan informed the board that the landslides to the north from the recent storms have resulted in a road closure at the Elephant Seal Vista Point parking lot 1.5 miles south of the light station. Tours were canceled for just over a week while BLM discussed options with Caltrans and decided how to proceed. BLM staff is now meeting visitors near the entrance to the Vista Point parking lot and leading them back to the light station for tours. Tour numbers were at first limited while testing this method, but they are now back to normal. It's unknown when the road closure will be removed. The light station suffered no significant damage in the storms. Ryan is in contact with the contractor who installed the roof on the Coast Guard units a year ago, as there were some shingles missing. There were also some big waves to the west that washed away some vegetation on the bluff and left bull kelp on the trail.

Seven AmeriCorps members have been staying at the light station in January and making trail improvements as well as helping with other maintenance tasks. BLM staff have also been offering career development activities.

Approval to chip seal the parking lot and all the roads in the light station has been granted; the work may happen in February and may require canceling tours for a day. Ryan described the flexibility of the lighting options in the completed Fog Signal Building. A grand opening will be planned once the road closure is removed.

BLM has reviewed the MOA prepared by David and Jim and suggested some edits. Ryan is meeting tomorrow with the local and state archaeologists to get approval and a timeline for the work to begin; his priority is to keep the process moving forward.

School visits will resume in February; there will be one visit per week through March. David suggested featuring photos from school tours on social media. There was brief discussion on the logistics; Ryan and Cressant will coordinate.

Harry asked if there had been any progress on the restrooms. Ryan will resume the restroom project once the parking lot has been completed.

5. Tower Report (Jim Harris) – See Appendix 5. The draft of the MOA submitted to BLM in December is included in the appendix for reference. The deadlines proposed in the draft will have to be pushed back, as the first deadline has already passed, but Bruce Elster of Shoreline Engineering said the components can still be completed by the end of 2023 if it isn't delayed too much longer. Ryan estimates that approval by the archaeologist (including SHPO approval) may take 60-90 days for Components #1-3; engineering approval should happen sooner. On receipt of the concept plan for Component #4 from PBLSA, BLM will begin the approval process for that component. David encouraged the board to understand that using an MOA to specify responsibilities and deadlines will be the new method of working with BLM in the future.
6. Underground Utilities Report (Jim Harris) – See Appendix 6. No change in status. Connected Energy is waiting to present the white paper they have prepared to the board.

7. Capital Campaign/Grants Report (Jim Harris/Harry Thorpe) – See Appendix 7. Cressant is waiting for a response from the SLO Community Foundation regarding their decision on a BUILD grant from 2018 that wasn't fully spent.
8. Membership Committee Report (Harry Thorpe/Sharon Flaherty) – No report.
9. Victorian Keepers Cottages Workgroup Report (David Cooper) – No report.
10. Fresnel Lens Report (Scot Addis) – See Appendix 8. The Pinedorado Lions Foundation has received a quote of \$1,350 per year for insurance for the Fresnel lens that meets the Coast Guard's requirements. It is a group policy for lenses around the country, and the PBLS lens would be added as an additional location. On review, the Foundation is asking the broker to add the Pinedorado Lions Foundation as an "additional named insured" to allow for direct claims to be made against the policy by the Foundation and to confirm any claims are "per occurrence" to ensure claims made against this group policy by other lens borrowers do not reduce the coverage available to the Foundation. Once the insurance is purchased and loan agreement secured, the Coast Guard would like to see another stakeholder meeting held to set milestones.  
  
Scot has been maintaining contact with the Cambria Tourism Board for possible funding for the repairs to the lens enclosure; there are other requests for available funding, so moving forward soon would be best. The Foundation has not yet received the final engineering plans for the lens enclosure repairs from Bruce Elster of Shoreline Engineering. David reported that Dan Murphy of Wellsona Iron has been negotiating with subcontractors in an effort to save costs; David will contact Bruce and Dan again.
11. Social Media Report (Cressant Swarts) – See Appendix 9. David asked for a demonstration of the social media accounts for the next board meeting. Cressant will discuss with Veronika what would be best to include. Cressant asked the board to pass on any ideas for social media content.

#### **Old Business:**

None.

#### **New Business:**

1. Review 2022 Annual Board Financial Report (Harry Thorpe) – See discussion above in Financial Status and Treasurer's Report.

#### **Discussion Items:**

None.

David Cooper adjourned the meeting at 7:17 p.m.

Minutes recorded by Cressant Swarts.

Minutes checked by David Cooper (Chair) and Sharon Flaherty (Secretary) on February 20, 2023.

## **Appendix 1: Secretary's Report 1/25/23 – Cressant Swarts**

### **Piedras Blancas Light Station Association Minutes**

Zoom Meeting at 6:00 p.m.

December 7, 2022

**Present:** David Cooper (Chair), Harry Thorpe (Vice-chair/Treasurer), Sharon Flaherty (Secretary), Scot Addis, John Brass, Jim Harris, Veronika Kocen, Gary O'Neill, John Hodge (BLM), Ryan Cooper (BLM), Bre Brown (BLM), Cressant Swarts (Gift Shop Manager)

**Absent:** Jodie Nelson (BLM)

David Cooper called the meeting to order at 6:01 p.m.

David thanked all for coming to the meeting and wished everyone happy holidays. Ryan introduced Bre Brown, the new BLM park ranger, who started at the light station in early November. David welcomed Bre and invited her to attend any of the board meetings.

David also announced that Cressant received additional hours and responsibilities, beginning in mid-November. Her new duties include supporting the board's grant research and writing efforts, updating the design of the website and *The Beacon*, and increasing the light station's social media presence. There will be a new standing monthly report to describe the social media and other communications efforts.

The agenda was approved by consensus.

#### **Reports:**

1. Secretary's Report (Cressant Swarts) – See Appendix 1. The minutes of the October 26, 2022, meeting was approved by consensus.
2. Financial Status and Treasurer's Report (Harry Thorpe) – See Appendix 2. The operating income and profit for both the month and the year to date have increased over previous months. The anonymous donations have been excluded from the operating income for clarity. The financial committee, consisting of David, John, and Harry, approved moving the anonymous donations totaling approximately \$101k to a one-year Fidelity Investments CD at 4.5-4.7%, rather than risking the recent volatility of mutual funds. The board had no objections.

The Association's investments have seen a good recovery from previous months, and the November balance is over \$630k. David asked where the first anonymous donation of approximately \$99k had been deposited; Harry said it was deposited in Fidelity mutual funds with other investments, where it has also shown some loss.

There was a brief discussion about reporting the investments of the anonymous donations separately on the treasurer's report for it to be public record. Harry proposed that proceeds from the October 1 Dinner & Libations event be moved to the Tower Restoration Fund as for previous events. Jim asked if the donations form on the website could be designated for the Tower Restoration Fund; Harry and Cressant will discuss how to capture the information correctly.

3. Gift Shop Report (Cressant Swarts) – See Appendix 3. The trend of this year's gift shop sales exceeding previous years has continued through October and November.

Tickets for the Golden Hour Photo Tour event held on November 5 were sold through the gift shop website using Square. In the past, events like this have used a third-party ticket service. It is anticipated that this method can be used for larger events, such as the next Dinner & Libations, increasing the overall profit. The Golden Hour event didn't sell out, but there was a good turnout of locals, as well as visitors from all over the state. Some visitors came for the morning tour then bought tickets to return for the evening tour. The event was promoted through social media, as well as through Gary's camera society connections and invitations to media members by Jodie.

4. BLM Update (Ryan Cooper) – See Appendix 4. Ryan reported that the renewal of the co-op agreement between PBLSA and BLM will be handled differently than in the past. When application categories are announced in January or February, BLM will initiate a request, to which PBLSA can create a project proposal in response. The co-op agreement can be for as long as five years.

Bids for the parking lot project were lower than anticipated, so the contract is being re-worked to chip-seal all paved areas, not just the parking lot. The electrician is working in the fog signal building this week and has a couple more days of work. Ryan would like to start planning a grand opening for the fog signal building. The holiday party is being postponed due to weather, so perhaps a volunteer appreciation component can be worked into the grand opening. The light station's birthday on February 15 is a possible date. David encouraged everyone to attend and to use this event as an opportunity to draw attention to the work the PBLSA has been doing, and as a chance to recognize the Hind Foundation, which gave a grant for the fog signal building restoration.

Ryan has heard from the BLM engineers regarding the tower restoration proposals and is now working with the archaeologist. David, Jim, and Ryan met to discuss the project; David and Jim have started developing a Memorandum of Agreement that will define the role of the PBLSA in the early stages of the tower restoration. Ryan thanked the board for their initiative in sending the letter to BLM. Further discussion below in the Tower Report.

Monarch Grove school tours are ongoing. Larger schools are being broken up into multiple tours. The holiday party scheduled for December 10 has been postponed due to the weather forecast. Tours have been well-attended, even on rainy days.

5. Tower Report (Jim Harris) – See Appendix 5. The board received a letter from Gabe Garcia, BLM Field Manager for the Bakersfield office, in response to the letter the board sent requesting a timeline for the tower restoration. The Memorandum of Agreement drafted by David and Jim will outline the responsibilities the PBLSA and the BLM will undertake regarding the structural engineering work preliminary to the restoration of the tower. The PBLSA will fund the engineering design work for the external brick and mortar testing, the geotechnical study, the restoration of the southern lower window opening, and the creation of a concept plan for replacing the top three floors. The BLM will be responsible for oversight and project management of the on-site work and for securing the necessary approvals from state engineers, SHPO, and tribal consultations.

Discussion followed regarding how contracts for construction have been handled by PBLSA in the past to keep costs lower. Ryan explained that the BLM engineers are concerned that if there are issues with contracted work, a federal agency will be better able to ensure the

contractors complete the work as agreed. There was further discussion on the funding for the construction phase of the project. Ryan hopes to fund the construction through Great America Outdoor Act funding rather than a capital campaign.

6. Underground Utilities Report (Jim Harris) – See Appendix 6. Jim asked if there had been any recent discussion with California State Parks regarding the access road, as the project has been in process for three years. Ryan said maybe that could be considered again soon.
7. Capital Campaign/Grants Report (Jim Harris/Harry Thorpe) – See Appendix 7. The SLO Community Foundation requested a final report for the 2019 BUILD grant they awarded for preparation for a capital campaign. Cressant discovered that not all the grant funds were spent and will contact the SLO CF to see how that should be handled.
8. Membership Committee Report (Harry Thorpe/Sharon Flaherty) – No report.
9. Victorian Keepers Cottages Workgroup Report (David Cooper) – David said that there was no report other than to note that recent large donations have been targeted for this project.
10. Fresnel Lens Update (Scot Addis) – See Appendix 8. Scot said David's presentation about the PBLSA's accomplishments and projects at the November Lions Club meeting was well-received. The Pinedorado Lions Foundation is waiting on an insurance quote for the Fresnel lens in order to move forward with the loan agreement between the Foundation and the Coast Guard. All other points of concern have been addressed with the Coast Guard. Work on the lens enclosure is waiting on the evaluation from Shoreline Engineering and cost estimates from Wellsona Iron. David reported that the Shoreline report has been completed and that Dan is recalculating cost estimates based on the inclusion of new materials. Once the estimate is received, the community stakeholders can begin discussion on funding for the construction work. Jim asked if the PBLSA could contribute toward the insurance costs. David reminded the board that the PBLSA has committed to an estimated \$6,000 for the engineering work on the enclosure. The Pinedorado Lions Foundation could approach the PBLSA for assistance if necessary.

#### **Old Business:**

1. Boundary Fence Update (Gary O'Neill) – Gary reported that there is no update on the boundary fence. He asked if the BLM archaeologist could also consider the fence project when visiting for the parking lot project. Ryan reported that the agreement with local tribes in the original BLM management plan has expired; the archaeologist is working on renewing this agreement before beginning any construction projects with possible archaeological considerations in order to maintain a good relationship with local tribes.

There was further discussion on methods of removing the old fence and the procedure for possible tribal involvement in the project.

#### **New Business:**

None.

**Discussion Items:**

None.

David Cooper adjourned the meeting at 7:27 p.m.

Minutes recorded by Cressant Swarts.

Minutes checked by David Cooper (Chair) and Sharon Flaherty (Secretary) on January 24, 2023.



## Appendix 2: Treasurer's Report 1/25/23 – Harry Thorpe

### TREASURER'S REPORT for November 2022

**1. OPERATIONS INCOME:** Last Month: \$8,496.20 YTD: \$84,234.34\*\*  
**PROFIT:** Last Month: \$786.72\* YTD: \$10,501.45\*\*\*

**MECHANICS BANK OPERATIONS:** \$25,764.04\*\*  
**TOWER RESTORATION FUND BALANCE:** \$13,660.03

**BLM SUPPORT EXPENSE:** Last Month: none YTD: \$1,748.98  
**BALANCES:** P.P. Bank: \$500.00 ASAP: none

\* Workers Comp Insurance: \$764, CPA: \$1,200

\*\* Excludes targeted donation: \$101,000

\*\*\* Excludes restoration expense: \$20,228.44

### 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>Nov 2022</b>	600,400.32	26,440.78	1,180.06	--	--	628,020.78
<b>Oct 2022</b>	571,451.55	26,583.16	1,365.61	--	--	600,400.32
<b>Sept 2022</b>	635,693.89	<39,434.02>	1,091.68	--	<26,000>	571,451.55

### 3. OTHER:

- Reviewed transactions for October/November.
- Submitted final performance report to BLM for Cooperative Agreement.
- Filed tax returns for 2021.
- Paid CPA invoice.

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

## TREASURER'S REPORT for December 2022

<b>1. OPERATIONS INCOME:</b>	Last Month: \$5,680.70	YTD: \$89,915.04**
<b>PROFIT:</b>	Last Month: <\$2,446.49>*	YTD: \$8,054.96

<b>MECHANICS BANK OPERATIONS:</b>	\$18,360.17
<b>TOWER RESTORATION FUND BALANCE:</b>	\$13,660.03

<b>BLM SUPPORT EXPENSE:</b>	Last Month: none	YTD: \$1,748.98
<b>BALANCES:</b>	P.P. Bank: \$500.00	ASAP: none

\* Insurance: \$2,420

\*\* Excludes targeted donation: \$101,000

### 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>Dec 2022</b>	628,070.78	<17,585.40>	2,486.92	101,000	--	713,922.30
<b>Nov 2022</b>	600,400.32	26,440.78	1,180.06	--	--	628,020.78
<b>Oct 2022</b>	571,451.55	26,583.16	1,365.61	--	--	600,400.32

### 3. OTHER:

- Reviewed transactions for November/December.
- Reviewed/renewed general liability, directors/officers' insurance.
- Transferred \$101,000 to Fidelity investment account.
- Opened C/D for \$101,000 at 4.75%.
- Created entries for depreciation/amortization.

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

### Attachment 3: Gift Shop Report 1/25/23 – Cressant Swarts

On reviewing Net Sales Comparisons for the year, I realized that starting in August I had neglected to subtract donations. Figures have been updated here, resulting a couple of months with less income than the previous year. The Cost of Goods Sold was higher than usual in December due to end-of-the-year inventory and shortages of \$187.75, leading to a lower profit. Sales for 2023 may be lower than the previous year depending how long the road is closed and if tours continue to have restricted numbers. I'm planning to promote the online gift shop on social media to try to increase sales.

#### November Gift Shop Revenue

On-site sales	\$3,813.70
Website sales	\$15.00
<b>Total</b>	<b>\$3,953.70*</b>

\*Includes \$125 in Golden Hour Photo Tour sales

#### November Gift Shop Profit

Cost of Goods Sold**	\$2,379.57
Profit	\$1,574.13
<b>Percentage</b>	<b>40%</b>

\*\*Includes cost, scrap, inventory shortages, taxes, fees, and shipping

#### December Gift Shop Revenue

On-site sales	\$4,045.33
Website sales	\$51.37
<b>Total</b>	<b>\$4,096.70</b>

#### December Gift Shop Profit

Cost of Goods Sold*	\$2,701.73
Profit	\$1,394.94
<b>Percentage</b>	<b>34%</b>

\*Includes cost, scrap, inventory shortages, taxes, fees, and shipping

### 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, memberships, and engraved bricks.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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	7,588	4,238	5,383	3,474	2,265
2022	2,636	3,290	4,410	4,404	6,384	7,593	9,236	7,493	5,204	5,329	3,693	3,824

Government shutdown affected Dec 2018. COVID-19 affected 2020/2021 beginning March 2020 through February 2021.

### Yearly Net Sales Comparisons

	Jan - Jun	TOTAL
2018	\$19,431	\$39,075
2019	\$16,841	\$40,529
2020	\$7,187	\$8,743
2021	\$16,959	\$48,376
2022	\$28,717	\$63,496

## Appendix 4: BLM Update 1/25/23 – Ryan Cooper

### Hwy 1 Road Closure

The road has been closed for approx. 2 weeks and there is no estimated time of opening. They have the road closed at the Elephant Seal viewing parking lot. That is now where we are meeting tours. Caltrans is letting us take tours in from there.

### AmeriCorps Team

We have had the AmeriCorps Team out here for a few weeks and have made great progress on a trail facelift. They will be here until the end of next week.

### Lens

Discuss during the Lens Report

### Parking Lot Redesign / Restrooms

We have secured the money to chip seal the entire road and driveway. We are just waiting for the notice to proceed from the contracting officer.

### FSB Lighting

The electrician did a great job. He is finished. I am sure there will be some discussion about his second invoice since it took him more time and materials than he expected.

### Tower

We are working on an MOU between BLM and the PBLSA to set a strategy to move this project forward.

### Special Events:

Volunteer Appreciation

(Postponed)

Winifred Pifer

2/24, 3/3, 3/10

Vineyard Elementary

3/15, 3/17, 3/22, 3/24, 3/31

FSB Grand Opening

TBD

### Tour Numbers

Month	2018	2019	2020	2021	2022	2023		
October	506	441	535	22	552	421		
November	523	433	334	56	350	439		
December	829	251	518	0	208	411		
January	608	0	715	0	300	102*		
February	780	318	578	108	407			
March	662	784	185	160	471			
April	684	790	0	399	524			
May	362	555	0	446	452			
June	732	698	0	643	661			
July	1169	1085	0	972	881			
August	1001	819	0	834	1043			
September	591	374	0	547	487			
Total	8447	6548	2865	4166	6336			

\*partial

## **Appendix 5: Summary of Tower Top Project 1/25/23 – Jim Harris**

In response to the letter sent from the PBLSA to Gabe Garcia of the BLM Bakersfield Office requesting a schedule for the completion of the BLM review of the three tasks identified in the Shoreline proposal (Job #404-05c) dated 19 January 2022 and a zoom meeting held on Monday December 5, 2022 with David Cooper, Ryan Cooper, and Jim Harris to discuss the status of the BLM review the PBLSA promulgated a memorandum of agreement for the work to restore the tower. The MOA delineates the completion of the engineering work supported by the PBLSA and the initiation of the construction work that will be led by the BLM. The PBLSA prepared a draft (12/8/22) MOA and sent the unsigned draft to Gabe Garcia, John Hodge, and Ryan Cooper. David Cooper in an email on 1/18/23 to Gabe and Ryan requested a response from BLM to the MOA PBLSA draft. Ryan reported that the BLM (Gabe Garcia, John Hodge, and Ryan Cooper) were discussing by phone a response to David's email request that afternoon; the results of that discussion have not been determined by the PBLSA. Below is the draft MOA under review for the Board's reference.

Work on the proposal for the tower top restoration by Bruce Elster of Shoreline Engineering and Dan Murphy of Wellsona is expected to continue after their work for the Lens enclosure in Cambria is completed; expectation is that they will be able to devote time to their proposal for the engineering design work for replacing the top three levels next month (February). As stated before, after the completion and submittal of their tower top restoration proposal, along with the three tasks proposals and the Shoreline final report of October 14, 2021, under review by the BLM, there should be sufficient documented engineering work to begin the construction rehabilitation phase for restoring the tower.

# **Memorandum of Agreement**

Between the  
**Piedras Blancas Light Station Association (PBLSA)**  
and the  
**Bureau of Land Management (BLM)**

**December 8, 2022**

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This Memorandum of Agreement (MOA) sets forth the terms and understanding between PBLSA and BLM regarding the structural engineering work—including evaluation, concept and design, and testing—preliminary to the restoration of the 19<sup>th</sup> century masonry lighthouse tower at the Piedras Blancas Light Station. This MOA defines the roles and responsibilities for the PBLSA and the BLM as the tower restoration project proceeds, presenting the parameters and scope of work, financing and budget commitments, project management responsibilities, and timelines for completion.

## **Background**

Since at least 2014 the PBLSA has been supporting the engineering design work to restore the seriously deteriorating Piedras Blancas Lighthouse Tower to its previous condition, including replacement of the missing top three levels. The PBLSA has been working with Shoreline Engineering, Inc. of Morro Bay

since 2014 with the goal to provide the necessary engineering work to stabilize the existing truncated tower and to provide engineering design work to replace the missing top three levels.

## **Parameters and Scope of Work**

The PBLSA contracted with Shoreline Engineering for an extensive 86-page report “Preliminary Retrofit Evaluation Lighthouse Tower” (October 14, 2021) (see Appendix A) that summarizes design recommendations for stabilizing the tower.

In January 2022 the PBLSA received a proposal (Appendix B: “Light Tower Material & Window Test/Rehabilitation”) from Shoreline Engineering for work preparatory to initiating full restoration work. That proposal includes three components:

- Component 1. External brick and mortar testing,**
- Component 2. Geotechnical study of the tower foundation, and**
- Component 3. Exploratory restoration of the southern lower window opening.**

On February 18, 2022, a site visit at the light station tower attended by the principals of this MOA and other BLM representatives was held to discuss the three components of the January proposal; a summary of that site visit is included as Appendix C. On August 10, 2022, a proposal for the geotechnical study component was submitted by Yeh and Associates, Inc. to the PBLSA and forwarded to BLM to be included with the other two proposed components (see Appendix D).

In addition, the PBLSA received from Shoreline Engineering a design-level proposal for a fourth component of tower restoration:

- Component 4. Concept plan and evaluation for replacing the missing top three levels of the lighthouse.**

Shoreline Engineering, Inc. and Wellsona Iron, Inc. prepared a preliminary draft proposal (June 21, 2022) (see Appendix E) for replacing the tower Watchroom, Parapet, and Lantern Housing using modern composite materials.

## **Financing and Budget Commitments**

The PBLSA’s total investment thus far in the design phase of tower restoration is \$148,693.25. The PBLSA agrees to incur additional costs associated with carrying out Components 1, 2, and 3 of this MOA. In addition, the PBLSA will cover the fees for professional engineering services related to developing a constructable concept plan to complete Component 4 of this MOA.

## **Project Management Responsibilities**

The PBLS BLM Park Manager assumes responsibility for management and oversight of all on-site work related to Components 1, 2, and 3. The PBLS BLM Park Manager is responsible for scheduling on-site work and construction, ingress and egress of work crews, coordinating public tour schedules with contractors, and maintaining public safety. The BLM is also responsible for securing any necessary

approvals and/or signoffs, including from State engineers, cultural and archeological oversight and review, State Historic Preservation Office (SHPO) permits, and Tribal consultations.

The PBLSA will execute contracts for Components 1-4 of the preliminary engineering work spelled out in this agreement, including professional certifications and bonding of preferred contractors Shoreline Engineering, Inc., Wellsona Iron, Inc., Yeh and Associates, Inc., and any subcontractors necessary to complete all the parameters and scope of work.

### **Timelines for Completion**

<b>Completion Date</b>	<b>Task</b>
12-31-22	MOA signed by both PBLSA and BLM
1-31-23	BLM secures engineering approval for Components 1 – 3
1-31-23	BLM completes archeological studies and consultations for Components 1 – 3
1-31-23	BLM receives SHPO compliance for Components 1 – 3
2-1-23	PBLSA submits proposal for Component #4 (Please note: Preliminary draft for “Light Tower Rehabilitation Engineering Evaluation for Replacement of Watchroom, Parapet, and Lantern” submitted to PBLSA by Shoreline Engineering, Inc. on June 21, 2022. See Appendix E.)
2-28-23	BLM approves proposal for Component #4
2-28-23	PBLSA completes Component #1 (Wellsona Iron, Inc.)
4-15-23	PBLSA completes Component #2 (Yeh and Associates, Inc.)
6-1-23	PBLSA completes Component #3 (Wellsona Iron, Inc.)
8-15-23	PBLSA completes Component #4 (Shoreline Engineering, Inc., and Wellsona Iron, Inc.)
12-31-23	PBLSA and BLM agree to the completion and fulfillment of MOA

Upon fulfillment of this MOA, the engineering design phase of the lighthouse tower restoration will be completed. At this point, the PBLSA will defer to the BLM for direction on how the association can assist in the next phase of restoration.

The PBLSA mission is to support the BLM in its management of the Piedras Blancas Light Station. The Association stands ready to honor that mission as the work to restore the Light Station to its period of greatest historical significance continues.

## Signatures

David Cooper, Chair Piedras Blancas Light Station Association	Ryan Cooper, Park Manager Piedras Blancas Light Station Bureau of Land Management
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## Appendices:

- A. "Preliminary Retrofit Evaluation Lighthouse Tower" (October 14, 2021) – Shoreline Engineering, Inc.
- B. "Light Tower Material & Window Test/Rehabilitation" (January 19, 2022) – Shoreline Engineering, Inc.
- C. Notes from on-site meeting with BLM, PBLSA, Shoreline, Wellsona (February 18, 2022) - PBLSA
- D. "Proposal for Geotechnical Services, Piedras Blancas Light Station Seismic Retrofit" (August 10, 2022) – Yeh and Associates, Inc.
- E. Draft proposal for "Light Tower Rehabilitation Engineering Evaluation for Replacement of Watchroom, Parapet, and Lantern" (June 21, 2022) - Shoreline Engineering, Inc. and Wellsona Iron, Inc.



## **Appendix 6: Summary of Underground Utilities Project 1/25/23 – Jim Harris**

The status of this project remains the same as last time: the under-grounding of the PG&E electrical supply lines project remains on hold until the BLM and California State Parks come to a formal understanding of the access road to the light station along with other considerations. Connected Energy has prepared a revised version of their white paper and is willing to give a presentation to the Board as soon as the Board is meeting in person again, hopefully in the next few months. Their white paper is a proposed 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.

## **Appendix 7: Capital Campaign/Grants Report 1/25/23 – Jim Harris/Harry Thorpe**

Cressant Swarts is responding to a request from the SLO Community Foundation for a final report of a Fall 2018 BUILD grant related to preparing for a capital campaign; apparently the Covid-19 pandemic caused a problem in completing the requirements of the grant and Cressant discovered the situation. Cressant is in contact with the SLO Community Foundation, and they are discussing what an appropriate response from the PBLSA should be under the circumstances. The issue is being resolved thanks to Cressant's efforts. As a heads-up to the Board, one of the response options is to return some portion of the \$2500 grant to the SLO Community Foundation. A resolution is expected by the next PBLSA Board meeting.

## **Appendix 8: Fresnel Lens Enclosure Report 1/25/23 – Scot Addis**

The Pinedorado Lions Foundation (Foundation) has received a quote to insure the lens and has asked for additional information to clarify the scope of coverage. Upon receipt of this detail, the Foundation board will review and determine the next steps to complete the loan agreement with the Coast Guard (CG).

Shoreline Engineering has not yet provided stakeholders with their final engineering evaluation or cost estimates for the enclosure repair project. Once the cost estimates are in hand, the CG has asked for a stakeholder call to provide a status report on planned action and bi-monthly project updates.

## **Attachment 9: Social Media Report 1/25/23 – Cressant Swarts**

Veronika and I met on December 5 to talk about methods and goals for our social media presence. For those who aren't familiar with our social media accounts, we have a Facebook page and an Instagram account (links below). Facebook prioritizes text and photos equally, whereas Instagram focuses on photos and the text can be harder to read. We usually post the same content to both platforms for efficiency. Both platforms are owned by the parent company Meta, which provides a website called Meta Business Suite that makes scheduling and tracking progress easier.

The best strategy for social media is to post consistently. Veronika and I decided on twice a week at minimum. I had previously only been posting to promote events like the Golden Hour Photo Tours, so

we've seen a large jump in page views in December compared to previous months. It will be more useful to compare future months against December to see if we maintain growth.

In December, we featured '12 Days of Volunteers', a 12-post series with a photo and brief information about some of our most consistent volunteers. We are currently participating in an elephant seal information campaign organized by California State Parks and other interested organizations. I have #WildlifeWednesday posts scheduled through the end of February. Ideas for content are always welcome.

<https://www.facebook.com/PiedrasBlancasLightStation/>  
<https://www.instagram.com/piedrasblancaslightstation/>

## **PBLSA 2022 ANNUAL DIRECTORS' REPORT**

### **SIGNIFICANT FINANCIAL CHANGES**

#### **Income:**

**2022: \$89,915.04**

2021: \$65,497.79                      Change: \$24,417.25

Key Income Items — Gift Shop: +\$13,450.90, Donations: +\$6,019,  
Special Events: +\$8,341.35

#### **Profit:**

**2022: \$8,054.96**

2021: <\$8,310.59>                      Change: +\$16,365.55

Key Expense Items —

Cost of Goods: +\$7,036.72, Payroll: <\$936.45>,

Sales Margin: +4% to 37%

#### **Restoration Expenses:        \$21,977.42**

BLM Support: \$1,748.93 (Co-op), Fog Signal Building: \$15,583.54,  
Lens: \$4,475

#### **Investment Accounts:**

**2022: \$714,132.60**

2021: \$704,380.86                      Change: \$9,751.74

Key Items — Investment Value: <\$65,248.26>, Withdrawals: <\$26,000>,  
Anonymous Donation: \$101,000

#### **ATTACHMENTS:**

2022 PBLSA Detailed Financial Statements

2021 CPA Financial Analysis, IRS Form 990, Cal Form 199

Fidelity Statement dated 12/31/2022

#### **NOTES:**

1. \$101,000 anonymous donation in November 2022.
2. All tax forms prepared by CPA based on financial statements supplied by PBLSA.

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