Piedras Blancas Light Station Association Minutes

Zoom Meeting at 6:00 p.m. January 26, 2022

Present: Harry Thorpe (Vice-chair/Treasurer), Sharon Flaherty (Secretary), John Brass, Jim Harris, Gary O'Neill, John Hodge (BLM), Jodie Nelson (BLM), Cressant Swarts (Gift Shop Manager)

Absent: David Cooper (Chair), Ryan Cooper (BLM)

Guests: Ken and Patti Smith (PBLSA volunteers)

Harry Thorpe called the meeting to order at 6:00 p.m.

The agenda was approved by consensus.

Reports:

- 1. Secretary's Report (Cressant Swarts) See Appendix 1. The minutes of the December 1, 2021, board meeting were approved by consensus.
- 2. Financial Status and Treasurer's Report (Harry Thorpe) See Appendix 2. Notable changes in November's report included the approximately \$100,000 anonymous donation discussed at the last board meeting. In December, PBLSA was reimbursed by BLM for the Wellsona study.
- 3. Gift Shop Report (Cressant Swarts) See Appendix 3. There was a drop in revenue for December compared to November, but the total for the year was the highest ever at \$48,376. Revenue for each month May through November exceeded all previous years. Sharon complimented Cressant on the new online store pages.
- 4. BLM Update (Jodie Nelson) See Appendix 4. Ryan is on an assignment for the Central Coast field office in Marina for up to four months. The hiring process to temporarily fill the manager position at the light station is ongoing. The BLM Public Affairs office is working on planning a public meeting to discuss the future of the lens, with the participation of the Coast Guard and PBLSA. Jodie has been working on hiring an intern for the summer. Renewal of the cooperative agreement between BLM and PBLSA needs to be discussed soon, as the current agreement expires in September. Vineyard Elementary has cancelled all field trips and presentations in January due to COVID; Jodie is working with them and other schools to reschedule. The Plein Air painting group will be at the lighthouse on Wednesday the 9th. The Eroica event is planned for May; Jodie is waiting on an application and action plan for the event. Harmony Cellars is interested in doing an event at the light station sometime this fall; Cressant has been in communication with them. There has been a lull in visitation in January. The BLM Public Affairs office has been in communication with CalTrans regarding the recent highway closure at the elephant seal vista and how that impacts visitors to the light station.
- 5. Tower Report (Jim Harris) See Appendix 5. The board discussed the proposal submitted by Shoreline Engineering on January 19 for mortar testing, geotechnical testing, and rehabilitation of a window opening on the tower. Ryan had emailed the board before the meeting with a reminder that BLM engineer and SHPO approval is necessary before any work can proceed. Jodie spoke to the BLM archaeologist, who will look at the proposal and submit it to SHPO.

John Hodge reported that he has not heard from BLM engineers regarding the Shoreline report submitted in October but that he will follow up. John will also coordinate with Ryan to make sure the engineers see the January proposal. John said he expected that work could commence within months if the proposal is approved. Jim suggested that funding sources be pursued while waiting for BLM and SHPO approval of the proposal. Harry said he needs to investigate requirements with the co-op agreement regarding fundraising and BLM funding. The board will need to coordinate with Ryan to determine what steps can be taken while waiting on approval of the proposal. Jim suggested an on-site meeting with Bruce and Dan to ask questions regarding the proposal. John Hodge will check with Ryan and a BLM engineer on whether they are available on the proposed dates of February 9 or 16. Gary asked what would happen if a larger problem were discovered when removing the window as part of the proposal; Jim said Bruce has anticipated that possibility and is prepared to reinforce the opening to prevent further damage to the tower. Gary asked if the Coastal Commission also needs to be consulted. Jodie said the Commission won't need to be involved because the proposal doesn't dramatically change an existing structure.

- 6. Underground Utilities Report (Jim Harris) See Appendix 6. An on-site meeting was held with Connected Energy and Simplified Electric, who will be revising their white paper with the intention of presenting it at the board's next in-person meeting.
- 7. Capital Campaign/Grants Report (Jim Harris/Harry Thorpe) See Appendix 7. Jim encouraged the board to renew the subscription to Instrumentl, a grant-matching website. The service costs \$902/year and renews on February 4. There was a brief discussion on how the service has been used in the past. Harry will follow up with the Cambria Chamber of Commerce regarding visiting them like the other Chambers in the county. Jim recommended the board reconsider using the Certified Folder service to distribute rack cards. Harry suggested that Jim's recommendations and fundraising in general be discussed in more detail soon.
- 8. Membership Committee Report (Harry Thorpe/Sharon Flaherty) Harry and Sharon will reconvene the membership committee and work on expanding membership recruitment efforts.

Old Business:

- Project Priorities Revisited (Harry Thorpe) Meeting to discuss the list of priorities previously submitted to the board will have to wait until Ryan is more available. Sharon said that the lens and the tower proposal have already been identified as the most important and pressing projects.
- 2. Fresnel Lens Update Addressed above. A public meeting with participation from BLM, the Coast Guard, and PBLSA is the next step.
- 3. Victorian Work Group Update (David Cooper) See Appendix 8. David spoke with an architect about the project and is working on forming the committee.

New Business:

1. Review 2021 Annual Board Financial Report (Harry Thorpe) – See Appendix 9 for summary. Harry sent the full report to board members. He requested that if there are any questions, let Harry know in advance so he can address them at the next board meeting.

Discussion Items:

1. Discuss Shoreline Proposal of January 17, 2022 - Discussed above.

Harry Thorpe adjourned the meeting at 7:06 p.m.

Minutes recorded by Cressant Swarts.

Minutes checked by Harry Thorpe (Vice-Chair) and Sharon Flaherty (Secretary) on February 10, 2022.

Appendix 1: Secretary's Report 1/26/22 – Cressant Swarts

Piedras Blancas Light Station Association Minutes

Zoom Meeting at 6:00 p.m. December 1, 2021

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

Absent: John Hodges (BLM)

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

David added Establish Victorian Duplex Planning Work Group to the agenda under Discussion Items.

The agenda was approved by consensus with this addition.

Reports:

- 1. Secretary's Report (Cressant Swarts) See Appendix 1. The minutes of the October 27, 2021, board meeting were accepted by consensus.
- 2. Financial Status and Treasurer's Report (Harry Thorpe) See Appendix 2. Harry announced that an anonymous donation was received for approximately \$100,000 worth of Kellog shares. The shares are currently in the Fidelity account. Harry asked for a motion allowing him to sell the shares and re-invest in the two best-performing mutual funds, which would be more consistent with the Association's conservative investment strategy. Jim seconded the motion. David asked if the donor had any restrictions regarding the liquidation of the stocks; Harry said the only restriction was that the donation be spent on "brick and mortar" restoration work rather than studies or research. The finance subcommittee, including Harry, David, and John, will convene to make the decision when to sell the stock. The donor asked to be known only by necessary people. Vote passed to allow the selling of the shares. Overall finances for October were good due to memberships and donations and the gift shop performance. November will be down due to annual insurance payments. Third quarter sales tax has been paid and the BLM report submitted. Harry is waiting on invoices from school tours.
- 3. Gift Shop Report (Cressant Swarts) See Appendix 3. Volunteer Azul has decorated the gift shop for the holidays. The gift shop is selling lighthouse-themed and wine-themed gift baskets; one has sold. Stock levels are overall high, though some items are unavailable from the vendor due to general issues with shipping around the world. A framed watercolor with a hand-lettered mat commemorating Holly Gant's service to PBLSA will be sent to her this month with the board's resolution commending her.
- 4. BLM Update (Ryan Cooper) See Appendix 4. Ryan has had discussions with the BLM communications office on ways to survey community opinions on the lens without an in-person public meeting. David's letter in the upcoming Beacon is a good way to let people know that discussion is occurring; Ryan had some suggestions on wording, which have been incorporated. Chad from Acropolis Lighting has installed lighting samples in the Fog Signal

Building for consideration; a formal estimate will come soon. There may still be additional period lighting added. There will also be portable lights for the parking lot for evening events. Harry asked if a diagram of the parking lot lights will be available before installation; Ryan will show the board. BLM has not yet responded to the study on the tower. Ryan plans to organize a project priority meeting after the holidays. An AmeriCorps group has been staying at the light station, working on cleanup, painting, and setting up the watch room so Jesse's video can be shown on tours.

Harry commented that information boards and photos around the light station are looking worn; Jodie has been working on updating these and will take feedback on specific images to use and interpretive ideas. School events are ongoing until April. Jodie has followed up with schools regarding invoices for tours earlier this fall; she will check again. The Sierra Club will be working at the light station next week, as well as at State Park locations and Fiscalini Ranch. There may be an Eroica event in April; the permit is in progress. Jim asked if funding for the Great America Outdoors Act projects is based on fiscal year; Ryan said no, and last year's announcement came in February. Ryan is working with the company and BLM regarding restroom installation. David asked Jodie if signage will be replaced on interior or exterior spaces; Jodie is working on both but is beginning with the damaged signs. New signs will be partly based on work that interns have done. There is a Coast Guard sextant and the Thornton bed headboard that could be displayed in the museum with new interpretive material. The goal is to create more user-friendly displays for the more open tour format.

- 5. Tower Report (Jim Harris) See Appendix 5. There is \$12,000 left in the allocation for payment to Shoreline Engineering. There was discussion on asking Bruce and Dan for a formal proposal to restore one of the openings on the tower for approximately \$20,000, based on previous informal discussions with them. Harry pointed out that feedback on the report from BLM is necessary before taking next steps. It was decided that the proposal could be prepared so that it is ready when BLM engineers return an opinion on the report; Ryan said this could make the proposal a better candidate for funding. Jim will draft an RFP for the proposal requiring budget, cost estimates, and schedule for the prototype restoration of an opening on the tower using composite materials; it will be distributed to board members for approval before sending it to Bruce and Dan. Harry asked the board to approve paying the invoice from Bruce without an attached detailed breakdown of the costs; it was decided that the report was sufficient justification for the invoice.
- 6. Underground Utilities Report (Jim Harris) See Appendix 6. On hold until the first part of next year.
- 7. Capital Campaign/Grants Report (Jim Harris/Harry Thorpe) See Appendix 7. Jim will create a summary of next steps in January. Harry needs to follow up with Cambria to see if they have a new director yet.
- 8. Membership Committee Report (Harry Thorpe/Sharon Flaherty). No activity.

Old Business:

- 1. Project Priorities Revisited (Harry Thorpe) Addressed by Ryan above.
- 2. Fresnel Lens Update Discussed above. David will draft a board resolution recognizing Zale's work on the lens. A brick will also be ordered for Zale, as a retiring board member.

New Business:

Discussion Items:

- 1. Establish Victorian Duplex Planning Work Group (David Cooper) David asked for board approval to create a work group to plan and oversee the construction of a replica of the Victorian house. The work group will explore possibilities and create a proposal, timeline, and business plan. Jim suggested keeping the Keeper's Cottage in mind as well when researching and planning. Harry suggested working with a local architect to create a project plan documenting the stages the project needs to progress as a preliminary step. The board had no objections to creating a work group; David will report back at the next meeting.
- 2. Harry suggested the board discuss adding new board members at a future meeting. David will prepare a memo.

David Cooper adjourned the meeting at 7:11 p.m.

Minutes recorded by Cressant Swarts.

Minutes checked by David Cooper (Chair) and Sharon Flaherty (Secretary) on 1/22/22.

Appendix 2: Treasurer's Report 1/26/22 - Harry Thorpe

TREASURER'S REPORT for November 2021

1. OPERATIONS INCOME: Last Month: \$4,716.90* YTD: \$60,160.94

PROFIT: Last Month: <\$2,429.29>** YTD: <\$6,559.09>***

TOWER RESTORATION FUND BALANCE: \$12,662.03

BLM SUPPORT EXPENSE: Last Month: None YTD: \$33,319.00

BALANCES: P.P. Bank: \$2,439.68 ASAP: \$19,965.18

Excludes \$100,000 anonymous donationInsurance: \$2,405, Payroll: \$1,900.77

*** Excludes BLM restoration

2. INVESTMENT BALANCE - FIDELITY INVESTMENTS

Month	Month Beg Bal		Div/Int	Deposit	W/D	Ending Bal	
Nov 2021	622,982.28	<8,990.97>	714.21	99,677.80		714,383.52	
Oct 2021	609,430.59	6,270.76	7,281.13			622,982.48	
Sept 2021	628,288.44	<9,671.01>	813.16		<10,000>	609,430.59	

3. OTHER:

- Reviewed transactions for Oct/Nov. Posted adjustments.
- Gift shop manager completed reconciliations.
- Met with CPA to review 2020 financial/tax information. Filed 2020 returns.
- Accepted an anonymous donation of approximately \$100,000 and placed funds into reserve investment account.
- Submitted SF 270 to BLM for reimbursement of lens study by Wellsona Engineering.
- Reviewed Shoreline Engineering invoice for the completion of preliminary lighthouse retrofitting/reinforcement study. Received Board approval for payment.

Harry M. Thorpe, Jr. Treasurer

TREASURER'S REPORT for December 2021

1. OPERATIONS INCOME: Last Month: \$5,286.85 YTD: \$65,497.79*

PROFIT: Last Month: <\$1,983.14>** YTD: <\$8,310.59>***

TOWER RESTORATION FUND BALANCE: \$12,660.03

BLM SUPPORT EXPENSE: Last Month: \$1,500 YTD: \$34,819.00 BALANCES: P.P. Bank: \$939.68 ASAP: \$19,965.18

* Excludes \$100,000 anonymous donation

** CPA: \$1,150, Insurance: \$735, Amort./Deprec.: \$617.00

*** Excludes BLM restoration

2. INVESTMENT BALANCE - FIDELITY INVESTMENTS

Month	Beg Bal	Market Chg	Div/Int	Deposit	W/D	Ending Bal	
Dec 2021	714,383.52	9,264.26	11,733.72		31,000.64	704,380.86	
Nov 2021	622,982.28	<8,990.97>	714.21	99,677.80		714,383.52	
Oct 2021	609,430.59	6,270.76	7,281.13			622,982.48	

3. OTHER:

- Reviewed transactions for Nov/Dec. Posted adjustments.
- Transferred \$31,000 from reserve investment account and paid Shoreline Engineering invoice for tower study.
- Funding was received from BLM for Wellsona study. Reimbursed PBLSA operations.
- Held Zoom finance subcommittee meeting to discuss investment of anonymous donation. Bought \$100,000 of best performing mutual funds and deposited into special investment fund.
- Posted amortization/depreciation amounts based on completed tax returns.
- Posted annual physical inventory adjustment (small amount).
- Reimbursed PBLSA for 50% of Beacon costs for tours in fourth quarter.

Harry M. Thorpe, Jr. Treasurer

Attachment 3: Gift Shop Report 1/26/22 - Cressant Swarts

Year-end inventory performed and adjustments made to physical inventory.

Website gift shop now linked with Square inventory. All sales now go through the Square system rather than Paypal.

No one has used the member discount code yet.

The gift shop committee decided it wasn't necessary to meet.

November Gift Shop Revenue

On-site sales	\$3,249.84
Website sales	\$224.44
Total	\$3,474.28

December Gift Shop Revenue

On-site sales	\$2,261.21
Website sales	\$4.00
Total	\$2,265.21

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
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	7,588	4,238	5,383	3,474	2,265

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	\$48,376

Appendix 4: BLM Update 1/26/22 - Jodie Nelson

Updates

- Parking lot work commences spring/summer 2022 per Will Birmingham, BLM engineer
- Bathrooms Ryan needs to follow up with state office regarding sole sourcing
- CCC's Friday volunteer work days every 2 weeks starting 1/21 has been postponed due to Covid outbreak
- Whale count late March to late May confirmed with Dave Weller (NOAA)
- Ryan's return will be May 2 (latest). Potentially earlier depending on hiring process at the Central Coast Field Office
- Backfilling Ryan's position at Piedras Blancas is progressing HR conducted interviews last week
- BLM will be working with PBLSA and others on planning a public meeting around the future of the lens.
- Working towards hiring interns for this summer (BLM's current agreement expires 6/22)
- BLM/PBLSA Agreement expires in September need to look at next steps for renewing

Events

- 4th Grade Outreach Program cancellations and rescheduling due to Covid
- Cal Naturalists Feb 2
- Plein Air Painting Group Feb 9
- Eroica Cycling Event (possibly) May 1
- Harmony Wines potential event, details TBD

Tour Numbers

Month	2014	2015	2016	2017	2018	2019	2020	2021	2022
October	637	605	516	500	506	441	535	22	552
November	622	503	474	357	523	433	334	56	375
December	404	464	426	273	829	251	518	0	208
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	834	
September	601	481	442	437	591	374	0	547	
Total	8110	8068	6610	6605	8447	6548	2865	4166	1135

^{*}partial

Appendix 5: Summary of Tower Top Project 1/26/22 – Jim Harris

Shoreline Engineering submitted their proposal to the PBLSA for the next phase of the tower restoration on 19 January 2022 (Job #404-05c); a copy was distributed to the Board members via email. A summary of the proposal is present below. The plan is to give the Board a chance for full discussion at this Wednesday's PBLSA Board meeting (1/26/22) without a motion for approval. After a discussion with Bruce Elster of Shoreline, it is suggested that he and Dan Murphy lead on onsite review of the proposed work on the afternoon of Wednesday February 9 for interested Board members and the BLM. Then the Board will meet at the February 23 meeting to continue the discussion with Bruce and Dan in attendance, as well as an invited BLM engineer, and to consider a motion and vote.

Executive Summary of Shoreline Proposal January 17, 2022

On 14 October 2021, Shoreline Engineering submitted their engineering report titled "Preliminary Retrofit Evaluation, Lighthouse tower Piedras Blancas Light Station Tower Report", which included recommendations for further work. These recommendations resulted in the PBLSA preparing an RFP dated 8 December 2021 and submitting it to Shoreline Engineering. The proposal from Shoreline Engineering dated 19 January 2022 is in response to this RFP. It addresses three items: exterior mortar testing, a task taking about three weeks and estimated not to exceed fee of \$20K; geotechnical testing of the tower foundation by Earth Systems Pacific, Geotechnical Engineers, which is not addressed in the proposal, but is expected to be added as a supplemental document within two weeks; and rehabilitation of the south ground floor window, a task that will take about four months and estimated not to exceed fee of \$120K. The work on the mortar testing and the window rehabilitation tasks will be performed by Bruce Elster of Shoreline Engineering and Dan Murphy of Wellsona Iron. These tasks will essentially initiate the restoration work on the tower, with the window rehabilitation providing a prototype for the other five windows and one door of the tower.

Appendix 6: Summary of Underground Utilities Project 1/26/22 – Jim Harris

The status of this project remains the same as last time: the undergrounding of the PG&E electrical supply lines project remains on hold. Thanks to Brian French of Estero Bay Solar Solutions and to Jody Nelson (BLM) a site visit was held on Wednesday (1/19/22) from 3:15-5:00 by Sean Cassidy and Max Muscarella of Connected Energy and Eddie (last name tbs) of Simplified Electric to provide updated information for the revision of their white paper. The white paper presents 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. The existing electrical distribution for the light station was examined, including the duplexes. It is proposed that Connected Energy present the white paper and give a presentation to the Board as soon as the Board is meeting in person again, hopefully in the next few months.

Appendix 7: Capital Campaign/Grants Report 1/26/22 – Jim Harris/Harry Thorpe

The PBLSA subscribes to the InstrumentI website on an annual basis to support finding funding opportunities for supporting the restoration of the light station. It is a valuable service if used. However, with covid little has been accomplished in the way of fund raising in the past two years (except for Harry Thorpe's efforts for the recent anonymous gift). It is recommended to continue the service for 2022 and then review. The effort in 2021 to meet with the chambers of commerce in the San Luis Obispo County to introduce them to the Piedras Blancas Light Station Association and to inform their members of the restoration progress at the light station is completed. A summary and recommendations for further action has been prepared and will be emailed to the Board. The set of Recommendations for Further Action is presented below for reference.

Recommendations for Further Action:

- 1. Outreach to Cambria Chamber of Commerce to complete chamber visits: same format as others.
- 2. Subscribe to Certified's brochures rack: consistent with San Luis Lighthouse and Friends of Elephant Seals, outreach to public, and tours.
- 3. Consider joining each of the chambers on an annual basis.
- 4. Continue outreach visits to chambers during the latter part of 2022, including possible breakfast meeting presentation for SLO and Morro Bay Chambers (depends on covid status).
- 5. Include each chamber on the Beacon mailing list for complimentary copy.
- 6. Consider special chamber status membership in PLBSA.
- 7. Submit this Summary to the Conservation Lands Foundation as feedback for their support.

Appendix 8: Victorian Work Group Report 1/26/22 – David Cooper

At our December meeting, the board approved my request to put together a work group to look into reconstruction of the PBLS Victorian keepers' cottages. I haven't done that yet. I wanted to meet first with Amber Long, an architectural historian who works with the firm consulting on the Sebastian's Store restoration. Her firm is currently working on restoration plans for the lighthouse at Point Conception. She agreed to meet with me (1/21/22) informally and pro bono. I shared with her some of the original building drawings and elevations we have in our archives, some light station history, site locations, and possible interior alterations to accommodate display of the Fresnel lens. We discussed the typical stages involved in reconstructing a no-longer extant historical building, permitting, project management, etc. I have a better understanding now of the big pieces and the scope of work involved. I will put together the work group before our February meeting. Ms. Long agreed to talk with the work group, hopefully before our next meeting.

PBLSA 2021 ANNUAL DIRECTORS' REPORT SIGNIFICANT FINANCIAL CHANGES

Income:

2021: \$65,497.79

2020: \$25,223.37 Change: \$40,274.42

Key Income Items — Gift Shop: +\$42,172.57, Donations: +\$2,223,

Membership: +\$2,804.85

Profit:

2021: <\$8,310.59>

2019: <\$6,423.53> Change: <\$1,887.06>

Key Expense Items —

Cost of Goods: +\$28,776.25, Payroll: +\$14,028.72,

Sales Margin: <3%> to 33%

Restoration Expenses: \$41,987.50

Lens: \$2,987.50 (reimbursed), Lighthouse Tower: \$39,000 (BLM audit disallowed expenses: \$28,772.15 in 2020)

Investment Accounts:

2021: \$704,380.86

2020: \$572,142.36 Change: \$132,238.50

Key Items — Investment Value: \$63,561.34, Withdrawals: <\$71,000.64>,

Anonymous Donation: \$99,677.80

ATTACHMENTS:

2021 PBLSA Detailed Financial Statements

2020 CPA Financial Analysis, IRS Form 990, Cal Form 199

Fidelity Statement dated 12/31/2021, Summary Performance Report

NOTES:

- 1. Light Station was closed for 9 months in 2020.
- 2. \$100,000 anonymous donation in November 2021.
- 3. All tax forms prepared by CPA based on financial statements supplied by PBLSA.

Harry M. Thorpe, Jr. Treasurer