

Piedras Blancas Light Station Association
Minutes
Rabobank Conference Room - Cambria, CA
January 23, 2019

Board Members in attendance: David Cooper, Tim Postiff, Harry Thorpe, Jim Harris, John Brass, Zale Schuster

Board Members absent: Gary O'Neill

Others present: Ryan Cooper (BLM), Holly Gant (PBLSA), Abel Martinez

David Cooper called the meeting to order at 6:03 pm

Announcements:

David invited Art Chapman of the Cambria Lions Club to this meeting. He also scheduled a meeting on 1/16/19 between Ryan Cooper and Art to discuss the Lions lens lease with the USCG. In light of the government shutdown, David cancelled the meeting and notified Art that tonight's board meeting might not be the best use of his time. Lions lens lease status is now on hold. When the government reopens, David will promptly reschedule the meeting between Art and Ryan and re-invite Art to our next regularly scheduled board meeting. David felt that our best role would be as facilitator with Lions, USCG and BLM. David thanked Zale and the cleaning crew for the successful and well-publicized lens cleaning effort in December. David thanked Holly for the January issue of The Beacon and the fine lead article on the lens cleaning. He suggested adding an "In the News" section on the website for links to articles, etc that feature PBLS. David told Ryan that he has the board's support during the shutdown and to let them know what he and Jodie need. Tim confirmed the 2019 board meetings are scheduled for the 4th Wednesday of the month and skip November and meet the first week of December.

Approval of the Agenda:

Agenda was approved with consensus.

Reports:

1. Secretary Report – *M/S/P Minutes December 25, 2018, approved.*
2. Financial Status and Treasurer's Report - See report. David asked about how restricted donations are kept separate from the general funds. Harry said that Holly maintains spreadsheets for each restricted donation (ex. lens cleaning, bricks). All the monies are deposited into one bank account with the exception of the tower restoration fund. Expenses are shown where they occur in Quicken so it's always clear how much money is in each ledger. David reminded the board that if anyone wants to raise money it must be sanctioned by the board first. Current lens cleaning donations total \$1,587.
3. Gift Shop Report- See report. Inventory showed \$600 loss of items that could be due to theft or ringing up incorrect items. The barcode scanner that was installed in the summer should help with incorrect transactions. Harry suggested the tour guides roam around in the gift shop to reduce theft. Ryan and Jodie may assist in the gift shop when they're available.
4. BLM Update- See report. Dan Murphy will be busy with another contract until March and then will start on the final phase of the FSB restoration.
5. Fog Signal Building Restoration– No report.
6. Tower Report - See report.
7. Power Line Report – See report. Trenching would begin on the east side of Highway 1, underneath the current highway, remove all power poles, trench along the road with boxes every 6 feet, continue to the barn foundation and up the driveway to the port-a-potty and behind the gift shop and put the pad for the transformer there. Jim will submit a report to PG&E and MGE Underground and send it to the board. Grant will be a Rule 20B with PG&E. This will require a lot of environmental work with multiple agencies. Plan and cost estimate should be available in a few weeks. Sustainable energy plan is still moving forward.

8. Fresnel Lens Update – See report.
9. Membership Report - See report. Membership is down \$2,100 from 2017. Holly said we have a core group of supporters who faithfully renew each year.

Old Business:

1. Capital Campaign: Grants Report – See report.
2. FSB Engine – No report.

New Business:

1. Re-election of directors- Jim, Tim, David, Harry and John have been re-elected to three year terms. They will stand for re-election again in January, 2022. Gary O'Neill and Zale Schuster will stand for re-election in July, 2019. David asked Harry to write a brief memo for certification and Holly will post in minutes for public record.
2. Annual Report- Harry emailed a summary page to the board. The annual report insures each board member has a thorough understanding of the financial situation of the association. Annual report is supposed to be submitted to the board within 90 days of the close of the year. The board should understand the fiscal condition of the association and have a basic understanding of the numbers and the annual report will do that.
3. Central Coast Community Volunteers program- Tim will work with Ryan and Jodie on feasibility of this program. It could also boost our volunteer roster.

Discussion Items:

1. Updating Bylaws- David asked the board if they wanted to keep or strike section 10, clause (b) that excludes any relative of "interested persons" from being on the board. The board agreed that they are more comfortable with including the more restrictive clause (b) in the updated bylaws. David said when we submit restated bylaws there will be no need to go through the recertification process and we can then delete the former bylaws.

Meeting adjourned at 7:50 pm.

Minutes recorded by Holly Gant

Appendix 1: Treasurer's Report 1/23/19 – Harry Thorpe

TREASURER'S REPORT for November 2018

1. OPERATIONS INCOME: Last Month: \$2,040.00 YTD: \$61,217.83
PROFIT: Last Month: <\$4,886.29>* YTD: \$5,464.38**
TOWER RESTORATION FUND BALANCE: \$6,538
BLM SUPPORT EXPENSE: Last Month: none YTD: \$50,767.99
BALANCES: PP Bank: \$106,195.82*** ASAP: \$57,074.00

*Insurance: \$2,952, Payroll: \$1,538.17, Excluded – Restoration: \$1,194.59

**Excluded YTD- Restoration: \$96,838.45

***Pending receipt of Wellsona Invoice

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>
Nov 2018	522,594.21	2,598.67	958.42	--	--	526,251.30
Oct 2018	501,038.70	<15,501.22>	943.27	38,000	--	522,594.21
Sept 2018	501,084.48	<946.89>	901.11	--	--	501,038.70

3. OTHER:

- Reviewed October/November transactions – made adjustments.
- Submitted Cooperative Agreement annual status report.
- Finalized and submitted 2017 final tax returns with CPA assistance.
- No action on FSB project.
- Reviewed insurance issues with agent regarding lens-cleaning project.
- Reviewed general liability, D/O and personal property insurance coverage.

Harry M. Thorpe, Jr.

TREASURER'S REPORT for December 2018

1. OPERATIONS INCOME: Last Month: \$5,889.00* YTD: \$69,606.83
PROFIT: Last Month: \$2,704.61** YTD: \$8,168.70***
TOWER RESTORATION FUND BALANCE: \$6,538
BLM SUPPORT EXPENSE: Last Month: \$1,681.99 YTD: \$52,449.98
BALANCES: PP Bank: \$104,513.83# ASAP: \$57,074.00

* Grant: \$2,500, Lens: \$1,012

** CPA: \$1,000, DEP/AMT: \$1,203.50, Restoration excluded: \$2,343

***Restoration excluded: \$99,438.13

Pending receipt of Wellsona invoice.

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>
Dec 2018	526,251.30	<15,884.76>	2,015.73	--	--	512,382.27
Nov 2018	522,594.21	2,598.67	958.42	--	--	526,251.30
Oct 2018	501,038.70	<15,501.22>	943.27	38,000	--	522,594.21

3. OTHER:

- Reviewed November/December transactions – made adjustments.
- FSB project on hold until March pending Wellsona availability.
- Posted depreciation/amortization for 2018.
- Reviewed physical inventory – made adjustments.

Harry M. Thorpe, Jr.

Appendix 2: Gift Shop Report 1/23/19 – 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

	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

	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

*Government shutdown effected December

Appendix 3: BLM Update 1/23/19- Ryan Cooper

BLM Update 1/23/2019

Past Events

Strategic Planning

We will continue after Shutdown

Projects

Fog Signal Bldg. (FSB):

Dan seems to be ready to go as soon as the Shutdown is over.

Special Event:

Feb 16 PBLS Birthday / FSB Ribbon Cutting?

Feb 22 California Naturalist Program at the Light Station (Camp Ocean Pines)

March 23 Sunset / Whale Tour

April 28 Meet the Scientists

Educational Outreach:

Postponed due to shutdown. Jodie is coordinating with the teachers.

January Vineyard Elm (Cancelled)

February Winifred Pifer

March Del Mar Elementary

April Baywood Elementary

Asphalt Maintenance

Asphalt looks good. There is extra gravel on top to let it work in over time. They said they could come and sweep it in a few months or just leave it.

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	240
January	661	731	623	266	608	0
February	573	570	572	284	780	
March	696	754	560	502	662	
April	663	616	581	666	684	
May	432	629	352	572	362	
June	658	916	521	787	732	
July	1178	990	850	1125	1169	
August	985	809	693	836	1001	
September	601	481	442	437	591	
Total	8110	8068	6610	6605	8447	

*partial month

Appendix 4: Tower Update 1/23/19 – Jim Harris

Summary of tower top project

Bruce Elster has been working with Dan Murphy on the design/constructability of the tower restoration, and the design has evolved to a new baseline. The design concept being discussed is to build eight equally placed reinforced concrete columns into the sides of the tower. A “latex impression” is to be made of the brick exterior portion of the tower that the column is to be placed; the impression will be used to restore the exterior to the same appearance before the placement of the column. The column will have tension rods placed in a trough of removed brick and secured with concrete placed to cover the trough, using the impression to form the same exterior “finish” as the original brick and mortar construction. One of the advantages of this design approach is that the openings, windows and door, may be able to be refurbished with composite materials independent of the construction of the stabilization columns; this feature has to be studied further, but is promising. Thus it might be possible to perform the restoration in phases: windows and doors first, then stabilization columns, and finally the top three levels replaced.

We met to discuss the plans for 2019 on Monday 1/14/19. Bruce is committed to another project until March, and then expects to concentrate only on the lighthouse restoration. He plans to implement the evolved design into the computer model and test it to verify its performance. After this evaluation, the plan is to have a design review using the auspices of the Architectural Resources Group sometime in the spring. Expecting the review to be successful, we would proceed to present the work to the public for their review and then vigorously incorporate the results into our planned capital campaign.

Appendix 5: Power Lines Report 1/23/19 – Jim Harris

Bob Burke stated that the timeline and cost estimate has begun with the assignment of Bob Beach as the lead person at PG&E beginning on January 10, 2019. Bob Beach will be conducting a site visit on the afternoon of Wednesday January 23. In addition Christopher Burtness of MGE Undergrounding in Paso Robles will participate (they do horizontal drilling). After consultation with Ryan Cooper, I will escort them onto the site for their visit (the BLM is part of the partial government shutdown). I will orally summarize the results of the site visit at the PBLSA board meeting that night after the visit. After getting a cost estimate, we plan to seek grant support for both the PG&E and MGE Underground work. Brian French continues his study of microgrid controllers for inputs of solar, motor generator, and grid power with outputs for the distribution of electrical power to the light station. We met this past Friday (1/18/19) and he is currently working with Connected Energy, a local firm, for refining the microgrid estimate.

Appendix 6: Fresnel Lens Report – Zale Schuster

LENS CLEANING SUMMARY

The Lens Working Group started working on the first item on our list of projects in June 2018 with our first joint meeting with the Lions Club representative and Vice-President Art Chapman. We agreed that it would be a logical and simple project bringing the PBLSA together with the Lions in a cooperative effort to improve and enhance the public viewing of the Lens. This partnership will help all parties make decisions in regards to the future of the Lens.

I would like to recognize the people who were so gracious to devote their time and energy to this project, it shows so much spirit and pride for community and the history of this 154-year-old irreplaceable artifact which is so linked to Cambria and the Piedras Blancas Light Station. My sincere thanks to: Carole and Phil Adams, Abel Martinez, Bob Dees, Holly Gant, Tom Kennedy (and Tom's friend from Sweden, Siggy) and Art Chapman (Vice-President, Lions Club of Cambria).

Our group worked well together in a confined space and with only two working days to do pretty physical work at heights up to 20 feet. Nothing on the lens was damaged and no one suffered any injuries and we had FUN.

LOGISTICS

- Prior to attempting to test fit the scissors lift in the enclosure, Tom Kennedy and I removed the floor light fixtures to prevent tripping hazards and also removed the 150-watt bulbs in the lens itself.
- Our original plan to use a powered scissors lift was tested on Monday, December 4th so we'd be ready for a full day of work on December 6th. Unfortunately, the turning radius of the lift would not allow us to get it through the enclosure door. Plan B was to return the lift to Oasis Rental in Morro Bay and return with appropriate scaffolding in time to assemble it that day. Tom Kennedy and his friend Siggy were great in assembling the scaffold and securing it safely to the enclosure structure.
- Supplies- A week prior to the project Carole Adams dropped off all the Isopropyl Alcohol and distilled water required for the cleaning mixture, buckets, and long handled brushes. I supplied the blue shop towels and a shop vacuum, and respirator masks that James Woodward requested.
- Art Chapman supplied us with Lions Club equipment from the fairgrounds lockers and keys to other facilities including 6ft ladders to access the interior of the lens, a roll of butcher paper to block the sun from heating the interior of the enclosure and the lens, and keys to the washrooms.
- Holly obtained feather dusters called for in the Coast Guard cleaning procedures. We stored two of these dusters in the Lens Cabinet and I will access the Lens periodically in the future to do quick dusting and cleaning so the lens doesn't become encrusted with dirt.

The importance of logistics in having equipment in place and organized proved to make our work coherent and fun and everyone participated in providing the essential supplies.

LENS CLEANING TASKS

DECEMBER 5th

I picked up Jim Woodward at San Luis Obispo Airport and got back to Cambria where I showed him the scaffold set up.

DECEMBER 6th

First day of work began with a safety briefing from Jim. We donned masks and gloves, discussed confined space, trip hazards, and low head bumping objects. We hung butcher paper on the inside of the enclosure to block the sun, though the weather was cool. Holly noticed that the ladder she was standing on was in the focus of one of the bullseyes and started smoking. This phenomenon occurred multiple times so the butcher paper was important. We used the long handled brushes to loosen the encrusted dirt on the prisms and lenses. We thoroughly vacuumed the lens and the enclosure. We took a break for lunch. The first wash of the prisms and lens began with mixing a 2:1 mixture of distilled

water and Isopropyl Alcohol. With a person inside and one outside we carefully wiped clean each prism and lens panel by panel. We also discovered that this cleaning solution cleaned and brightened the green painted cabinet and pedestal, which had a light-yellow mold forming on it. It really brightened up nicely.

DECEMBER 7th

We completed the second wash and took a break for lunch. We also buffed and polished the prisms and lenses with microfiber cloths. Our work complete by 3 pm, we admired the brilliance of the polished lenses and prisms and the fresh look of the pedestal and cabinet. We began the disassembly of the scaffold and cleaned up the towels paper and buckets. We celebrated when the sun went below the trees and the timer turned the light in the lens on. It was very satisfying.

DECEMBER 8th

I drove Jim to the airport for his return flight home to Arizona. Jim Woodward worked every minute he was here with us, climbing into some pretty high spots, and he answered any and all questions we asked him. His expertise was very apparent, and he enthusiastically shared his knowledge with us.

EXPENSES

Jim Woodward Airfare	\$907.60
Jim Woodward Lens Cleaning Services	
2 days @ \$1,000.00/day	\$2000.00
Oasis Rentals (Scaffold)	\$225.00
Supplies; Respirators Masks	\$ 30.00
Lunch Dec 7 th	\$ 44.06
Total	\$3,225.66

Carole Adams donated eighty dollars to assist me with meals for Jim Woodward's stay which was a wonderful gesture and much appreciated. I covered Jim's meals on his last trip here as a donation to the Lens Restoration project.

CONCLUSION

Our goals to raise community awareness of the history of the lens and to create a cooperative relationship between the Lions Club of Cambria and PBLSA were advanced by this cleaning project. Many people in town visited during the cleaning and Carole Adams coordinated with Kathe Tanner to release articles in The Cambrian and The Tribune about the lens. Holly has processed over \$1,300 in donations for future lens cleanings. Jim Woodward has shared our efforts with US Coast Guard Museum Curator Arlyn Danielson. This may be important in terms of future decisions regarding the lens. Also, Art Chapman has been in contact with Arlyn and they will probably make some decisions about the lens prior to the 2021 expiration of the current Lens Loan Agreement. I can't thank all the participants enough and I hope there will be more Lens projects for our Working Group in the future.

Zale Schuster
PBLSA
Lens Working Group

Appendix 7: Membership Report 1/23/19 – Tim Postiff

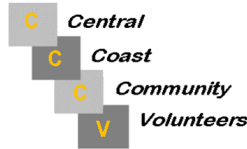
Piedras Blancas Light Station Association

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: Capital Campaign: Grants Report 1/23/19 – Jim Harris/Holly Gant

Holly has received a \$2500 check from the Community Foundation of San Luis Obispo County BUILD program to support the PBLSA to initiate a capital campaign this year to complete the restoration of the light station. The grant begins January 1, 2019 and continues through December 31, 2019. The first action is to publicly acknowledge the grant; we plan to use The Tribune newspaper. Holly is coordinating a possible photo opportunity and press releases. We are to use our SPOKES membership (\$300 of the grant should cover the 2019 membership costs) to arrange for a consultant from their Capital Campaign 101 program to work with us to prepare a capital campaign planning document; the grant budgets 20 hours @\$75/hr, or \$1,500, for this preparation. Next, the PBLSA is to contact the Netzel Grigsby office in Santa Barbara to prepare and execute a capital campaign feasibility study. The grant covers \$1000 of the estimated \$20,000 costs, with the expectation that the remainder of their support will be covered by donations for the capital campaign. We have started a list of potential big donors (currently consisting of three owners of large vineyards in the Paso Robles area); the PBLSA board members are tasked with adding names to this list of people who potentially are in a position to donate on the order of \$1M each to initiate the capital campaign. This list will be used to begin an “educational” initiative to work with the people to “court” them, i.e., educate them about the light station and have them learn about the “opportunity”. We are led to believe that for ultimate success the capital campaign should not be public knowledge until we have received pledges of 40% or so of the estimated goal, probably \$10M or less, as we finalize restoration costs.



Frequently Asked Questions

- **What is CCCV?** CCCV is a program of Senior Volunteer Services that matches the interests of persons age 50 and older with rewarding part time volunteer opportunities for community service at local nonprofit organizations or government agencies.
- **Who can enroll with CCCV?** Persons aged **50 and older**, who are interested in contributing their time and skills to the citizens of their community, can be a CCCV volunteer. There are no requirements for education, income or experience. CCCV volunteers are directed to find fulfilling volunteer assignments, matching interests and abilities to local needs.
- **When did CCCV begin?** CCCV is a new program, which was developed by SVS Senior Volunteer Services in 2015. This program is funded solely by individual and private donations.
- **What does it cost?** There are no enrollment fees or dues to become a **CCCV volunteer**.
- **How much time does CCCV take?** Volunteer schedules and assignments can be flexible to meet the needs of the volunteer and the agency. There are no mandatory meetings of CCCV itself.
- **What are the insurance benefits?** Enrolled Volunteers who report their hours while on CCCV assignments are protected with
 - \$1 million personal liability
 - \$25K supplemental personal accident, and
 - \$500K excess auto liability and property damage.
- **Is there any mileage reimbursement?** As of November 1, 2018, volunteers in need may request some reimbursement (\$.14 per mile up to \$15 per month) for transportation expenses related to their CCCV assignment. Reimbursement is capped at \$15 per month and is payable quarterly.
- **Any other benefits?** All active, enrolled volunteers are recognized for their volunteer service at a special event held at least once each year. Tours are organized at reduced rates for those who want to participate. The most important benefit of all is the difference CCCV volunteers make in the community by contributing their knowledge and skills.
- **Why are hours reported?** CCCV volunteers must maintain enrollment to validate the insurance benefits. The hours are also important to let Congress and state legislators know the value and type of contributions from San Luis Obispo County seniors.

CCCV Central Coast Community Volunteers
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