## Piedras Blancas Light Station Association Minutes Rabobank Conference Room - Cambria, CA January 24, 2018

Board Members in attendance: David Cooper (Chair), Tim Postiff (Vice Chair), Harry Thorpe (Treasurer), Jim

Harris, John Brass, Gary O'Neill, Zale Schuster

Board Members absent: None

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

David Cooper called the meeting to order at 6:00 pm

Announcements- None.

Approval of minutes- Agenda was approved with consensus.

### Reports:

- 1. Secretary Report- M/S/P Secretary's Report Minutes of November 29, 2017, approved.
- 2. Treasurer's Report- See report. Treasurer's Report- See report. Harry asked the board how they want to handle investment income and donations for tower in the future. He excluded them in the treasurer's report for now so they don't skew the profit from the operations figures.
- 3. GS Report- See report. 2017 gift shop sales were \$5,000 higher than 2016. Walk in tours bring a lot of GS sales. Ryan thanked Holly and Jodie for their work on increasing merchandise sales and improving the overall look of the GS.
- 4. BLM Report- See report. Harry asked about charging for walk in tours. Ryan said using "donations suggested" might be a good compromise for now.
- 5. FSB Report- See report. M/S/P approved to accept grout replacement, cement and brick patch where the trusses join the wall, and Dan's updated cost estimate of \$21,400 and that the funds will come from the association's reserve account at Fidelity.
- 6. Tower Report- See report. Jim stressed that we need to start planning for a capital campaign for the tower. Jim, David and Ryan to get together to start a plan for a capital campaign and bring their plan to the board.
- 7. Power Lines Report- See report. *M/S/P approved for Jim to move forward with the application for service to bury the power lines and Jim will be the board representative*
- 8. Membership Report- See report.

#### Old Business-

- 1. PCWT event- Holly to meet with Ryan on the parameters for the event. Tentative dates are 9/22 or 9/29.
- 2. FSB Engine- No report.

## Discussion Items-

- 1. Tower restoration funds- See report. Harry discussed how to keep large funds separate from the general operations accounting and how we would invest those funds in Fidelity. *M/S/P Harry's proposal for tower restoration funds accepted by the board.*
- 2. Fresnel lens- Lampist Jim Woodward to get Zale dates for a presentation on the lens and then go from there. Ryan stressed that the lens should remain in Cambria as our strong tie to the community and not bring it back to the light station.
- 3. Grant software- M/S/P approved year subscription for Instrumentl.
- 4. Intern funding- Harry to contact ACE to set up an agreement to keep intern Mike Holley on board through the summer.
- 5. Printer for volunteer office- Approved.

Board meeting adjourned at

#### **Attachment 1: Minutes**

## Piedras Blancas Light Station Association Minutes Rabobank Conference Room - Cambria, CA November 29, 2017

Board Members in attendance: David Cooper (Chair), Tim Postiff (Vice Chair), Harry Thorpe (Treasurer), Jim

Harris, Gary O'Neill, Zale Schuster

Board Members absent: John Brass, Ryan Cooper (BLM)

Others present: Holly Gant (PBLSA)

David Cooper called the meeting to order at 6:00 pm

Announcements: David thanked Tim for chairing the last few meetings in his absence.

Approval of the Agenda: Agenda was approved with consensus.

## Reports:

- 1. Secretary Report- M/S/P Secretary's Report Minutes of October 25, 2017, approved.
- Financial Status and Treasurer's Report See report. David asked about keeping separate accounts for FSB funds, tower restoration, etc. as we go along. Harry suggested utilizing the empty JB Memorial account. Harry to follow up.
- 3. Gift Shop Report- See report.
- 4. BLM Update- See report. Jim raised concerns of a CCNM public meeting happening before there is input from State Parks, County, etc. David suggested creating a networking group that meets regularly. David will meet with Ryan regarding the board's concerns.
- 5. Fog Signal Building Restoration- None.
- 6. Tower Update- See report.
- 7. Power Line Report- See report. Jim added that it would require \$200,000 including trenching a pad to ask PG&E to bury the power lines. Jim will continue to pursue the Rule 20B option.

#### Old Business:

1. FSB Engine- Gary still in negotiations over the engine.

#### **New Business:**

None

#### Discussion Items:

- 1. Rabobank conference room dates- Tim will contact Rabobank for 2018 dates for board meetings and request the 4<sup>th</sup> Wednesday of every month (except November) and the 1<sup>st</sup> Wednesday in December.
- 2. Lions Club- Pigeon Point LH volunteers want to come down and see the lens. Harry suggested finding out if the coast guard has an interested in funding the lens. Zale wants to find an expert to do maintenance on the lens (it's rubbing at the top).

Board meeting adjourned at 7:07 pm

## Attachment 2: Treasurer's Report 1/24/18 - Harry Thorpe

## **TREASURER'S REPORT for November 2017**

**1. OPERATIONS INCOME:** Last Month: \$4,769.00\* YTD: \$59,440.85

**PROFIT:** Last Month: <\$1,564.41>\*\* YTD: \$12,373.87

BLM SUPPORT EXPENSE: Last Month: \$0 YTD: \$56,063.26

**BALANCES:** H. O. Bank: \$7,253.57 ASAP: \$40,000

\*CCC grant: \$500

## 2. INVESTMENT BALANCE - FIDELITY INVESTMENTS

Month	Month Beg Bal		Div/Int	Deposit	W/D	Ending Bal
Nov 2017	626,037.11	2,777.82	1,084.15			629,899.08
Oct 2017	624,072.99	1,071.21	892.91			626,037.11
Sep 2017	617,998.27	6,119.41	955.31			624,072.99

## 3. OTHER:

- Reviewed October/November transactions and made adjustments.
- · Reviewed insurance policies and made payments.
- FSB project resumed on November 30.
- Finalized 2016 tax returns and filed charitable paper work.

Harry M. Thorpe, Jr.

<sup>\*\*</sup>Insurance- property, general liability, D&O: \$2,944

#### **PRELIMINARY**

#### TREASURER'S REPORT for December 2017

**1. OPERATIONS INCOME:** Last Month: \$5,442.00 YTD: \$64,882.85

**PROFIT:** Last Month: <\$635.67>\* YTD: \$11,651.30\*\*

**BLM SUPPORT EXPENSE:** Last Month: \$460.50 YTD: \$56,523.76

**BALANCES:** H. O. Bank: \$6,793.07 ASAP: \$40,000

\* CPA: \$1,045, Depreciation/Amortization: \$1,413.50

#### 2. INVESTMENT BALANCE - FIDELITY INVESTMENTS

Month	Beg Bal	Market Chg   Div/Int		Deposit W/D		Ending Bal	
Dec 2017	629,899.06	3,686.53	1,848.50		<15,000>	620,434.09	
Nov 2017	626,037.11	2,777.82	1,084.15			629,899.08	
Oct 2017	624,072.99	1,071.21	892.91			626,037.11	

## 3. OTHER:

- Reviewed November/December transactions in progress.
- Continued monitoring of FSB progress see status report.
- Holly completed PI and posted PI adjustments.
- Transferred \$15,000 from Fidelity to PBLSA for tower costs.
- Drafted possible tower designated funds accounting procedures.
- Researching accounting transaction for EFT transfers.
- Year-end reconciliation still underway.

## 4. ANNUAL REVIEW:

INCOME - 2017: \$64,882.85 #, 2016: \$44,360.68 - CHANGE: \$20,522.17 ##

# Special Events: +\$7,131, Donations: +\$2,300, Gift Shop: +\$7,041, Membership: +\$5,000

## Expenses excluded: \$3,150 (tower)

PROFIT - 2017: \$11,651.30, 2016: \$618.06 - CHANGE: \$11,033.24 ###

### COM: +\$1.888 (53%, which is a 4% improvement over 2016), Tour Fees: +\$1.558.

**Payroll:** +\$4,247. Tower expenses excluded.

<sup>\*\*</sup>Tower Restoration: \$3,150 excluded, per accounting discussion.

# Attachment 3: Gift Shop Report 1/24/18- Holly Gant

## **NET SALES**

	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

<sup>\*</sup>Shaded month indicates lower sales than that same month last year

	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

	TOTAL	Jan - June
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

Ornaments and earrings were big sellers in November. Ornaments and stocking stuffers like puzzles, metal bookmarks, metal LH models, magnets and kids stuff were popular in December.

## Attachment 4: BLM Update 1/24/18 - Ryan Cooper

## **Past Events**

## Winter Hike-in

Was a great success. Estimated 300 people hiked out. The gift shop also had a big day.

## **Projects**

#### **Communication Tower:**

Move deadline March 2018. In the next month, CHP will bring a crane to lift the top lid to put their equipment in.

## Fog Signal Bldg. (FSB):

Everyone is up to date on the progress of the FSB. Dan is working hard and doing great work.

#### **Special Event:**

February 17<sup>th</sup> Birthday Celebration

March 10<sup>th</sup> Sunset / Whale Watch Tour

March 23<sup>rd</sup> Whale team arrives
April 29<sup>th</sup> Meet the Scientists Day

## **Educational Outreach:**

Vineyard Jan 12, 19, 27, Feb 3

Winifred Pifer Feb. 9<sup>th</sup>
Bauer Speck Feb. 29<sup>th</sup>
Del Mar March 16<sup>th</sup>
Baywood April 6<sup>th</sup>

## **Duplex and Keepers Cottage**

Beth is working on the foundation plan and I am planning on getting everyone together with Beth in early 2018.

#### **Beacon**

Leland rebuilt the beacon and since he put it back up we have had no issues.

## **Planning**

Draft Schedule

March 7<sup>th</sup> – Public meeting with ideas from the public. Meeting will include all managing partners

May 2<sup>nd</sup> - Draft Plan out for comments

30 day comment Period

Final plan out first week in July

## **Tour Numbers**

2014	2015	2016	2017	2018
637	605	516	500	506
622	503	474	357	481
404	464	426	273	829
661	731	623	266	
573	570	572	284	
696	754	560 502		
663	616	581	666	
432	629	352	572	
658	916	521	787	
1178	990	850	1125	
985	809	693	836	
601	481	442	437	
8110	8068	6610	6605	
	637 622 404 661 573 696 663 432 658 1178 985 601	637 605 622 503 404 464 661 731 573 570 696 754 663 616 432 629 658 916 1178 990 985 809 601 481	637         605         516           622         503         474           404         464         426           661         731         623           573         570         572           696         754         560           663         616         581           432         629         352           658         916         521           1178         990         850           985         809         693           601         481         442	637         605         516         500           622         503         474         357           404         464         426         273           661         731         623         266           573         570         572         284           696         754         560         502           663         616         581         666           432         629         352         572           658         916         521         787           1178         990         850         1125           985         809         693         836           601         481         442         437

## Attachment 5: FSB Project 1/24/18 - Harry Thorpe

## Status Report as of January 20, 2018

Work resumed on the FSB restoration project in early December 2017. Dan (Wellsona) assembled materials and additional scaffolding needed inside the FSB. Efforts will be made to keep the building open for tours as long as it is safe to do so. All tour materials were moved to one side of the FSB.

Dan put up additional supports and removed the bricks/window above the doorway. The existing window will be re-installed. Dan filled the large crack with grout and began to work on the upper walls to raise the bricks to allow grout to be replaced. During this effort, it was discovered that the truss plates were experiencing serious rust jacking and will have to be replaced. Bruce and Dan worked out a design approach to replace the plates as well as defining an alternative grout mixture. This information was distributed to all Board members.

Board and BLM approvals will be required for the changes. Dan is preparing the cost estimate for these modifications, which will also require Board approval.

## Attachment 6: Tower Report 1/24/18 - Jim Harris

Summary of tower top project – Jim Harris 1/24/18

Bruce Elster is pursuing his design to stabilize the tower using exterior encapsulation. His next step is to enter the design into the computer simulation model. The planned meeting with Prof. Cole McDaniel has been delayed due to the holiday schedule and start of the winter quarter at Cal Poly; the expectation is that the meeting will still occur in the near future. A discussion was held on the plans for the tower study for the year 2018. The results of that discussion are appended to this summary. It has been observed that the tower, especially the openings, is showing signs of deterioration since it was painted. One of the results of our discussion is that the best way to mitigate the tower deterioration is to complete the restoration of the tower as soon as possible. Therefore, it is recommended that the planning for a capital campaign to raise funds for the restoration of the lighthouse begin immediately (this campaign could include funding for all the restoration projects).

# 2018 PBLSA-Shoreline Engineering tower study planning document jgh 1/11/18

Bruce and I met at his office on Thursday afternoon on 1/11/18 for about one and a half hours to discuss planning for the tower project for the year 2018. I mentioned that the tower exterior really shows deterioration since its paint job, especially around the openings (windows and door). Bruce commented that the best way to mitigate the tower deterioration is to restore the structure as soon as possible; he will think about intermediate steps that can mitigate the deterioration around the openings, but is not optimistic. Basically, we discussed the sequence of activities that need to be completed before construction work begins on the restoration of the light station tower in order to achieve the shortest time to completion.

Shoreline Engineering is in the second phase of an anticipated three phase series of engineering work to develop a design that will stabilize the tower under environmental conditions and seismic loading that meet Federal, State and local building codes. This design also includes replacing the top three levels with a replica architectural design that satisfies state restoration requirements as well as visitor access requirements. The first phase initiated on September 2, 2014 as Job #404-05 developed a computer simulation model for the existing tower. This RISA-3 model was independently validated with empirical measurements performed by Cal Poly architectural engineering professors, Drs. Cole McDaniel and Peter Laurent. The results of the simulation testing were that the stability of the tower as it now exists without the top three levels is deficient in response to expected seismic events, i.e., could not meet code requirements.

Shoreline Engineering is currently pursuing the second phase under contract "Proposal for Preliminary Rehabilitation Evaluation of Masonry Lighthouse Tower Piedras Blancas Light Station", dated 24 July 2016 as Job #404-05. It is noted that the current design approach is based upon an encapsulated tower, and represents the latest evolution of the design work by Bruce, but is not discussed in the proposal. The previous design approaches, including the two alternatives identified in the proposal, have been superseded with the current approach considered to be the most viable. The rationales for this design decision are that it satisfies the performance requirements, is expected to be the lowest cost for construction, and potentially can use local contractors for the restoration work. Also note that the Shoreline contract is on a time and materials basis, with the proposal effort unofficially estimated by Bruce to be in the range of \$30K. One invoice was submitted to the PBLSA at the end of the 2017 for \$3,150 of the \$30K.

In summary, Shoreline is working under a contract with an outdated Scope of Services, but under this contract the design has evolved from the previous designs to the current encapsulation design. The tower project summary reports presented monthly at the PBLSA board meetings documents the path to this current status of the Shoreline contract effort. Since the contract cost basis is time and materials, and the work paid for by the PBLSA is well under the estimated \$30K, it is recommended that the agreement of Scope and Services of the document be revised as discussed below.

The general discussion at the beginning of the Scope of Services section should be revised to identify the current encapsulated design as the only design to be investigated. Task 1 continues with the exception that "item 5 preliminary report" be revised to indicate that only the encapsulated tower design will be addressed, and Task 2 will address only the encapsulated design. It is our understanding the current estimated range of work will still be limited to around \$30K continuing the time and materials basis. However, it is requested that at the completion of this revised contract Shoreline Engineering add the effort to develop a rough estimate for the restoration construction cost that can be used by the PBLSA to initiate fund raising activities. The next step after the completion of this contract phase is to develop a contract with Shoreline Engineering (Phase 3) to prepare construction plans and specifications, with detailed cost estimates for the completion of the tower restoration with the encapsulation design.

Bruce and I identified the following activities that will have to be performed and a rough schedule for these activities. First, the completion of the Phase 2 contract work could occur in about four months (April 2018), if Bruce doesn't have other higher priority projects from Shoreline during this period, e.g., Fog Signal Building. Based upon the conclusions of the Phase 2 contract work, a Phase 3 contract will be provided to develop the construction drawings and specifications. The preliminary estimate for the completion of the Phase 3 contract is in the Fall 2018, with the same caveat on Shoreline priority for Bruce's time. Included in this Phase 3 work will be the construction plans and specifications for the replicated top three levels. The approach to the replacement of the top three levels continues to be a separable construction project that will be placed upon the top of the stabilized tower by a crane using an engineered designed connection. The encapsulated tower design will include details of the connection interface between the tower and replicated top three levels.

In order to capitalize on this aggressive schedule for preparatory engineering work on the tower restoration to be completed by the beginning of 2019, the PBLSA will have to develop a capital campaign to fund the construction costs. In order for the construction to commence in 2019, the PBLSA will have to begin the campaign early in 2018 (rough costs estimates should be available in the April 2018 timeframe). If the engineering design work meets its schedule, then the limiting factor will be how soon sufficient funds can be raised to initiate construction contracts. This is a challenging, but doable, plan to restore the Piedras Blancas Light Station tower and to mitigate its deterioration.

## Attachment 7: Power Lines Report 1/24/18- Jim Harris

Summary of underground utilities project – Jim Harris 1/24/18

After our email correspondence with Joe Morris, Survey Program Manager at the SLO county Public Works Department, about undergrounding the power lines at Piedras Blancas Light Station, he referred me to Kathy Pace, PMP, who is the Rule 20A Program Liaison, Internal Program Management, PG&E. After our email correspondence, she referred me to the standard "Application for Service" application because she stated that the information requested "is not inside my area of expertise and I do not want to provide you with erroneous or outdated information". Therefore I had returned to the original recommendation that Bob Burke of PG&E had given me in 2011, when I first approached PG&E about this project. Cherie McKee, SLO County Supervisor Bruce Gibson's legislative assistant, who was following the email communications, interjected with the observation that I was not making much progress, and that she would like to see me get some assistance. Kathy emailed back that she understood and, hence, that application submittal recommendation. Therefore, I would like to get the support of the PBLSA board and Ryan Cooper as Park Manager, to initiate the application for service process, listing Ryan as the person to sign the contract and for me to be the representative, i.e., the principle contact person with PG&E. The intent is to get our project recognized as a Rule 20 B or C project, and to develop a plan and cost for undergrounding the power lines.

## Attachment 8: Membership Report 1/24/18- Tim Postiff

## 2017 Membership Totals

			Re	newal	s		New Memberships							
	50	100	250	500	1,000	Other	\$ Total	50	100	250	500	1,000	Other	\$ Total
Jan		2					200			1				250
Feb	3						150				1			500
Mar							0							0
Apr						1	15					1		1000
May	4	8	1			1	1315							0
Jun	1						50							0
Jul	3	1	1				500				1			500
Aug	2	4					500	1	1					150
Sep	1	2					250	1					1	75
Oct	2	2					300							0
Nov							0		1	1				350
Dec	2	3			1	1	1600							0
Total	18	22	2	0	1	3	\$4.880	2	2	2	2	1	2	\$2.825

## Membership Revenue= \$7,705\*

2017 Revenue: \$7,705 Members: 57 (11 new) 2016 Revenue: \$7,675 Members: 72 (14 new) 2015 Revenue: \$6,035 Members: 59 (10 new)

Tim and Holly are working on a 2018 membership letter to send out for renewals.

<sup>\*</sup>There is a discrepancy between this report and what Quicken shows (the accounting shows a higher dollar amount). Holly will go over the year's numbers to find the memberships she categorized incorrectly and will bring an updated report to the next meeting.

## Attachment 9: Accounting 1/24/18 - Harry Thorpe

## **ACCOUNTING REVIEW**

## LIGHTHOUSE TOWER RESTORATION FUNDS (DESIGNATED)

- With expected large amounts, set up separate bank account with PP Bank.
- Rename account "PBLA Tower Restoration."
- Create ledger tracking all bank account transactions.
- As balance grows, transfer funds to Fidelity Investment account.
- Rename Fidelity accounts: #395 Reserve Account, #166 Lighthouse Tower Restoration, #930 General Restoration, #158 Miscellaneous.

## TREASURER'S MONTHLY REPORT

- Exclude lighthouse tower restoration funds from income.
- Show funds as separate figure.
- Exclude restoration expenses from profit.
- · Issue monthly P&L to Board.
- General donations/grants/income will be deposited into PBLSA account and handled as usual.

Harry M. Thorpe, Jr.

## Attachment 10: Grant Software 1/24/18 - Holly Gant

Instrumentl is an online program that helps you search for grants specific to your needs. The cost for nonprofits is \$900/year paid annually (they won't let us pay by month or for part of the year). When I asked them what they offer and why we should try them they said this:

One important factor when investing in the grants process is allocating your time efficiently to maximize your ROI. Instrumentl *significantly* cuts down the amount of time you and/or your team will spend looking for the right opportunities so you can focus your time on writing winning proposals and building relationships with funders. On top of that, most of our grants are much more than \$900 so if you win just one, you'll make your money back. Keep in mind that if you're new to the grants process at your organization, that grants are a significant investment. I usually recommend organizations trying the strategy for a year and submitting at least 2 proposals per month.

Here are some other points to keep in mind when considering Instrumentl and comparing us to other options on the market.

- **We're continuously searching for you:** We're continuously searching for grants 24/7 and anytime we bring in a grant that is suited for your organization and/or programs it is added to your pipeline of prospects automatically you receive notifications when these new grants arise so you're always up-to-date. Most of our customers receive new grants almost every week!
- **Not just foundation grants:** Instrumentl pulls from federal, state, corporate, and private sources. When you use Instrumentl you can finally have a one-stop shop to see all your funding options in one place.
- Easy way to organize your grants process: We have an embedded project management tool called the Grant Tracker that allows you to do things like set automatic deadline reminders for grants you're interested in, collaborate with your team, record progress with applications, and store & manage grant related documents, among other things.
- We help with the background research: For each grant, Instrumentl does the background research (including from 990 data) to put together all the key details in an organized way to help save you time while vetting opportunities.

One other thing I'll mention is that Instrumentl is much **more easy to use** than other grant tools and that ends up making a big difference in how effective it is for you. If you've used other tools in the past, you'll be able to see fairly quickly how we differ once you start exploring.

I asked Michele Roest for her opinion on Insturmentl. While she wasn't aware of them, she did wonder if funders had to be members in order to post their grant opportunities. This would limit the grants we saw to those organizations that were members of Instrumentl. This is Instrumentl's response:

There is no fee for funders to post their opportunities on Instrumentl.

We bring in opportunities in a variety of ways, including:

- 1. Tapping into existing databases of private and public funding opportunities (e.g. Grants.gov)
- 2. Crawling the web for hard to find opportunities (e.g. especially useful for hard-to-find corporate opportunities)
- 3. Inviting funders to post new opportunities with us.

In passing this additional information along, Michele wrote: It's great that you got that information from them, and that all seems to make good sense. I will be interested to see how you do. I would expect that you should be able to find a grant match, and if so, maybe it will be one you didn't know about before. Please keep me posted on how it goes.

Here are screen shots of grants I thought were applicable and a snapshot of the Hind Foundation's information as an example of what information is provided for each organization. This helps us determine if we'd be eligible for their specific grant.

