

Piedras Blancas Light Station Association
Minutes
Zoom Meeting at 6:00pm
June 23, 2021

Board Members in attendance: David Cooper (Chair), Harry Thorpe (Treasurer), Sharon Flaherty (Secretary), John Brass, Jim Harris, Gary O'Neill, Zale Schuster
Others present: Ryan Cooper (BLM)

David Cooper called the meeting to order at 6:08. He thanked Harry, Sharon, and Ryan for their effort to address the gift shop situation. David suggested that it would be probably two to three months before the Program Associate will be replaced after the resignation of Carole Brooks. David also thanked Jim for preparing the agenda and minutes for this meeting.

Approval of the Agenda: Agenda was approved by consensus.

Reports:

1. Secretary Report – See Appendix 1. The minutes for May 26, 2021 with one editorial revision is approved by consensus. The minutes of April 28, 2021 with one deletion is approved by consensus. The minutes of March 24, 2021 revised by Jim Harris on 6/18/21 is approved by consensus. Jim will archive the three minutes until a new Program Associate is appointed, after which they will be displayed on the PBLSA website.
2. Financial Status and Treasurer's Report - See Appendix 2. Harry noted that the May gift shop income is the highest May recorded, which indicates that the tour format appears to improve sales. He is still looking for BLM reimbursement of \$30K to reimburse Wellsona Iron and Engineering.
3. Gift Shop Report – See Appendix 3. Sharon Flaherty reported notes from gift shop oversight committee (Sharon, Jodie Nelson, and to be designated Gift Shop Manager) meeting of June 9, 2021. David requested that they continue their leadership for the gift shop. One point discussed in the notes is under "action items" that the inventory be performed in incremental clusters each month, rather than as a whole.
4. BLM Update - See Appendix 4. Ryan stated that he was looking for more docents. Discussion followed with some ideas: provide added signage, introductory video presented in watch room, and use of technology for visitors. Ryan led discussion on lens relocation pointing to further negotiations with Coast Guard in September. David stated that he sent the BLM the report from Jim Woodward on the condition of the lens and the Shoreline Engineering report on the condition of the present enclosure. David requested that Dan Murphy provide a proposal with cost to restore present lens enclosure on San Luis Obispo county land, and Zale provide a proposal to relocate the lens to the Fog Signal Building; the proposals are to include both plans and estimated costs. Ryan mentioned that Maddy is new intern and will be at the light station for a couple of months; say hello if you see her.
5. Tower Report – See Appendix 5. See report.
6. Underground Utilities Report – See Appendix 6. Because of priority of getting the gift shop manager and eventually Program Associate replacement, David recommended that we delay presentation of Connected Energy to the Board until September; he reiterated that the PBLSA is still interested in the project proposal,

but there are high priority issues that need to be addressed first. The delivery of their white paper proposal to the Board will be delayed commensurately.

7. Capital Campaign/Grants Report – See Appendix 7. It was emphasized that Jim and Harry encourage other Board members to participate in the Chamber visitation – just contact either Jim or Harry for assistance.
8. Membership Committee Report – No report.

Old Business:

1. Fresnel Lens Update – Defer to BLM report.
2. Recognition for Holly Gant – On hold as Holly is still working for PBLSA.

New Business:

1. PBLSA Employment Plan – See Appendix 8. After discussion of the PBLSA Employment Plan and following the recommendation of the hiring committee based upon their interview with Cressant Swarts in the morning, the following two motions were passed by the Board:
M/S/P David Cooper offer the position of Gift Shop Manager at an annual salary of \$14,000 to Cressant Swarts.
M/S/P The PBLSA Board moves to approve a one-time budget of \$1,640 (\$250/day @ 5 days and travel expenses of \$390) to cover Holly Gant's consulting services for training the new Gift Shop Manager.

Discussion Items:

None

Board meeting adjourned at 7:37.

Minutes recorded by Jim Harris.

Appendix 1: Secretary's Report 6/23/21 – Jim Harris

Piedras Blancas Light Station Association
Board Meeting
Minutes
May 26, 2021

Present: David Cooper, Ryan Cooper, Harry Thorpe, Gary O'Neill, John Brass, Sharon Flaherty, Jim Harris, Carole Brooks

Call to Order: 6:06 pm

Approval of the Agenda and Reports: February, March, and April pending. Agenda accepted by consensus.

1. Secretary Report – Sharon Flaherty (none)
2. Financial Statue and Treasurer's Report (Harry Thorpe)
 - 2 Payrolls were entered in April that affect the total. Has happened before with payroll co.
 - Megan has still not transferred the funds we paid back to BLM yet. Harry has inquired 3 times. They did process our deposit and she found the missing check; stop payment was done.
 - Our investments are doing well with a 10K improvement.
3. Gift Shop Report (Carole Brooks – attachment 3)
 - Sales are doing well.
 - Harry shared Gift Shop processes and inventory are being reviewed.
 - Deliveries will be brought to the PBLSA room next to office. 1 box of Hoodies has mice damage. Sharon is looking into the legal requirement of selling the rest of the merchandise.
 - Sharon will convene the Gift Shop Committee. It was decided no new items, at this time.
4. BLM Update (Ryan Cooper – attachment 4)
 - Tour numbers will increase as tours ramp up. More Specialty tours are under consideration.
 - Tour info in large print was suggested for the Kiosk. David and Ryan will look into the possibility of a gate set back to allow for a safer traffic situation with Cal Trans rather than the current problem with cars stopping off Hwy 1.
 - Coast Guard is now responsible for the Lens as the Lion's Club lease was up March 2021. Future of the Lens discussion included locating the lens inside the Fog Signal Building, and possible sources of future support, including the PBLSA. Ryan indicated that BLM will put together a meeting with all parties to discuss and evaluate where we need to go from here.

- Ryan will meet with the Regional Engineer to discuss the parking project. Harry suggested to include the idea of future expansions as part of the plan.
 - New intern to start mid-June. Need more volunteers. Losing Abel and Tony. Jodie canvassing.
5. Underground Utilities Report (Jim Harris – attachment 5)
 - Generator that satisfies CHP will be 350K. Not under contract yet but a proposal to move forward.
 6. Tower Report (Jim Harris – attachment 6): See report.
 7. Capital Campaign: Grants Report (Jim Harris– attachment 7):
 - Jim was surprised the Chambers were unaware of our Light Station since they are in Tourism. Rack cards were suggested in all Chambers and Hotels and Jodie just picked up new ones. Many thanks to Jim for taking this on to establish and grow awareness and relationships with our community for our Light Station.
 8. Membership Committee Report (Harry Thorpe/Sharon Flaherty): No report
 9. Communications Workgroup Report (David Cooper): No report

New Business:

1. Fresnel Lens Update (Zale Schuster): 2 weeks for glass panel replacement to housing repair.
2. Carole provided Zoom Account contract cost. Will look into number of hosts that can lead.
3. Recognition for Holly: David suggested a framed watercolor of the Light Station with a formal Board Resolution. David also asked the board for their thoughts and to forward any suggestions.

Adjourn: 7:35 pm

Minutes recorded by Carole Brooks. Minutes reviewed by David Cooper, President and Sharon Flaherty, Secretary on 6/21.

Piedras Blancas Light Station Association Minutes
Zoom Meeting
April 28, 2021

Present: Zale Schuster, Harry Thorpe, Ryan Cooper, Jodie Nelson, Christine Buckley, David Cooper, Gary O'Neill, Jim Harris, Sharon Flaherty, Carole Read

Start: 6:07 pm

Announcements:

1. Farewell to Holly; brainstorm farewell gift for her
2. Farewell and thanks to Christine and Mike

Approval of the Agenda: *March 24, 2021 agenda tentative approval by consensus*

Reports:

1. Secretary Report (Christine Buckley – attachment 1)
2. Financial Status and Treasurer's Report (Harry Thorpe – attachment 2)
 - \$1,800 in membership fees
 - Check PBLSA missing check from Feb was found at BLM. Feb check was destroyed and April check was used
 - The monies will go back into the co-op agreement and any subsequent payments. Funds that we spent on the fresnel lens to go back into the co-op agreement. Only a couple more years (2022) until the funds expire. Use money for the FSB light system.
 - Potential for PBLSA to be reimbursed by the BLM for PBLS ACE work
3. Gift Shop Report (Carole Brooks - attachment 3): Absent
4. BLM Update (Ryan Cooper– attachment 4)
 - Sold out every tour day so far.
 - Positive feedback on the tour: Guides are happier with the self guided tour. For the foreseeable future, we will continue with the self guided tour.
 - Middle of June we will open up 5 day a week tours (30 people max) (saturday 30-40 people); people are spread out pretty well; play it by ear to increase our numbers as covid restrictions calm down.
 - Jodie: We can modify how many reservations we have available considering how many volunteers we have that day.
 - Kiosk: new kiosk in the making for the front gate; vehicle hit original BLM sign.
 - Official letter from BLM asking for the lens to be transferred from the coast guard to the BLM; the transfer is moving forward/in the process. Next agreement could potentially be a 100% BLM property not a loan.* Improvements in the building need to be made in time.* (***Confidential information**)
 - Parking lot and restroom buildings: sole source vault restrooms in the works. The parking lot we can complete ourselves.
 - Coast guard units (A, B, C, D and garages) reroofing is going out for bid on May 1st. Tear off, repair and replacement of shingle roof.
 - FSB is now open during the tours so visitors can walk through.
 - Flagpole progress: No change
 - We may reach 400 visitors to the LS for the end of the month
 - David: Recreation.gov will continue? Jodie: Overall, yes: makes planning easier and people are adjusted. Glitches have been fixed easily.
5. Tower Report (Jim Harris – attachment 5)
 - Continuation for work: Control problem with inverted pendulum; tower foundation not tied in. Restoration will help stabilize tower. June/July he will provide documents of design. Next event: design review with architectural resource group. PBLSA will be provided with an overview by the publishing of the design.

6. Underground Utilities Report (Jim Harris – attachment 6)

Moving ahead. Operational costs will decrease for the station overall.

7. Capital Campaign/Grants Report (Jim Harris/Holly Gant – attachment 7)

2,500: packets for 11 chambers of commerce. Nearly finished and will deliver packets. List of items and goals to deliver and present to Cambria Chamber of Commerce

New Business:

1. Establish Gift Shop Standing Committee

- David, Sharon, Carole, Harry and Jodie
- Establish a standing committee to monitor inventory, regulate gift shop, notify board for resource needs etc.
- Motion to approve Gift Shop Standing Committee: David Cooper
 - ○ Seconded: Jim Harris
 - ○ Passed: 7:11 pm
 - Harry: support and financial advisor

2. Create PBLSA Zoom account to pay for fees etc. (Carole)

Adjourn: 7:28 pm

Piedras Blancas Light Station Association
Board Meeting via Zoom
March 24, 2021

MINUTES (Revisions by Jim Harris 6/18/21)

Present: David Cooper, Holly Grant, Ryan Cooper, Harry Thorpe, Gary O'Neill, John Hodge, John Brass, Sharon Flaherty, Jim Harris, Christine Buckley

Call to Order: 6:07 pm

Announcements (David Cooper):

- Welcome back Harry
- Farewell to Holly
- Note of appreciation for Mike and Christine for taking over Holly's duties
- Training for new position for Carole Read

Approval of the Agenda Reports:

1. Secretary Report (Holly Gant)
 - Holly to change secretary report
 - February Minutes approved by consensus at 6:13 pm
2. Financial Statue and Treasurer's Report (Harry Thorpe)
 - No new report this month
3. Gift Shop Report (Holly Gant)
 - Sales are up to \$400-\$600 per Saturday
 - Gift Shop flow of customers going smoothly with capacity regulations; small issue with inventory, but taken care of at the time
 - Mike working cash register and Christine at door regulating how many people enter
4. BLM Update (Ryan Cooper)
 - Starting April 1st, PBLS open for tours on Tuesday, Thursday and Saturday
 - Reservation only and self guided tours still to continue
 - PBLS Updates: Put sign up on outside of fence; will allow limited people to enter FSB and LH starting in a few weeks, lens agreement in progress, parking lot and restroom construction will move along with BLM workers; FSB lighting same as last month; flagpole progress remains the same.
 - Gary: tourists like to stop and ask a docent for info, leave early, go off by themselves, or stay later. Self guided provides more flexibility.
 - Mike brought out 4-5 Cuesta College students to volunteer and do trail work; in the next few weeks will have a local SLO company, iFix it to

have their employees come out with contracts and volunteer agreements in place.

- Mike and Christine painted the stairs of the lighthouse.
- Tim (post board member) is moving and will be at LS next Saturday at 11:00 am to celebrate him.

5. Underground Utilities Report (Jim Harris): see report

- State Parks access to be determined (2-3 yrs) to remove underground power poles

6. Tower Report (Jim Harris): see report

7. Capital Campaign (Jim Harris/Holly Gant): see report

8. Membership Committee Report (Harry Thorpe/Sharon Flaherty/Holly Gant)

- Contacting former volunteers; letters have not gone out yet: Carole's first jobs.

9. Communications Workgroup Report (David Cooper)

- No new progress

Old Business:

1. Fresnel Lens Update (Ryan)

- No new business

Discussion Items:

- Check for Megan: check mechanics statement to see if check is recorded: Harry may have access to check. Four week

1. Program Associate Hire (David Cooper)

- Work group is happy with hire; credentials were sent to board members; candidates that were not hired were sent documents with proper thanks.
- Set time to meet and greet for Carole Read at the LS: all board members invited; workflow/training plan step up.

Adjourn: 7:04 pm

Attachment 2: Treasurer's Report 6/23/2021 – Harry Thorpe

TREASURER'S REPORT for May 2021

1. OPERATIONS INCOME: Last Month: \$5,557.60* YTD: \$18,767.50
PROFIT: Last Month: \$334.43** YTD: <\$3,517.34>***

TOWER RESTORATION FUND BALANCE: \$12,662.03

BLM SUPPORT EXPENSE: Last Month: none YTD: none

BALANCES: P.P. Bank: \$2,924.14 ASAP: \$63,317.82****

* Gift Shop: \$4,727.60

** Payroll: \$2,010.57

*** Excludes \$28,772.15 (BLM)

**** Under review

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>
May 2021	566,006.89	5,540.68	640.68	--	--	572,188.25
Apr 2021	554,360.04	10,888.31	758.54	--	--	566,006.89
Mar 2021	548,340.76	5,252.94	766.34	--	--	554,360.04

3. OTHER:

- Reviewed April/May transactions and made adjustments.
- Light station is now back in full operation.
- PBLSA reimbursement for 2020 expenses is still pending with BLM.
- Completed audit of 2021 payroll files.

Harry M. Thorpe, Jr.
Treasurer

TREASURER'S REPORT for April 2021 (Revised)

1. OPERATIONS INCOME: Last Month: \$5,431.10* YTD: \$13,209.90
PROFIT: Last Month: <\$3,072.75>** YTD: <\$3,856.08>

TOWER RESTORATION FUND BALANCE: \$12,662.03

BLM SUPPORT EXPENSE: Last Month: none YTD: none

BALANCES: P.P. Bank: \$2,924.14 ASAP: \$63,317.82***

* Grant: \$1,000

** Payroll: \$2,068 additional (May), excludes \$28,772.15 BLM reimbursement

*** Under review

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>
Apr 2021	554,360.04	10,888.31	758.54	--	--	566,006.89
Mar 2021	548,340.76	5,252.94	766.34	--	--	554,360.04
Feb 2021	573,170.04	4,487.42	683.30	--	30,000	548,340.76

3. OTHER:

- Reviewed March/April transactions. Revised April statement.
- Light station was open for the entire month, 3 days per week.
- BLM reimbursement check (\$28,772.15) replaced.

Harry M. Thorpe, Jr.
Treasurer

Attachment 3 Minutes 6/9//21 of Gift Shop Oversight Committee – Sharon Flaherty

DRAFT

NOTES FROM JUNE 9, 2021 GIFT SHOP OVERSIGHT COMMITTEE

Charge to the committee, per the April 28, 2021 PBLSA Board meeting, is to establish and oversee procedures and practices for successful Gift Shop operations, including inventory, reporting and recording, audit and inventory control. The committee is advisory to the board, so it is responsible for reporting on the Gift Shop operations and proposing board resolutions about Gift Shop support and needed resources.

Inventory

New Items

- New item ideas come from e.g., national park gift shop visits; intern, staff and volunteer ideas. Generally low priced items.
- New purchases under \$1,000 made after consultation with BLM staff and PBLSA Treasurer, reported to PBLSA Board.
- New purchases in excess of \$1,000 after consultation sent to Treasurer for review and to Board for approval.

Ongoing Items

- Overall inventory available through Square. Can be set to provide reminders for reorders.
- Physical inventory checks for sizes, etc. made while in shop.
- Periodically items that don't sell are put on sale, sometimes at cost, to be sure investment is not lost.
- Straightening of goods traditionally done while in gift shop waiting for visitors. New post Covid visiting procedures impacts ability to get done. Need new processes to be able to complete given the change in scheduling.

Action Items

- Carole to initiate/receive more training on Square capabilities.
- Carole to research and resolve redundancies and discrepancies in tracking/financial data.
- Carole to provide committee members with a list of all inventory items per Square.
- Jodie will ask volunteers for ideas on how to keep gift shop inventory straight in spite of the new visitors schedule.
- Establish dates for periodic review of existing inventory for possible disposal of items that don't sell.
- Treasurer recommended an initial system of reordering six items each month.

Reporting

- Day to day reporting to Harry.
- Consultation with Jodie and Ryan regarding purchases.

- Inform/seek Board approval for purchases based on amounts involved.

Recording

- Systems used – square for cash register and inventory, price list, add inventory, cost of goods sold, revenue. Quicken for checks to vendors, reconcile credit card. Spreadsheet monthly breakdown cost of goods sold (COGS) by items.
- Two change funds are maintained for gift shop. Balances to be at \$150 and \$100 levels at start of each day.

Action Items

- Carole to initiate/receive more training on Square capabilities.
- Carole to research and resolve redundancies and discrepancies in tracking/financial data.
- Carole to assure both change funds are accurately maintained.

Audit

- Financial audit – BLM initiated.
- How often – no routine schedule

Action Items

- Given BLM results, any changes to audit process?

Inventory Control

- Annual audit has been done on January 1 each year.

Action Items

- Complete baseline current inventory audit by June 30.

Proposing Board resolutions about support and needed resources

Action Items

- Online opportunity to improve website to increase sales worth pursuing.

Attachment 4 BLM Update 6/23/21 – Ryan Cooper

Tour Status

Tours are going great. We are in 5 day a week tours and people seem to be enjoying the self guided tour. There is a need for a portion of the tour with more in-depth information. We could either do this with more interpretive material, have more vol posted in key locations

Future Projects

Highway Kiosk

Not much progress but still in the works

Lens

Broken window has been fixed.

BLM had a meeting with the Coast Guard last week and much was discussed. The outcome was that we (BLM and the PBLSA) will be coming up with some proposals of viable options since BLM does not have a proper place to move the lens at this moment. We are going to reconvene in late August or early September.

Coast Guard Roofs

Contract should be awarded this week. Amazingly bids were all over the place and well over our estimate.

Parking Lot Redesign / Restrooms

The design is in the works and I am working on getting a restroom ordered.

FSB Lighting

The Fog Signal Building is status quo.

Special Event:

Possible Eroica September 2021

2021/2022 School tours

-Teachers are very excited to get back out here.

-We have lost a few of our school group tour volunteers so we could always use new ones.

Tour Numbers

Month	2014	2015	2016	2017	2018	2019	2020	2021
October	637	605	516	500	506	441	535	22
November	622	503	474	357	523	433	334	56
December	404	464	426	273	829	251	518	0
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	463*
July	1178	990	850	1125	1169	1085	0	
August	985	809	693	836	1001	819	0	
September	601	481	442	437	591	374	0	
Total	8110	8068	6610	6605	8447	6548	2865	1654

*partial

Attachment 5 Summary of tower top project 6/23/21 – Jim Harris

Bruce Elster continues to focus on the development of his computer model of the tower restoration design. Below is a graphic from Bruce with an enhanced design concept that he is pursuing that he believes will have great benefit to the restoration of the tower. The graphic shows the proof of concept work and I quote his description of it:

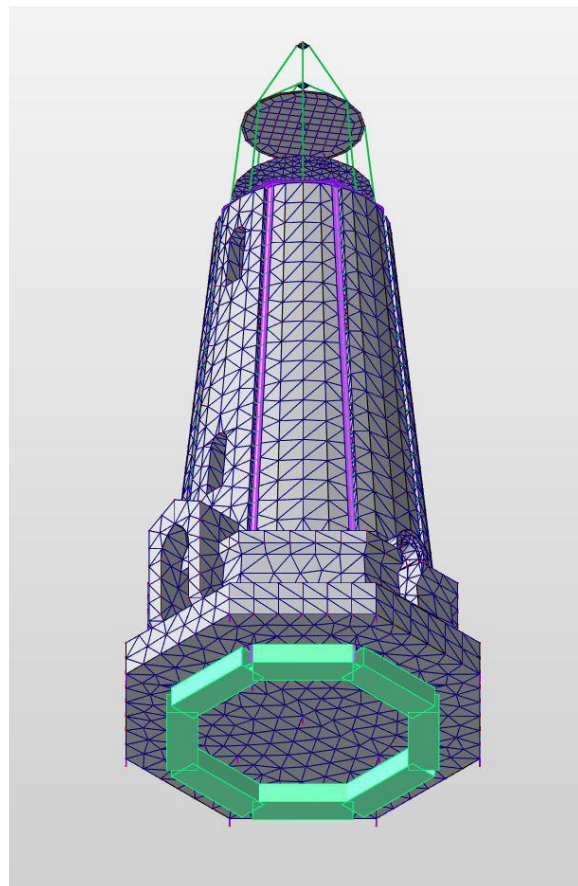
“Attached is a graphic with a concept concrete ring that is being examined.

The concept:

- The idea here is to develop a “rocking” or “inverted pendulum” approach. The rocking of the tower during a seismic event dissipates energy, lowering the need for more extensive/intrusive retrofitting.
- The ring provides anchorage for column/tendons to pull against, compressing the tower
- Adds dead weight to counteract overturning forces

Once proof of concept is established, the ring will be moved outside of the tower base. Currently, I see no need to go through the modeling edits (extensive) until it is determined this can work.”

Bruce feels that this enhanced design for the foundation of the restoration could lead to reduced cost and increased performance. He also stated that the columns of the Parthenon built over 25 centuries ago and still standing use the same principle. The plan remains that a document for the preliminary design work and cost estimate is to be completed in July timeframe.



Attachment 6 Summary of underground utilities project 6/23/21 – Jim Harris

The undergrounding of the PG&E electrical supply lines project remains on hold. The plan is for the Board to consider a motion that allows Maxwell Muscarella and Sean Cassidy of Connected Energy along with Brian French to present their work at the July Board meeting on 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. In preparation for the July meeting with Connected Energy (assuming the board meets in person), their white paper will be send out via email to the PBLSA board members including Ryan and John.

Attachment 7 Capital Campaign/Grants Report 6/23/21 – Jim Harris/Harry Thorpe

Work continues on the project to meet with 11 chambers of commerce in the San Luis Obispo county to inform their members of the restoration progress at the light station. Based upon the meeting Jim had with the Pismo Beach Chamber of Commerce, Jim, Harry and David met on Thursday May 27 to discuss the goals for meeting ten other chambers of commerce identified as part of our \$2500 grant from the Conservation Lands Foundation to support the project. While Harry and Jim have committed to meet with the chambers, they are willing to share with others who wish to participate in the project.

Attachment 8 PBLSA Employment Plan – David Cooper

Carole Brooks, the PBLSA Project Associate, resigned. Harry Thorpe and I carefully reviewed the situation. We agreed that the PBLSA needs to support the Gift Shop with a separate and dedicated employee. I reconfigured the position description and circulated it to all board members on 6/16/21. My request to hire a new a Gift Shop Manager with an annual salary of \$14,080 was approved by e-vote.

We have identified a well-qualified potential candidate. Her name is Cressant Swarts. I asked her for a formal application. The hiring committee will interview Ms. Swarts on Wednesday 6/23/21 at 9:30 AM. I will circulate her resume and letter of application to board members before the Board meeting on 6/23. We hope to have a decision to present for approval at the meeting. Subject to Board approval, I will offer her the position on 6/24 and ask her to begin on Monday, 6/28.

The new Gift Shop Manager will need Holly Gant's training and back-up. For Board consideration at the 6/23 meeting, I am presenting the following motion for discussion and approval.

The PBLSA Board moves to approve a one-time budget of \$1,640 (\$250/day @ 5 days and travel expenses of \$390) to cover Holly Gant's consulting services for training the new Gift Shop Manager.

Holly has indicated that she can travel to Piedras Blancas the week of 6/28-7/2 for training.