

MINUTES
OF THE
MEETING OF THE BOARD OF DIRECTORS

CALL TO ORDER

The regular Meeting of the Board of Directors of Pismo Coast Village, Inc. was called to order May 15, 2021, by President Garry Nelson at 10:06 AM.

PLEDGE OF ALLEGIANCE AND INVOCATION

Mr. Bessom led the Pledge of Allegiance. Mr. Johnson gave the invocation.

PRESIDENT'S MESSAGE

Mr. Nelson welcomed the Directors to the meeting. Due to Covid-19 restrictions in place, shareholders did not participate in this meeting. It is with anticipation that shareholders may be able to participate in the July Board meeting if County guidelines change.

Mr. Nelson expressed his appreciation to Mr. Jamison and staff for how beautiful the Resort looked during the 13th Annual Vintage Trailer Rally event.

ROLL CALL

Mr. Skaggs called roll. All members of the Board of Directors were present either in person or via phone/video conferencing. Mr. Skaggs declared a quorum.

PRIOR MINUTES REVIEWED

Mr. Williams moved that the minutes of the Board of Directors' Meeting held March 20, 2021, be accepted as submitted. Mr. Buchaklian seconded, and the motion carried unanimously.

CHIEF EXECUTIVE OFFICER/GENERAL MANAGER'S REPORT

Mr. Jamison, Chief Executive Officer/General Manager, began his Manager's Report by stating that occupancy and revenue were very good for April 2021. He gave an occupancy comparison utilizing the numbers from 2019 and 2021, which showed 2021 with an increase of 8.7% above the numbers in 2019. Occupancy numbers from 2020 were not used for the comparison due to the Covid-19 closure. Mr. Jamison stated that since Pismo Coast Village continues to be a very popular tourist destination, he is forecasting for next fiscal year's budget that the Resort will be 3.8% over 2019.

Mr. Jamison then gave an update on Resort activities and general operations. The 13th Annual Vintage Trailer Rally event was taking place in the Resort this weekend with roughly 300 campsites for the group. He commented on the great job that Reservations did placing the vintage trailers throughout the park. The logistics of this year's rally event were discussed as they were different from prior years due to Covid-19 mandates in place. With the event not being promoted, activities were not scheduled and awards were not given. The participants have expressed that they were happy to be able to participate, and are looking forward to coming back next year.

Recent staff changes were discussed including new hires Dan Hollender as Maintenance Supervisor and Brandi Collins as Accounting Manager. Ms. Collins will be

taking over for Kitty Karstetter in Accounting who will be retiring this summer. A few positions have been filled in the General Store and Security. To meet the continuing challenges of staffing, ads are still running for General Store, Trailer Movers, RV Shop, Reservations and an Administrative Assistant in Corporate office.

Notification has been received that PCV's Payment Protection Program (PPP) loan of \$540,000 has been forgiven. Good Sam's representatives were onsite. Their ratings were presented. Per Good Sam's overview of the older restrooms, Mr. Jamison indicated that he will be putting restroom cosmetic upgrades into next fiscal year's budget draft.

Board member, Mr. Willems, was given an electronic tablet to demo during the Board meeting. Steps are being taken to help the Board go paperless during meetings in the near future. One tablet was purchased initially to test its capabilities and compatibility. Prior to the meeting, the Board agenda and documentation were uploaded for Mr. Willem's viewing during the meeting. He stated that the tablet was easy to use and all documentation was easily accessible. The goal is to eventually eliminate the Board blue folders, and provide a device for those Board members who do not already bring their own devices to the meetings.

Mr. Jamison asked the Board for their consideration of the logistics and planning for the 2022 Annual Shareholders' Meeting. A determination will need to be made as to whether the event will take place at the South County Regional Center as in past years or be conducted via Zoom as was in 1/2021, and whether the Resort will move forward with the Shareholders' Wine Reception.

EXECUTIVE AND PERSONNEL & COMPENSATION/BENEFITS COMMITTEE REPORT

Mr. Pappi, Chair of the Personnel and Compensation/Benefits Committee reported that there was a joint meeting held Friday, May 14, with the Executive Committee. All Committee members were present. Mr. Jamison also attended and presented the General Manager's report. He discussed the status of the Resort, and staffing and new hires along with open positions. He reported on the Good Sam's Club positive ratings that were given during their visit to the Resort, and reviewed the 401(k) plan. The plan representative will be onsite in June to address employee questions and inquiries. Old and new business was discussed. A resolution out of committee will be presented during Closed Session.

FINANCE COMMITTEE REPORT

Mr. Roberts, Chair, reported that the Committee met this morning, May 15. All Committee members were present. Mr. Jamison and Mr. Skaggs attended as guests. Mr. Roberts reported the Committee reviewed the financial statements for March and April 2021, and reviewed the first draft of the budget for Fiscal Year 2021/2022 including Capital Expenditures. The Committee reviewed the proposed rate increase of Resort nightly site fees by \$5 per night, effective January 1, 2022. Mr. Roberts stated that the Balance Sheet remains strong. A resolution out of committee will be presented during Closed Session.

OPERATIONS COMMITTEE REPORT

Mr. Enns, Chair, reported that the Committee met this morning, May 15. All Committee members were present. The Committee discussed the 2022 Shareholder Information Manual and reservations calendar presented by Charles Amian, Operations Manager. The Committee also reviewed specifications for types of RVs allowed in the Resort, along with onsite RV wash rules. Electrical vehicle charging was also discussed. Recommendations will be addressed with Resort management. A motion out of committee will be presented during Closed Session.

AUDIT COMMITTEE REPORT

Mrs. King, Chair, reported the Committee met Friday, May 14. All Committee members were present. Darrell Sisk, Reservations Supervisor, Kitty Karstetter, Accounting Manager and new hire, Brandi Collins, Accounting Manager were present as guests. They attended to give an update on month-end accounting overages/under reconciliation as last discussed at the May 2019 Audit Committee meeting. The Committee acknowledged that since their 2019 discussion, along with process improvements gained since that discussion and upon examination of the advanced reservations process, concluded to having found no concerns with the process as it exists today. The Committee will continue to monitor this process and make recommendations as necessary as part of their ongoing Audit Committee meeting routine going forward.

ENVIRONMENTAL, HEALTH & SAFETY ADVISORY COMMITTEE REPORT

Mr. Skaggs, Chair, reported that the Committee met Friday, May 14. All Committee members were present. Charles Amian, Operations Manager, was present. Mr. Amian gave an update on new incidents regarding the health and safety of employees and guests. There were no new guest incidents to report. One incident was reported involving an employee who had sustained minor injuries from a rolling gate at the RV Shop. Mr. Amian also presented the Resort's existing Tsunami Evacuation Plan. No changes were made. Past PCV tsunami/flooding history will be added to the current plan. Justin Laughlin, Trailer Mover, gave input on the existing trailer moving operations and safety issues. He made recommendations which included hiring additional trailer moving staff as well as trailer inspection staff, providing additional guest reminders of 12 noon check-out, and adding yellow spotting marks to each trailer site. He also proposed that additional RV storage be purchased to add more room to each lot for easier trailer moving access. Mr. Amian distributed the current list of open EH&SA Advisories, and provided a field review for the Committee which included assessments of the Overlook ramp repairs, swimming pool area, mini golf facility, arcade, laundromat, Clubhouse, restaurant and General Store.

NOMINATING COMMITTEE REPORT

Mr. Willems, Chair, reported that the Committee met Friday, May 14. All Committee members were present. The Committee reviewed interview questions with no changes to be made at this time. Two candidate interviews were conducted with both candidates being very qualified. Form letters were reviewed afterwards.

Mr. Nelson recessed the meeting at 10:43 AM. He reconvened the meeting in Closed Session at 10:58 AM.

OLD BUSINESS

No old business.

NEW BUSINESS

EXECUTIVE COMMITTEE REPORT

The Executive Committee presented for Board approval its Resolution Out of Committee to increase the buy back shares from 30 to 50 shares for the Company. Per Mr. Pappi, the Company owns 25 shares with authority up to 30. Discussion ensued. A recommendation was made for Mr. Jamison to seek further guidance from the Resort’s legal counsel before a decision is made. The resolution was tabled for further consideration.

OPERATIONS COMMITTEE REPORT

The Operations Committee presented for Board approval its Motion Out of Committee to adopt the 2022 Shareholders’ Information Manual as presented. A vote was taken, and the motion carried unanimously.

401(k) PLAN

Mr. Williams moved, Mr. Hearne seconded, and the Board unanimously passed the following resolution:

RESOLUTION # 1258/1233

Resolved to continue without change the Pismo Coast Village Safe Harbor 401(k) Plan for the employee benefit’s program.

Further resolved to continue paying the employee’s quarterly enrollment fees for the 401(k) Plan.

Further resolved to reaffirm the policy that the Corporation shall match each participating employee’s 401(k) Plan contribution at 100% of each dollar up to a maximum of 4% of the employee’s compensation.

FINANCE COMMITTEE REPORT

The Finance Committee presented for Board approval its Resolution Out of Committee to increase nightly site fees effective January 1, 2022. A vote was taken, and the Board unanimously passed the following resolution:

RESOLUTION # 1259/1232

Resolved to increase the nightly site fees by \$5 per night, effective January 1, 2022.

Site Fees

Non-Prime Weekday (Sun. – Thurs.)	\$69/night, plus tax
Non-Prime Weekend (Fri. & Sat.)	\$73/night, plus tax
Prime Time	\$79/night, plus tax
Summer Prime	\$86/night, plus tax
Group Rates (10 or more RVs)	
Winter Non-Prime	\$2 discount on the appropriate nightly rate

STOCK REPORT

Mr. Skaggs reported that he had reviewed the stock transfers shown on the Stock Transfers List dated May 15, 2021, and that to the best of his knowledge, these transfers have met the criteria for changing ownership and have been approved for transfer.

CHECK DISBURSEMENT

Mr. Nelson reported that he co-signed six checks. As required by a resolution, a report must be made to the Board. He reviewed the checks that he had signed for the San Luis Obispo tax collector, Toste Grading and Paving, two for the City of Pismo Beach, Blue Shield of CA and Transient Occupancy Tax (TOT).

There being no further business, the meeting was adjourned at 11:30 AM.

The above minutes of the May 15, 2021, Board of Directors' Meeting are correct and accepted as presented.

Brian J. Skaggs

Brian J. Skaggs, V. P. – Secretary