

**Board of Pilot Commissioners for the Bays
of San Francisco, San Pablo, and Suisun**

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**FINANCE MINUTES
December 4, 2014
9:30 A.M.**

Committee members present

John Schneider, Chairman
Mike Jacob
John Cinderey
Capt. Steve Roberts

Staff present

Allen Garfinkle, Executive Director
Roma Cristia-Plant, Assistant Director
Kelly Dolcini, Staff Services Analyst
Sigrid Hjelle, Office Technician

Public present

Ray Paetzold, San Francisco Bar Pilots' General Counsel

Open Meeting

1. Call to Order and Roll Call.

Chairman Schneider called the meeting to order at 9:40 a.m.

2. Approval of minutes of Committee meeting of September 17, 2014.

MOTION: Capt. Roberts moved to approve the minutes from the September 17, 2014, meeting with clerical, non-substantive changes. Mr. Cinderey seconded the motion.

ACTION: The Committee unanimously approved the minutes on a voice vote.

3. Review BOPC fund condition, revenue and expenditure projections and monthly data for all pilotage fees and vessel moves and their effect on:

Ms. Cristia-Plant presented the Committee with a report on the status of the Board's fund condition through the end of the 2014 fiscal year, as prepared by the California Highway Patrol's (CHP) accounting staff. She further explained that the Department of Finance had recently rejected the Board's Budget Change Proposal and instead elected to do an intraschedule transfer of funds so that a Pilot fatigue study can be conducted. Board staff is concerned that the Department of Finance used historical savings to determine this course of action without looking to present expenditures such as legal fees and medical assessment regime.

a) Board Operations Surcharge (currently 1.0%) – develop possible recommendation to Board to adjust rates if necessary.

The Committee reviewed and discussed the Board Operations Surcharge and fund condition, and determined that no change to this surcharge was necessary at this time.

MOTION: Capt Roberts moved to make no change to the Board Operations Surcharge. Mr. Jacob seconded the motion

ACTION: The motion passed unanimously

b) Pilot Continuing Education Surcharge (currently \$25/move) – develop possible recommendation to Board to adjust rates if warranted.

The Committee reviewed and discussed the Continuing Education Surcharge and elected to lower it to \$10/move.

MOTION: Mr. Jacob moved to lower the continuing education surcharge to \$10/move. Mr. Cinderey seconded the motion.

ACTION: The motion passed unanimously.

c) Trainee Training Surcharge (currently \$35/trainee/move) – develop possible recommendation to board to adjust rate if warranted.

The Committee reviewed and discussed the Trainee Training Surcharge and number of trainees in or entering the program and elected to lower the surcharge to \$10/trainee/move beginning January 1, 2015.

MOTION: Commissioner Roberts moved to decrease the Pilot Continuing Education Surcharge from \$25/trainee/move to \$10/trainee/move. Mr. Jacob seconded the motion.

ACTION: The Committee unanimously approved the motion on a voice vote.

4. **Review current Pilot Vessel Surcharge rate (currently at 3.27 mills -- \$.00327) revenue, expenditures and reserve balance. Develop possible recommendation to the Board for Pilot Vessel Surcharge rate adjustment, if warranted.**

Mr. Cinderey reported the outstanding balances on Pilot vessel loans to the Committee. He gave a brief timeline of payments. After discussion, it was determined that no change should be made to the Pilot Vessel Surcharge.

MOTION: Capt. Roberts moved that there be no change to the Pilot Vessel Surcharge rate. Mr. Jacob seconded the motion.

ACTION: The Committee unanimously approved the motion on a voice vote.

5. **Public comment on matters not on the agenda.**

There were no comments.

6. **Proposals for additions to next meeting agenda.**

There were no proposals for additions to the next meeting's agenda.

7. **Adjournment.**

The Committee Adjourned at 10:30.

Respectfully submitted,

Kelly Dolcini,
Staff Services Analyst