

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

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**DRAFT MINUTES TO BE APPROVED AT THE
NEXT FINANCE COMMITTEE MEETING**

**MINUTES
December 9, 2013
9:30 A.M.**

Committee members present

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

Staff present

Allen Garfinkle, Executive Director
Terri Anderson, CHP Assistant Chief
Kelly Dolcini, Staff Services Analyst
Sigrid Hjelle, Office Technician

Public present

There were no members of the public present.

Open Meeting

1. Call to Order and Roll Call.

Chairman Schneider called the meeting to order at 9:30 a.m.

2. Approval of minutes of Committee meeting of June 27, 2013.

MOTION: Capt. Roberts moved to approve the Minutes of June 27, 2013, with clerical, non-substantive changes. Mr. Schneider seconded the motion.

ACTION: The motion passed unanimously on a voice vote.

3. **Determine the number of licensed bar pilots anticipated on January 1, 2014 and prepare a report to the Board and possible recommendation for adjustment to pilotage rates for the calendar quarter beginning on that date as specified in Harbors and Navigation Code section 1190(a)(1). [Note that while retirements prior to January 1, 2014 are known, the number of new pilots who might be licensed on or prior to that date is not known. The recommendation to the Board may need to reflect several different possibilities, allowing the Board to authorize that which reflects the anticipated number of licensees as of the date of possible Board action.] Possible recommendation for Board action to specify bar crossing mill rate to be charged by licensees during the calendar quarter beginning January 1, 2014 pursuant to Harbors and Navigation Code section 1191 (a)(1)(A).**

As of December 9, 2013 there are 58 licensed Bar Pilots. It is not anticipated that any trainees will become pilots in this quarter. Based on the SFBP audited annual income for 2012, it is projected that the mill rate will not need adjustment.

MOTION: Mr. Cindery moved that the Committee recommend to the Board that the mill should remain unchanged. Mike Jacob seconded the motion.

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

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

- a) **Board operations surcharge (currently 1.0%) – develop possible recommendation to Board to adjust rates if necessary.**

The Committee reviewed this declined to adjust the rate.

MOTION: Mr. Jacob moved to recommend that the Board keep the Board operations surcharge at 1.0%. Capt. Roberts seconded the motion.

ACTION: The motion passed unanimously on a voice vote.

- b) **Pilot Continuing Education Surcharge (currently \$75/move) – develop possible recommendation to Board to adjust rates if warranted.**

The Committee reviewed and discussed the Continuing Education Surcharge fund condition.

MOTION: Mr. Jacob moved to recommend that the Board make no change to the Continuing education surcharge. Capt. Roberts seconded the motion.

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

- 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 fund condition.

MOTION: Capt. Roberts moved to recommend that the Board keep the Trainee Training surcharge at \$35/trainee/move. Mr. Jacob seconded the motion.

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

5. **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 that there is a surplus of \$215,000 in the Pilot Vessel Surcharge fund and that there is a two-month reserve of funds.

MOTION: Mr. Cinderey moved to recommend that the Board make no change to the Pilot Vessel Surcharge. Mr. Jacob seconded the motion.

ACTION: The motion passed unanimously on a voice vote.

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

There were no comments.

7. **Proposals for additions to next month's agenda.**

There were no additions to the agenda, however it was suggested that this agenda item be changed to say "Proposals for additions to the next meeting agenda."

8. **Adjournment.**

The Committee Adjourned at 10:05 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kelly Dolcini". The signature is written in a cursive style with a large, stylized "D" in the last name.

Kelly Dolcini,
Staff Services Analyst