

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

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FINANCE COMMITTEE MINUTES April 26, 2012 8:30 A.M.

The Board of Pilot Commissioners Finance Committee met on April 26, 2012 at 8:30 a.m. at the Board office, 660 Davis Street, San Francisco. Chairman John Cronin presided with Commissioner David Wainwright and San Francisco Bar Pilots (SFBP) Business Director John Cinderey also present. Members of staff present were Executive Director Allen Garfinkle and Staff Services Analyst Kelly Dolcini.

Open Meeting

1. Call to Order and Roll Call

Chairman Cronin called the meeting to order at 8:30 a.m. Commissioner Dave Wainwright, and SFBP Business Director John Cinderey were present, constituting a quorum. President Mike Miller was also seated at the table to present the audit.

2. Approval of minutes of Committee meeting of March 19, 2012

There were no minutes available at this time for approval.

3. Review of surcharge audit reports prepared for the calendar year 2011 prepared by Shea LaBaugh Dobberstein under contract with the Board. Possible recommendation to the Board to accept this report in satisfaction of contract scope of work for 2011.

With permission from Chairman Cronin, President Miller explained that the purpose of the audit is to assure the Board of Pilot Commissioners and the people of the State of California that all surcharges collected by the SFBP were expended properly. The Board used a recognized accounting firm. President Miller went through the report page by page, explaining for the Committee members how the material met our requirements.

The committee reviewed the report and found it to be satisfactory, meeting with the scope of work described in the contract. John Cinderey moved to recommend that the Board accept the report as deliverables under the contract, and Commissioner Cronin seconded the motion, which passed unanimously on a voice vote.

4. Review correspondence from the Department of Finance granting permission to lower Board operations surcharge to 1.5%.

As recommended by the Committee in earlier meetings, on March 24, 2012, Executive Director Garfinkle sent a letter to the Department of Finance on behalf of the Board, requesting a reduction of the Board Operations Surcharge from 3% to 1.5% of total gross pilotage charges due to an excessive reserve of funds.

On April 9, 2012, the Board received a letter from the Department of Finance granting a reduction in the Board Operations Surcharge from 3% to 1.5% effective July 1, 2012.

5. Review of application and exam fees for the pilot training program exam process. Review and discuss process by which the fee would be collected, held and refunded (if applicable) and develop processes for fee collection.

In previous meetings, the Committee has discussed assessing a \$1,000 testing fee to applicants to the pilot trainee program.

The Committee discussed when in the exam process the fee should be collected and how to hold it. The Committee also discussed breaking the fee into installments in order to lighten the burden for applicants who may not be able to afford \$1,000. Member of the public, Commissioner Johnston expressed concern that there is not an option for a hardship application.

In the interest of time, the Committee decided to table the discussion until a future meeting

6. Public comment on matters not on the agenda.

There were no comments.

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

There were none.

8. Adjournment.

A motion was made and seconded to adjourn the meeting, which was unanimously approved. The meeting adjourned at 9:22 a.m.

Respectfully submitted,

Kelly Dolcini,
Staff Services Analyst