

**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
February 25, 2013
8:30 A.M.**

Committee members present

John Schneider, Chairman
Mike Jacob
John Cinderey

Staff present

Allen Garfinkle, Executive Director
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 8:30 a.m.

2. Approval of minutes of Committee meeting of November 13, 2012.

The minutes were approved unanimously on a voice vote.

3. **Determine the number of licensed bar pilots anticipated on July 1, 2013 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 July 1, 2013 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 July 1, 2013 pursuant to Harbors and Navigation Code section 1191 (a)(1)(A).**

As of February 21, 2013 there are 59 licensed Bar Pilots. Based on the SFBP audited annual income for 2011, it is projected that the mill rate will be adjusted from .09107 to .09181. There was a discussion of whether there will be 59 or 60 pilots on April 1, 2013. If there are 59 pilots, then the mill rate calculation will be decreased by one half of the annual audited income for 2012. If there are 60 then there is no decrease to the calculation. John Cinderey stated that he believed the annual audited income amount should be available prior to April 1, 2013.

MOTION: John Cinderey moved that the Committee recommend to the Board that the mill rate be decreased by one half of the pilots annual audited income for 2012 if the number of pilots is 59 on April 1, 2013, and have no decrease if the number of pilots is 60 on April 1, 2013. 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 item and no action was taken.

- b) **Pilot Continuing Education Surcharge (currently \$105/move) – develop possible recommendation to Board to adjust rates if warranted.**

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

MOTION: Mr. Cinderey moved to recommend that the Board lower the Continuing education surcharge to \$75/move. Mr. Jacob seconded the motion.

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

- c) **Trainee Training Surcharge (currently \$15/trainee/move) – develop possible recommendation to board to adjust rate if warranted.**

The Committee reviewed and discussed the Trainee Training fund condition.

MOTION: Mr. Cinderey moved recommend that the Board raise the Trainee Training surcharge to \$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.**

John Cinderey reported that the balance on the First Republic loan for the P/V Drake had been paid down by \$315,000 and he expects to pay an additional \$120,000 before the end of the year. He stated that no change to the Pilot Vessel Surcharge would be necessary. Mike Jacob seconded the motion, which 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 proposals

8. **Adjournment.**

The Committee Adjourned at 9:15

Respectfully submitted,

Kelly Dolcini,
Staff Services Analyst

