

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

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March 1, 2010

### **FEBRUARY 4, 2010 FINANCE COMMITTEE MEETING MINUTES 10:30 A.M.**

The Board of Pilot Commissioners (Board) Finance Committee met on February 4, 2010, at 10:40 a.m. at the Board of Pilot Commissioners Office, Pier 9, Suite 102, San Francisco, CA, Commissioner Osen presided as the Chair. Committee members, Commissioner Wainwright, Controller Julie Yasuda of the Francisco Bar Pilots (SFBP), and Vice President Michael Jacob of Pacific Merchant Shipping Association (PMSA) were present. A quorum was established. Executive Director Allen Garfinkle, Assistant Director Nancy Hall Bennett, Deputy Secretary for Finance and Administration at Business Transportation and Housing Agency Karin Fish, Assistant Chief of Administrative Services at CHP, Terri Anderson, Commissioner Mike Miller, and Port Agent Peter McIsaac were in the audience.

#### Agenda:

#### **1. Review/approve minutes of the October and the January 7, 2010 meeting.**

After review of the minutes for the January meeting the motion was made to accept the minutes as read.

#### **2. Review the monthly financial receipts on all surcharge collections from the San Francisco Bar Pilots.**

Ms. Yasuda of the San Francisco Bar Pilots presented the Summary Billing Report for the month of January 2010. She noted that the revenue was down from previous months and also down from the same month one year ago. She also mentioned that the Navigation Technology Surcharge was not listed as she was working on compiling the numbers for this new charge. Total moves for the reporting period were 616, with 476 of those being bar crossings.

#### **3. Presentation by the California Highway Patrol regarding new process of financial reporting.**

Terri Anderson and Karin Fish presented the committee members with a updated Board of Pilot Commissioners Fund Status, with an emphasis on controlling expenses for the remainder of the fiscal year. There was a discussion about expenditures versus encumbrances and allocations remaining.

It was noted that all contracts exceeding \$5000 should be put out for competitive bid, including legal services.

In addition, Ms. Fish and Ms. Anderson reported that Spring Finance Letters are due on February 14, 2010 for further expenditure authority to fund the additional needs of the Cosco-Busan

litigation and the additional Port Revel class scheduled for the summer of 2010. These are in the process of being prepared.

The Committee adjourned at 12:30 p.m. with a date for the next meeting to be determined.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Allen Garfinkle", with a stylized flourish at the end.

Allen Garfinkle  
Executive Director