

<p>Meeting Date: September 6, 2022</p>	<p>Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun 660 Davis Street, San Francisco, CA 94111</p> <p>FINANCE COMMITTEE MEETING MINUTES</p>	<p>Page 1 of 5</p>
--	---	---------------------------

Committee Members Present:

Commissioner Einar Nyborg, Committee Chair
 Captain Anne McIntyre, Business Director, San Francisco Bar Pilots (SFBP)
 Mike Jacob, Vice President & General Counsel, Pacific Merchant Shipping Association (PMSA)

Committee Members Absent:

None.

Staff Present:

Allen Garfinkle, Executive Director
 Roma Cristia-Plant, Acting Assistant Director
 Alethea Wong, Staff Services Manager I
 Charles Louie, Administrative Assistant II

Public:

Captain John Carlier, SFBP President and Port Agent.

OPEN MEETING

1. Call to Order and Roll Call. (Chair Nyborg)

Commissioner Nyborg called the meeting to order at 1:32 p.m. Staff Services Manager I Wong called the roll and confirmed a quorum.

2. Approval of the minutes from the Committee meeting held on May 10, 2022. (Chair Nyborg)

Committee members were presented with the draft minutes from the May 10, 2022, meeting. There was no discussion.

MOTION: Commissioner Nyborg moved to approve the draft minutes from the meeting held on May 10, 2022. Mr. Jacob seconded the motion.

VOTE: YES: Nyborg, McIntyre, and Jacob.

NO: None.

ABSTAIN: None.

ACTION: The motion was approved.

3. Review Board fund condition, revenue and expenditure projections and monthly data for all pilotage fees and vessel moves and their effect on Board-approved surcharges.

a) **Review Board Operations Surcharge rate (currently at 6% of all pilotage fees, effective July 1, 2022), and the revenues, expenditures, and reserve balance.**

<p>Meeting Date: September 6, 2022</p>	<p>Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun 660 Davis Street, San Francisco, CA 94111</p> <p>FINANCE COMMITTEE MEETING MINUTES</p>	<p>Page 2 of 5</p>
--	---	---------------------------

Recommendation to the Board to adjust the Board Operations Surcharge rate, if warranted. (Executive Director Garfinkle)

Executive Director Garfinkle stated that due to staffing shortages, no analysis was performed on the fund condition data provided to the Committee, and to date, the California Highway Patrol (CHP) has not provided any year end data.

The Committee reviewed the fund condition data available and discussed the status of the Board Operations Fund currently.

MOTION: Captain McIntyre moved that the Committee recommend to the Board to maintain the Board Operating Surcharge rate at 6% of all pilotage fees, which was previously approved and became effective on July 1, 2022. Commissioner Nyborg seconded the motion.

VOTE: YES: Nyborg, Jacob, and McIntyre.
NO: None.
ABSTAIN: None.

ACTION: The motion was approved.

b) Review Pilot Continuing Education Surcharge rate (currently at \$60/move, effective July 1, 2022), and the revenues, expenditures, and reserve balance. Recommendation to the Board to adjust the Pilot Continuing Education Surcharge rate, if warranted. (Executive Director Garfinkle)

Executive Director Garfinkle recommended no change to the Pilot Continuing Education Surcharge rate.

Mr. Jacob inquired of Captain McIntyre on the amount of SFBP ship movements in the last couple of months. Captain McIntyre responded that there was an average of 600 moves per month. Mr. Jacob speculated that the numbers were similar to last quarter. Port Agent Carlier added that there were 626 total moves in August, which is up from June and July.

MOTION: Commissioner Nyborg moved that the Committee recommend to the Board to maintain the Pilot Continuing Education Surcharge rate at \$60/move, which was previously approved and became effective on July 1, 2022. Captain McIntyre seconded the motion.

VOTE: YES: Nyborg, Jacob, and McIntyre.
NO: None.
ABSTAIN: None.

Meeting Date: September 6, 2022	Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun 660 Davis Street, San Francisco, CA 94111 FINANCE COMMITTEE MEETING MINUTES	Page 3 of 5
--	--	--------------------

ACTION: The motion was approved.

- c) **Review Trainee Training Surcharge rate (currently at \$20/trainee/move, effective January 1, 2022), and the revenues, expenditures and reserve balance. Recommendation to the Board to adjust the Trainee Training Surcharge rate, if warranted. (Executive Director Garfinkle)**

Executive Director Garfinkle recommended keeping the Trainee Training Surcharge rate the same since, expenses have not changed recently, and suggested waiting for yearend numbers prior to initiating any change.

MOTION: Captain McIntyre moved that the Committee recommend to the Board to keep the Trainee Training Surcharge rate at \$20/trainee/move. Mr. Jacob seconded the motion

VOTE: YES: Nyborg, Jacob, and McIntyre.
NO: None.
ABSTAIN: None.

ACTION: The motion was approved.

- d) **Review Pilot Dispatch Program Surcharge rate (currently at \$75/move, effective April 1, 2022) and revenues. Recommend to the Board to adjust the Pilot Dispatch Program Surcharge rate, if warranted. (Executive Director Garfinkle)**

Captain McIntyre stated SFBP collected the total amount authorized under the statute of \$275,000 on the Pilot Dispatch System Surcharge. SFBP overbilled \$5415.00. SFBP is prepared to refund the money to the shipping agencies since it is a significant overage. SFBP will refund the money to the agencies, who will then return the money to each vessel that overpaid on the surcharge.

Captain McIntyre explained the accounts are tracked by Steamship Agencies. There are about six such agencies involved in this over collection. She wanted to report to the Committee prior to reimbursing the agencies. Mr. Jacob stated that, in his opinion, this plan is reasonable, with the agencies rebating over-collected funds back to the vessels.

- e) **Review Pilot Boat Maintenance Surcharge rate (currently at \$200/move, effective April 1, 2022), expenditures and reserve balance. Recommendation to the Board to adjust the Pilot Boat Maintenance Surcharge rate, if warranted. (Executive Director Garfinkle)**

Captain McIntyre opined that since new charges will be instituted soon, it makes sense to Increase the collection rate on the Pilot Boat Maintenance Surcharge with the goal of completing collection prior to the year end.

Captain McIntyre recommended an increase from \$200/move to \$300/move, effective

Meeting Date: September 6, 2022	Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun 660 Davis Street, San Francisco, CA 94111 FINANCE COMMITTEE MEETING MINUTES	Page 4 of 5
--	--	--------------------

October 1, 2022. Mr. Jacob concurred with Captain McIntyre's assessment.

MOTION: Mr. Jacob moved that the Committee recommend to the Board to approve an increase in the Pilot Boat Maintenance Surcharge rate from \$200/move to \$300/move, effective October 1, 2022. Commissioner Nyborg seconded the motion.

VOTE: **YES:** Jacob, Nyborg, and McIntyre
NO: None.
ABSTAIN: None

ACTION: The motion was approved

4. **Review and discussion of a request from the San Francisco Bar Pilots for the San Francisco Bar Pilots Benevolent and Protective Association's recovery of pilot boat maintenance expenditures. Possible Committee approval of the San Francisco Bar Pilots' request for the San Francisco Bar Pilots Benevolent and Protective Association's to recover \$386,636.00, and not to exceed \$1,400,000.00 in pilot boat maintenance expenditures. (Captain McIntyre, San Francisco Bar Pilots Business Manager)**

Captain McIntyre submitted SFBP's request for authorization to reimburse San Francisco Bar Pilots Benevolent and Protective Association \$386,636.00 of the \$1,400,000.00 allowed by statute. The request was supported by pilot boat maintenance invoices above \$5000.00, and a spreadsheet of lesser expenses.

MOTION: Mr. Jacob moved that the Committee recommend to the Board to approve the San Francisco Bar Pilots' request for the San Francisco Bar Pilots Benevolent and Protective Association's to recover \$386,636.00, not to exceed \$1,400,000.00, in pilot boat maintenance expenditures. Commissioner Nyborg seconded the motion.

VOTE: **YES:** Nyborg, Jacob, and McIntyre.
NO: None.
ABSTAIN: None.

ACTION: The motion was approved.

5. **Public comment on matters not on the agenda. (Chair Nyborg)**

There were no public comments.

6. **Schedule the next Committee meeting, and proposals for the next Committee meeting agenda. (Chair Nyborg)**

The Committee agreed that the next Committee meeting will be scheduled for Wednesday, November 16, 2022, at 9:30 a.m.

Meeting Date: September 6, 2022	Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun 660 Davis Street, San Francisco, CA 94111 FINANCE COMMITTEE MEETING MINUTES	Page 5 of 5
---	--	--------------------

7. Adjournment.

MOTION: Commissioner Nyborg moved to adjourn the meeting. Captain McIntyre seconded the motion.

VOTE: YES: Nyborg, McIntyre, and Jacob.
NO: None.
ABSTAIN: None.

ACTION: The motion was approved, and the meeting was adjourned at 2:06 p.m.

Submitted by:



Allen Garfinkle
Executive Director