

<b>Meeting Date:</b>  July 16, 2025	<b>Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun 660 Davis Street, San Francisco, CA 94111</b>  <b>Joint Pilot Boat Advisory Committee &amp; Finance Committee Meeting Minutes</b>	<b>Page 1 of 5</b>
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## **ATTENDANCE**

### **Committee Members Present**

Captain Robert Carr, Committee Chair and Commissioner  
Captain William Benedict, Commissioner  
Mike Jacob, President, Pacific Merchant Shipping Association (PMSA)  
Captain Anne McIntyre, Business Director, San Francisco Bar Pilots (SFBP)  
Martin Robbins, Capitol Projects, Water Emergency Transportation Authority (WETA) (joined at 11:03 a.m.)  
Sam Rodriguez, Commissioner

### **Committee Members Absent**

None.

### **Board Staff Present**

Allen Garfinkle, Executive Director  
Alethea Wong, Licensing and Training Programs Manager  
Greg Shepherd, Records Management and Program Support Coordinator  
Mari McNeill, Administrative Coordinator  
Roma Cristia-Plant, Consultant to the Board

### **Identified Public Present**

Kevin Baldwin, SFBP General Counsel  
Jason Covell, SFBP Marine Superintendent

## **OPEN MEETING AGENDA**

### **1. Call to order and roll call. (Chair Carr)**

Chair Carr called the meeting to order at 11:01 a.m. Board Administrative Coordinator McNeill called the roll and confirmed a quorum.

### **2. Public comments on matters on the agenda or not on the agenda. (Chair Carr)**

Public comment was used to confirm attendees.

### **3. Review and approval of Committee meeting minutes. (Chair Carr)**

#### **A) Committee action to approve the minutes from the Committee meeting held on October 28, 2024.**

Chair Carr stated the minutes were not available, so review of the minutes was postponed to the next Committee meeting.

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**B) Committee action to approve the minutes from the Committee meeting held on May 29, 2025.**

Chair Carr stated the minutes were not available, so review of the minutes was postponed to the next Committee meeting.

- 4. Review and discussion regarding the San Francisco Bar Pilot’s (SFBP) request for Final Authorization for design and engineering stages of work in support of a new station pilot boat vessel (unnamed), as authorized under California Code of Regulations (CCR) 236.1 (approved and published July 1, 2025), providing authority for final authorization of costs associated with a new pilot boat in stages.**

**Possible Committee recommendation to the Board to approve a request and supporting documentation from the SFBP and the San Francisco Bar Pilot’s Benevolent and Protective Association to approve a final authorization for the design and engineering stages of a new station pilot boat vessel.**

Chair Carr stated that he hoped the committee would review the pilot boat expenses (incurred from September 30, 2022 through April 30, 2025) and approve a motion to recommend final authorization to the Board.

Executive Director Garfinkle stated that, because they contain sensitive proprietary information, the documents were not posted online but were made available for review in the Board office for inspection.

Captain McIntyre stated that the reimbursement request SFBP submitted to the Board quotes a total of \$978,565.56 including invoices provided from Glostien (the Marine Engineering firm that worked on the engineering portion of the project) and Puget Sound Marine Services (the project manager and consultant that assisted SFBP with the development of the Request for Proposals [RFP]).

Executive Director Garfinkle and Board Records Management and Program Support Coordinator Shepherd stated that the regulation was formalized as of July 1, 2025, and is published in the CCR.

**MOTION:** Committee Member McIntyre moved to recommend that the Board grant a final authorization to reimburse the SFBP for the expenses incurred in the design and engineering phase of the station boat replacement project through April 30, 2025, in the amount of \$978,565.56. Committee Member Jacob seconded the motion.

**VOTE:** YES: Carr, McIntyre, Jacob, Robbins, Benedict, Rodriguez.  
NO: None.  
ABSTAIN: None.

**ACTION:** The motion was approved.

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**5. Review and discussion regarding the Board’s authority to conduct audits related to the use of Pilot Boat Surcharge funds to build or improve pilot boats (Pilot Boat Program). (Assistant Director, Millspaugh)**

**Possible recommendation to the Board to approve a Board Resolution providing authority to conduct audits related to the use of Pilot Boat Surcharge funds to build or improve pilot boats (Pilot Boat Program).**

Attendees discussed the current statute language, proposed consulting with Board counsel on motion language, and discussed concerns regarding: the audit frequency, what SCO would be doing for the audit, what SFBP would be required to prepare, the scope of the audit, and the potential burden to SFBP. The Committee requested Board Staff consult with SCO to provide details in the July 2025 Board meeting and have the Board directly discuss and address audit authorization.

**6. Discussion regarding potential new Committee Member(s). (Chair Carr)**

Committee Members discussed the need to replace Committee Member Robbins. Discussion points included:

- Committee Member McIntyre stated that she requested this agenda item in consideration of Committee Member Robbins’ time.
- Committee Member Robbins agreed that it would be a good time for him to transition out of his role on the Committee. He stated that, while the Committee was about to require more time, so would his involvement with Water Emergency Transportation Authority (WETA)’s electric procurement process. He has been working on WETA’s contracts with two shipyards to build five battery-powered vessels and is about to start contracts to build charging floats near downtown San Francisco and East Bay terminals.
- Chair Carr stated he could work with Board staff regarding new Committee Member(s).
- Committee Member McIntyre stated Jason Covell may be able to provide a recommendation. He was also the person who recommended Committee Member Robbins.
- Chair Carr and Committee Member Rodriguez thanked Committee Member Robbins for his service.

**7. Public comment on matters not on the agenda. (Chair Carr)**

Committee Member Rodriguez discussed anecdotal details regarding his recent experiences with the Legislature.

**8. Schedule next Committee meeting, and proposals for items on the next meeting agenda, if necessary. (Chair Carr)**

Chair Carr suggested waiting to schedule the next meeting until there is a need.

Committee Member McIntyre stated that SFBP was still finalizing their Request for Proposals (RFP) documents for building new pilot boats. She suggested presenting the results in a Joint Pilot Boat Advisory & Finance Committee meeting, because this would be closely linked to finance and pilot boats, instead of having separate meetings for each Committee to evaluate, move forward, and present

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progress and lessons learned to the Board. Committee Member Rodriguez agreed with the efficiency of presenting to both Committees simultaneously.

The Committee discussed the possibility of having guest speakers from other agencies during meetings. Discussion points included:

- Committee Member Rodriguez suggested including virtual presentations from the California Air Resources Board (CARB) and other state agencies in future meetings. This would allow more access to the opinions of other agencies so Committees and the Board could have a better understanding of the thought process of other agencies.
- Chair Carr and Committee Members Jacob, McIntyre, and Benedict agreed with this idea.
- Chair Carr stated this could be a possible future agenda item.

**9. Adjournment.**

Chair Carr adjourned the meeting at 11:55 a.m.

Submitted by:



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**Allen Garfinkle**  
**Executive Director**

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**ACRONYM INDEX**

<b>Acronyms / Abbreviations</b>	<b>Definition</b>
BOPC/Board	Board of Pilot Commissioners
CARB	California Air Resources Board
CCR	California Code of Regulations
PMSA	Pacific Merchant Shipping Association
RFP	Request for Proposals
SCO	State Controller's Office
SFBP	San Francisco Bar Pilots
SOW	Scope Of Work
WETA	Water Emergency Transportation Authority

This and other documents for this meeting can be found on the Board's website <https://bopc.ca.gov/joint-pilot-boat-advisory-and-finance-committee/>.



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