

**BOARD FOR BRANCH PILOTS  
MEETING AGENDA**

**March 13, 2020 at 11:00 a.m.  
Waterside Conference Room  
Norfolk, Virginia**

1. Call to Order
2. Safety Evacuation Instructions
3. Approval of Agenda
4. Approval of Minutes – December 13, 2019, Board Meeting
5. Public Comment Period\*
6. Notification Letter Follow-up - Captain Nathaniel Green, II – M/V IJSSEL CONFIDENCE
7. Review of Notification Letter – Captain Robert H. Callis, III - Maersk Memphis
8. Sandy Hook Pilot Tragedy
9. Exam Administrator’s Report
10. VMA’s 17<sup>th</sup> International Trade Symposium
11. JLARC Study Update
12. Financial Statements
13. Other Business
14. Retirement and Resolution – Captain Bill Cofer
15. Conflict of Interest Forms / Travel Vouchers
16. Adjourn

**NEXT MEETING SCHEDULED FOR JUNE 15, 2020 AT 11:00 A.M.**

\*Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the *Code of Virginia*.

\*Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-8514 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act.

DRAFT AGENDA  
Materials contained in this agenda are proposed topics for discussion and are not to be construed as regulation or official Board position.  
DRAFT AGENDA

**1. Call to Order**

**2. Safety Evacuation Instructions**

**3. Approval of Agenda**

**4. Approval of Minutes**

**December 13, 2019, Board Meeting**

**BOARD FOR BRANCH PILOTS MEETING  
MINUTES**

The Virginia Board for Branch Pilots met on Friday, December 13, 2019, at the Virginia Port Authority, 600 World Trade Center, Norfolk, Virginia, with the following members present:

Captain E. Waightstill Avery  
I. Vincent Behm, Jr  
Captain Robert H. Callis, III  
Captain J.W. Whiting Chisman, III  
Captain J. William Cofer  
Thomas P. Host, III  
Patrick B. McDermott  
Christine N. Piersall

Board member, Michael Coleman, was not present with regrets.

Staff present for all or part of the meeting were:

Mary Broz-Vaughan, Director  
Kathleen R. Nosbisch, Executive Director  
Bonnie Davis, Administrative Assistant

Elizabeth Peay, Assistant Attorney General, was present from the Office of the Attorney General.

Members of the Audience included:

William Burket Jr., Virginia Port of Authority, Director, MIRT and Emergency Operations  
Mark Coberly, Manager, Maritime Law Department, Representative from Vandeventer Black

Finding a quorum of the Board present, Ms. Piersall, President, called the **Call to Order** meeting to order at 10:30 a.m.

Ms. Nosbisch stated Mr. Behm will be arriving shortly, and Mr. Coleman sends his regrets.

Mr. Burket of the Virginia Port Authority (VPA) advised the Board of the emergency evacuation procedure and where first aid and emergency medical equipment could be located.

**Safety**  
**Evacuation**  
**Instructions**

Ms. Piersall stated the next meeting is March 13, 2020, she noted the agenda contains the incorrect time; the correct meeting time is 11:00 a.m. Mr. McDermott moved to approve the amended agenda. Mr. Host seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Avery, Callis, Chisman, Cofer, Host, McDermott, and Piersall.

**Approval of**  
**Agenda**

Captain Cofer moved to approve the minutes from the September 13, 2019 Board meeting. Captain Callis seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Avery, Callis, Chisman, Cofer, Host, McDermott, and Piersall.

**Approval of Minutes**

There were no public comments.

**Public Comment Period**

Mr. Behm arrived to the meeting at 10:34 a.m.

**Arrival of Board Member**

Ms. Piersall stated the December Board for Branch Pilots meeting has been changed to December 14, 2020. Mr. Host moved to approve the revised 2020 meeting date. Captain Avery seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Avery, Behm, Callis, Chisman, Cofer, Host, McDermott, and Piersall.

**Revision of 2020 Meeting Dates**

Captain Robert Dozier retired October, 2019. Captain Cofer stated Captain Dozier served as a Branch Pilot for over 48 years. He served in the past as Vice President of the Association as well on the Board of Directors of the Virginia Pilot Association. It was noted that Captain Dozier was dedicated to the piloting profession. The Board recognized him with appreciation for his service.

**Branch Pilot Retirement**

The Board reviewed a letter from Captain Nathaniel T. Green, II, regarding an incident on September 23, 2019, involving the M/V IJSSEL CONFIDENCE.

**Review of Notification Letter**

On September 23, 2019, Captain Green was ordered to sail the M/V IJSSEL CONFIDENCE from *Elizabeth River Terminal* (ERT) Berth 2 to sea. The "IJSSEM CONFIDENCE" is a 590' x 98' bulk carrier drawing 32'05". The sailing time was 0630. The vessel was portside to. Weather conditions were clear with light SW winds and the current was ebbing.

After conducting a Master/Pilot exchange with the Captain, Captain Green ascertained the ship was in good working order and they proceeded to get underway.

The docking master was using two tugs for the maneuver. The "Nancy McAllister" was made fast to the bow using the center lead and the "GM McALLISTER" was made fast to the starboard quarter. The docking master had the con and pulled the ship off the berth and proceeded to back the ship down river towards Money Point, where the ship would be swung to port and headed outbound. This is standard procedure for vessels of this length and draft.

During the turning maneuver the stern of the "GM McALLISTER" came into contact with the dock at *DCP Midstream* at approximately 0657 and damage

to that facility was incurred. The "M/V IJSSEL CONFIDENCE" never made contact with the pier or grounded.

Captain Green reported the incident to the USCG and proceeded to sea. In addition, after getting off the vessel, he arrived at the drug testing facility where he took the state and federal drug test.

After review and discussion, Mr. McDermott moved that staff request more detailed information on how the accident occurred in paragraphs three and four. Mr. Host seconded the motion which was approved by Messrs., Mme. and Captains: Avery, Behm, Callis, Chisman, Cofer, Host, McDermott and Piersall. The item will be placed on the March 13, 2020 meeting agenda.

Captain Callis provided the Board with a report of examinations conducted by the Exam Administrators on December 13, 2019. The following report was made:

**Exam  
Administrator's  
Report**

Captain Jacob R. Johnson answered oral questions related to the extension of route. The subjects included courses and distances from Cape Henry to Wolf Trap, safe anchoring positions in Cape Charles Anchorage, anchorage regulations in the Regulated Area, JHOC notification point, local knowledge and vessel traffic, draft limitations due to adverse weather and safe vessel speed.

After considering the results of the examination, Captain Callis moved Captain Jacob R. Johnson for an extension of route from Sea to Wolf Trap to include Cape Charles Anchorage. Captain Avery seconded the motion which was approved by Messrs., Mme. and Captains: Avery, Behm, Callis, Chisman, Cofer, Host, McDermott, and Piersall.

The following branch pilot licenses were presented for renewal: E. Waightstill Avery; Christopher H. Behm; Charles I. Boggs, Jr.; Robert H. Callis, III; Julian Wythe Whiting Chisman, III; James William Cofer; January N. Collins; William G. Diggs; Ernest W. Dodson, Jr.; Milton B. Edmunds; Michael S. Eubanks; Mark S. Evans; Tazewell Fitzgerald; N. Turner Gray, Jr.; Herbert R. Green, III; Nathaniel T. Green, II; Adam Halstead; Kevin D. Hartz; David H. Heath; C. Howard Hoffman; Richard Keith Hope; Charles A. Huffman; Chadwick M. Jamison; Jacob R. Johnson; Joseph R. McKnew; Dale A. Meyer, Jr.; Frank M. Rabena; Roy A. Rector, Jr.; Torrence A. Rogers; Thomas D. Rutter; William G. Saunders, Jr.; Joseph M. Schacherer, III; G. Benjamin Schill, Jr.; Benjamin Speckhart; James S. Trimble; David B. Ware; Gregory R. Willson; Jonathan D. Worth; and Clarence M. Young.

**Consideration of  
Renewal of  
Licenses  
December 9 &  
10, 2019**

The members of the Examination Administrators Committee reviewed the renewal application paperwork and deemed the individuals qualified pursuant to § 54.1-906 of the *Code of Virginia*. Mr. McDermott moved to approve the renewal applications of the above-listed unlimited licensees. Mr. Host

seconded the motion which was unanimously approved by Messrs. and Captains: Avery, Behm, Callis, Chisman, Cofer, Host, McDermott, and Piersall. Captains Avery, Callis, Chisman, and Cofer abstained from voting on their respective licenses. Mr. Behm abstained from voting on Christopher H. Behm's license.

Captain Avery moved to waive the requirements of subsection C.3 of regulation 18 VAC 45-20-20, pursuant to subsection C.4 of regulation 18 VAC 45-20-20, for transit on the James River from Hopewell to Deepwater Terminal for J. William Cofer. Mr. McDermott seconded the motion which was unanimously approved by Messrs. and Captains: Avery, Behm, Callis, Chisman, Host, McDermott, and Piersall. Captain Cofer abstained from voting on his license.

Captain Avery moved to waive the requirements of subsection C.3 of regulation 18 VAC 45-20-20, pursuant to subsection C.4 of regulation 18 VAC 45-20-20, for transit on the James River from Dupont to Richmond Upper Terminal for J. W. Chisman. Mr. Host seconded the motion which was unanimously approved by Messrs. and Captains: Avery, Behm, Callis, Cofer, Host, McDermott, and Piersall. Captain Chisman abstained from voting on his license.

The following limited branch pilot licenses were also presented for renewal: Richard A. Lyons, Ryan R. Nienstedt, and Timothy D. Oksman

The members of the Examination Administrators Committee reviewed the renewal application paperwork and deemed the individuals qualified pursuant to § 54.1-906 of the *Code of Virginia*. Captain Avery moved to approve the renewal applications of the above-listed limited licensees at their respective limitations as of December 31, 2019. Mr. Host seconded the motion which was unanimously approved by Messrs. and Captains: Avery, Behm, Callis, Chisman, Cofer, Host, McDermott, and Piersall.

Captain Cofer provided a synopsis of the Virginia Pilot Association's apprenticeship program. He stated there are very minor changes included in this year's proposed apprenticeship training program being presented to the Board. The proposed training program does include additional simulator and manned model time trainees will be required to fulfill. Captain Chisman stated the objectives have been changed to coincide with the changing of training in the changing of the size of ships. The Virginia Pilot Association retains apprenticeship records for ten years; the United States Coast Guard retains the records for five years.

**Review of  
Virginia Pilot  
Association's  
Apprenticeship  
Training  
Program**

Mr. McDermott moved to approve the Virginia Pilot Association's apprenticeship program. Mr. Host seconded the motion which was unanimously approved by Messrs. and Captains: Callis, Avery, Behm, Callis, Chisman, Cofer, Host, McDermott, and Piersall.

Ms. Peay informed the Board that pursuant to § 54.1-100 of the *Code of Virginia*, a review had been conducted of the Board's regulations and there were no conflicts in their regulations with the Constitution of the United States, the Constitution of Virginia, the laws of the United States, or the laws of the Commonwealth of Virginia.

**Review of Regulations Pursuant to §54.1-100 of the Code of Virginia**

Ms. Nosbisch stated Mr. Host and Mr. McDermott attend the Board Member Training. Each stated they learned a great deal. Mr. McDermott stated the Board for Branch Pilots is a unique Board with qualified professional with enormous responsibilities. He is proud to be a member of the Board. Mr. Host agreed.

**Board Member Training Update**

Ms. Nosbisch stated the financial statements were provided for informational purposes.

**Financial Statements**

Mr. McDermott moved to delegate the operation and administration of the Virginia Pilot Association's Apprenticeship Training Program to the Virginia Pilot Association for 2020. Mr. Host seconded the motion which was unanimously approved by Messrs. and Captains: Avery, Behm, Callis, Chisman, Cofer, Host, McDermott, and Piersall.

**Other Business**

Captain Cofer stated that previously the Board determined which continuing education courses Branch Pilots should complete. Those courses included renewal courses to be taken every five years: Bridge Resource Management for pilots and Advanced Manned Model training. In addition, Captain Cofer reported past courses taken in the last ten years included Emergency ship handling at MITAGS in Baltimore, MD., Propulsion systems including Kamewa and Azipod at MITAGS, Rader certification every five years, Use of Tractor Tugs in Ship Handling (Manned model training at MPI, Legal Issues for Piloting (American Pilots Association) and several GPS classes each time there is an upgrade to the pilots PPU's. To comply with the Board's directive, Captain Cofer notified the Board as to which courses branch pilots would attend over the next two years. Pilots will be attending the Electronic Chart Display and Information System (ECDIS), and Cyber Security seminar in 2020 and will enroll in the Maritime Pilot Institute in Covington, LA for ULCV manned model/simulator training of 18,000 plus TEUs training required every five years.

**Continuing Education Review**

Conflict of Interest forms and travel vouchers were completed by all members present.

**Conflict of Interest Forms and Travel Vouchers**

Ms. Nosbisch stated the Conflict of Interest Act training is due December 31, 2019. The Financial Disclosure forms will be sent via email by January 2, 2020.

There being no further business, the meeting was adjourned at 11:18 a.m.

**Adjourn**

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Christine Piersall, President

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Mary Broz-Vaughan, Secretary

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# Public Comment

Materials contained in this agenda are provided for discussion and are not to be construed as regulation or official Board position.

Nathaniel T. Green, II  
7328 Barberry Lane  
Norfolk, Virginia 23505

January 21, 2020

Christine N. Piersall, President  
Board for Branch Pilots  
1605 Kingfisher Court  
Chesapeake, Virginia 23321

Dear Ms. Piersall:

This letter is my response to the letter received from the Board for Branch Pilots dated December 18, 2019 concerning an incident involving the M/V IJSSEL CONFIDENCE on September 23, 2019.

On September 23, 2019 I was ordered to sail the M/V IJSSEL CONFIDENCE from Elizabeth River Terminal (ERT) Berth 2 to Sea. The IJSSEL CONFIDENCE is a 590' x 98' bulk carrier drawing 32'05". Weather conditions were clear with light SW winds and the current was ebbing. We were berthed portside to, which meant we would be coming off the berth and backing downriver to Money Point where the ship would be turned to port and headed out of the Southern Branch of the Elizabeth River. Due to channel depth and characteristics, this maneuver results in the stern of the ship being near to the DCP Midstream Terminal, which is on the south side of the river. This is a normal procedure when sailing vessels from ERT that are too large to turn around off the berth.

Upon entering the wheelhouse, I introduced myself to the Captain and greeted the docking master. I reviewed the pilot card and confirmed the vessel's draft with the docking master. After conducting a Master/Pilot exchange with the Captain I ascertained the ship was in good working order and let the docking master know that we were ready to get underway.

The docking master was using two tugs for the maneuver. The NANCY MCALLISTER was made fast to the bow using the center lead and the GM MCALLISTER was made fast to the starboard quarter. The docking master had the conn and pulled the ship off the berth and proceeded to back the ship down river towards Money Point. The approach from ERT to Money Point is from east to west. At a point about 2/3s of the way to Money Point, the channel angles more to the northwest so the vessel's stern needs to be steered in that direction accordingly. The docking master gave an order to "work ahead" to the GM MCALLISTER in order to do this. The intention of this order was to bring the stern of the IJSSEL CONFIDENCE to port.

It would be expected that the tug would work at about a 90-degree angle to the ship. However, it appears that the tug worked ahead on an angle of 45 to 60 degrees. The result of this was twofold. The ship's stern movement to port was less than anticipated and the added thrust from the tug at this angle increased our sternway. When this became apparent the docking master

JAN 28 2020

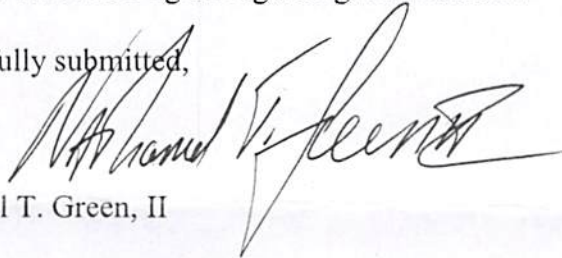
AAB

ordered the ship's engine ahead and the rudder "hard to starboard". The effect of the ship's engine was not as strong expected by the docking pilot, so engine speed was increased incrementally until "full ahead" was ordered. The docking master also shifted the rudder from "hard starboard" to "midships" and back to both reduce sternway and move the stern to port. I felt his actions were appropriate under the circumstances and therefore there was no reason for me to intercede. At one point I entered the wheelhouse to verify that the engine telegraph was on "full ahead" as ordered by the docking master after hearing him ask the captain to confirm that order. When I came back out on the wing of the ship, I noted that the GM MCALLISTER was lying alongside the ship in order to clear the eastern-most mooring dolphin of the DCP Midstream Terminal. As we neared the main pier structure of the DCP Terminal the ship's engine had fully checked our sternway, and the docking master ordered "stop engine." The vessel at that time had a bit of offshore drift and was not at risk of striking any structures. At this time (0657) the GM MCALLISTER went from being stopped to working ahead with right rudder. This threw the tug's stern against a catwalk, a catwalk support, and a second catwalk. This knocked both catwalks into the river. I asked the docking pilot something to the effect of "What the heck is going on?" and he replied he had no idea and that his last order to the tug was "all stop". The M/V IJSSEL CONFIDENCE never made contact with the pier or grounded.

I reported the incident to the Coast Guard via telephone and proceeded to sea. After disembarking the vessel, I went to our drug testing facility and took both the State and Federal drug tests.

Because of the initial damage estimate to the DCP Midstream Terminal and the potential loss of operations during repairs, I was asked to appear before an inquiry held by the Coast Guard and the National Transportation and Safety Board on October 15, 2019. I appeared and gave testimony as to what I saw and answered questions. I affirmed to both parties that the captain, crew and docking pilot had all acted in a professional manner. I have not been contacted by the USCG or the NTSB again regarding this incident.

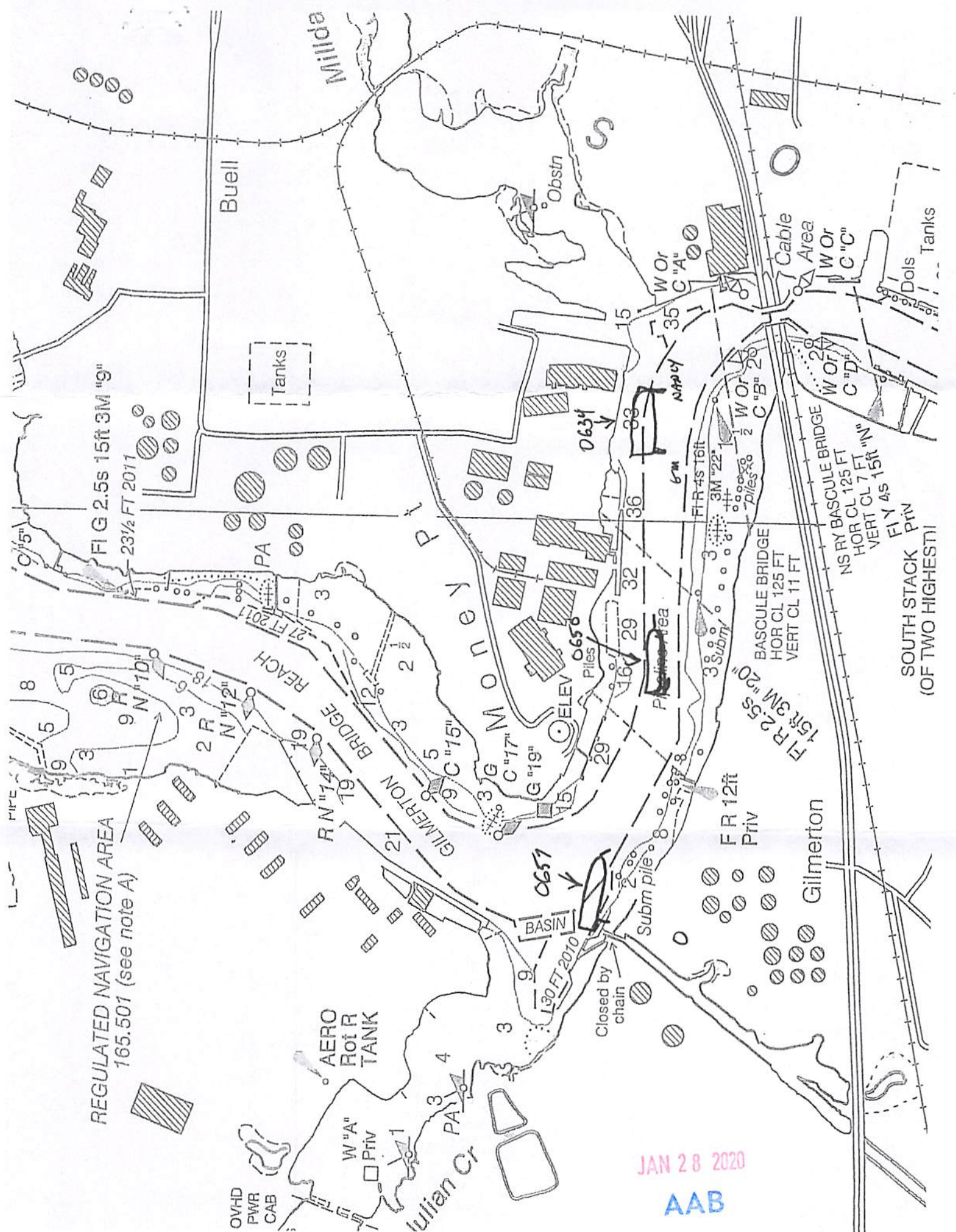
Respectfully submitted,



Nathaniel T. Green, II

Cc: Kathleen R. Nosbisch, DPOR

REGULATED NAVIGATION AREA  
165.501 (see note A)



JAN 28 2020

AAB

Captain Robert H. Callis, III  
2708 Royster Ct.  
Virginia Beach, VA. 23454

February 16, 2020

President Piersall,

On February 15, 2020 I was ordered to sail the Maersk Memphis from NIT North to sea at 18:30. The Maersk Memphis is a containership of 74,642 gross tons, 299 meters in length and 40 meters in breadth. The maximum draft was 10.9 meters. The vessel has a functional 2,700hp bow thruster and was starboard side to in the middle of the North Berth. The weather was calm with good visibility.

I arrived on board around 18:00. I introduced myself to the Captain and we had a master/pilot exchange of information. Everything in the exchange was typical except for the Captain stating because of the type of fuel being used the initial start of the engine uses a lot of the starting air, but after that initial start everything is normal.

A short time later the docking master, Captain Josh Parker, arrived. He had two tugboats, the Jack Moran and Clayton Moran. He received the same information from the captain. The Jack Moran was made fast on the port quarter and the Clayton Moran was forward without a line since the bow thruster was available.

Promptly at 18:30 we began to take in lines and slowly pull away from the berth using the aft tugboat and the bow thruster. Once the ship was on a heading to begin forward motion Captain Parker ordered "dead slow ahead", but the engine sputtered and did not turn over. A few more attempts were made with the telegraph, stopping and restarting, but we were not successful getting the engine to run.

We all agreed to put the ship back alongside the berth. Captain Parker did a great job maneuvering the ship with the tugboats and bow thruster to keep the ship in a safe position at all times. We were assigned a berthing position at the southern end of NIT North where the vessel was eventually berthed without incident. I assisted the captain by contacting the Coast Guard ensuring notice was made and explained the situation. I left the vessel at 20:00.

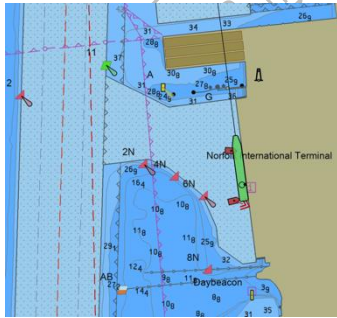
The Maersk Memphis did not ground or allide with any objects during the entire movement. I realize this situation does not mandate a letter, but I know the Board likes to stay abreast of incidents that occur in Virginia waters like this event.

If you have any questions, please do not hesitate to contact me.

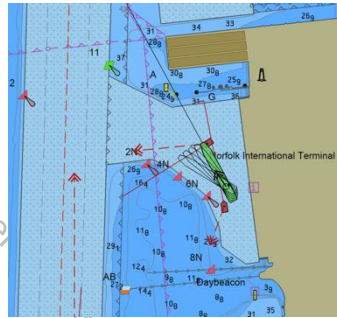
Respectfully,

Captain Robert H. Callis, III

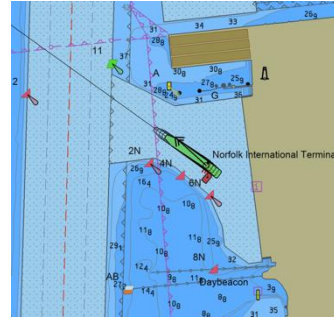
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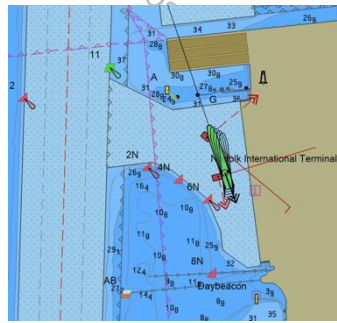
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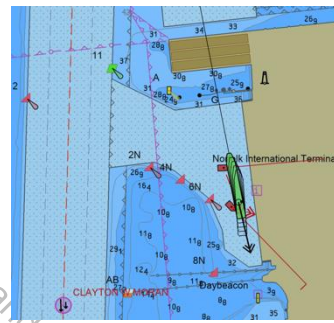
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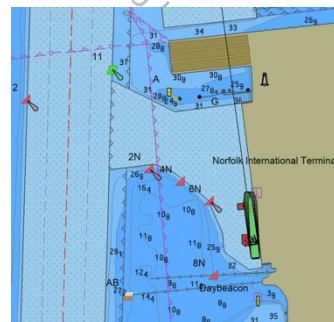
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6



7



- 1 Alongside taking in lines
- 2 Tugboats and bow thruster moving vessel
- 3 Attempt to use engines without success
- 4-6 Tugboats moving dead ship
- 7 Safely back alongside

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**Fwd: FW: Sandy Hook Pilot Tragedy**

1 message

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**Nosbisch, Kathleen** <kate.nosbisch@dpor.virginia.gov>  
Bcc: bonnie.davis@dpor.virginia.gov

Fri, Jan 3, 2020 at 8:34 AM

Dear Branch Pilot Board Members:

I wanted to share this sad news from Captain Cofer with you. It makes me realize again how lucky our own Captain Chase Huffman was when he fell from the gangway multiple years ago. This item will be on the agenda for our next meeting.

Wishing everyone a happy and safe 2020!

Kate

To: VPA membership

From: Bill Cofer

We just received this sad information from the APA and the Sandy Hook New York/New Jersey Pilots.

*On December 30, 2019 at approximately 0430, Sandy Hook Pilot Captain Dennis R. Sherwood was involved in an incident while boarding a container vessel inbound to the Port of New York & New Jersey. He sustained injuries after falling from an accommodation ladder and was evacuated to a local hospital where his injuries proved to be fatal. Prior to the incident, Captain Sherwood had been piloting vessels in and out of the Port of New York & New Jersey for over 35 years. The incident is being investigated by the United States Coast Guard. Captain Sherwood is survived by his wife Marianne Sherwood, daughter Kelly Sherwood (son in law Robert McBriar), son Dennis Sherwood (son in law Paul Caruso), son William Sherwood and daughter Alexis Sherwood.*

--

Kate Nosbisch, Hon. AIA Virginia

Kathleen R. Nosbisch

Executive Director

Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects  
(APELSCIDLA)

Board for Branch Pilots

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# Exam Administrators Report

Proposed topics for discussion and are not to be construed as regulation or official Board position.



< **Fwd: Registration Now Open for VMA's 17th International Trade Symposium | May 13-15**

1 message

----- Forwarded message -----

From: **VMA Member Desk** <[memberdesk@vamaritime.com](mailto:memberdesk@vamaritime.com)>

Date: Fri, Dec 27, 2019 at 9:48 AM

Subject: Registration Now Open for VMA's 17th International Trade Symposium | May 13-15

To: <[kate.Nosbisch@dpor.virginia.gov](mailto:kate.Nosbisch@dpor.virginia.gov)>

VMA's 17th International Trade Symposium | May 13-15, 2020 | Norfolk, VA



[Register Early](#)

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**Registration is Now OPEN!**

**VMA's 17th Annual International Trade Symposium**

**May 13-15, 2020 | Norfolk, VA**

**REGISTER NOW!**

***Our Anniversary Gift to You!***

**Save \$100 on Symposium Registration Packages**  
by registering before Feb 13, 2020...VMA's 100th Anniversary!



- **Topics:** Global Impacts of Trade Policies
- Networking
- **Maritime Mixer Cruise on the Spirit of Norfolk**



- **Topics:** Workforce Development, Supply Chain Technologies, Diversified Cargo ... *and More!*
- Networking
- **100th Annual Maritime Banquet**
- **100th Anniversary After Party**  
*(Celebrating 100 Years of Maritime Industry Growth!)*



- **Golf Outing**

Ma.  
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# JLARC Study Update

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Department of Professional and Occupational Regulation  
Statement of Financial Activity

**Board for Branch Pilots  
954190**

2018-2020 Biennium

January 2020

|   | January 2020<br>Activity | Biennium-to-Date Comparison |                             |
|---|--------------------------|-----------------------------|-----------------------------|
|   |                          | July 2016 -<br>January 2018 | July 2018 -<br>January 2020 |
| <b>Cash/Revenue Balance Brought Forward</b> |                          |                             | 22,951                      |
| <b>Revenues</b>                             | 360                      | 5,460                       | 5,160                       |
| <b>Cumulative Revenues</b>                  |                          |                             | 28,111                      |
| <b>Cost Categories:</b>                     |                          |                             |                             |
| <b>Board Expenditures</b>                   | 451                      | 3,915                       | 4,550                       |
| <b>Board Administration</b>                 | 13                       | 225                         | 247                         |
| <b>Administration of Exams</b>              | 0                        | 0                           | 0                           |
| <b>Enforcement</b>                          | 0                        | 0                           | 1                           |
| <b>Legal Services</b>                       | 1                        | 7                           | 7                           |
| <b>Information Systems</b>                  | 14                       | 154                         | 188                         |
| <b>Facilities and Support Services</b>      | 3                        | 301                         | 90                          |
| <b>Agency Administration</b>                | 6                        | 139                         | 113                         |
| <b>Other / Transfers</b>                    | 0                        | 13                          | 0                           |
| <b>Total Expenses</b>                       | 488                      | 4,754                       | 5,195                       |
| <b>Transfer To/(From) Cash Reserves</b>     | 0                        | 0                           | 21,205                      |
| <b>Ending Cash/Revenue Balance</b>          |                          |                             | 1,711                       |

|                                       |        |   |        |
|---------------------------------------|--------|---|--------|
| <b>Cash Reserve Beginning Balance</b> | 21,205 | 0 | 0      |
| <b>Change in Cash Reserve</b>         | 0      | 0 | 21,205 |
| <b>Ending Cash Reserve Balance</b>    | 21,205 | 0 | 21,205 |

**Number of Regulants**

|                           |    |
|---------------------------|----|
| Current Month             | 42 |
| Previous Biennium-to-Date | 46 |

DRAFT AGENDA  
 Materials contained in this  
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Department of Professional and Occupational Regulation  
 Supporting Statement of Year-to-Date Activity  
 Board for Branch Pilots - 954190  
 Fiscal Year 2020

|                                  | Jul        | Aug       | Sep        | Oct          | Nov       | Dec        | Jan        | Feb      | Mar      | Apr      | May      | Jun      | Fiscal YTD Charges | Planned Annual Charges | Current Balance | Projected Charges at 6/30 | Projected Variance Favorable (Unfavorable) |             |
|----------------------------------|------------|-----------|------------|--------------|-----------|------------|------------|----------|----------|----------|----------|----------|--------------------|------------------------|-----------------|---------------------------|--|-------------|
|                                  |            |           |            |              |           |            |            |          |          |          |          |          |                    |                        |                 |                           | Amount                                     | %           |
| <b>Board Expenditures</b>        | 472        | 0         | 137        | 1,086        | 5         | 285        | 451        | 0        | 0        | 0        | 0        | 0        | 2,436              | 3,677                  | 1,241           | 4,167                     | -490                                       | -13.3%      |
| <b>Board Administration</b>      | 20         | 13        | 13         | 11           | 13        | 13         | 13         | 0        | 0        | 0        | 0        | 0        | 96                 | 185                    | 89              | 152                       | 34   | 18.2%       |
| <b>Administration of Exams</b>   | 0          | 0         | 0          | 0            | 0         | 0          | 0          | 0        | 0        | 0        | 0        | 0        | 0                  | 0                      | 0               | 0                         | 0  | 0           |
| <b>Enforcement</b>               | 0          | 0         | 0          | 0            | 0         | 0          | 0          | 0        | 0        | 0        | 0        | 0        | 0                  | 1                      | 0               | 1                         | 0  | 23.8%       |
| <b>Legal Services</b>            | 0          | 0         | 0          | 0            | 2         | 0          | 1          | 0        | 0        | 0        | 0        | 0        | 3                  | 4                      | 1               | 5                         | -1   | -28.6%      |
| <b>Information Systems</b>       | 6          | 8         | 8          | 13           | 9         | 4          | 14         | 0        | 0        | 0        | 0        | 0        | 61                 | 130                    | 69              | 102                       | 28   | 21.4%       |
| <b>Facilities / Support Svcs</b> | 1          | 3         | 4          | 4            | 4         | 14         | 3          | 0        | 0        | 0        | 0        | 0        | 33                 | 661                    | 628             | 55                        | 606  | 91.7%       |
| <b>Agency Administration</b>     | 8          | 6         | 6          | 6            | 7         | 6          | 6          | 0        | 0        | 0        | 0        | 0        | 45                 | 90                     | 45              | 72                        | 19   | 20.6%       |
| <b>Other / Transfers</b>         | 0          | 0         | 0          | 0            | 0         | 0          | 0          | 0        | 0        | 0        | 0        | 0        | 0                  | 0                      | 0               | 0                         | 0  | 0           |
| <b>Total Charges</b>             | <b>506</b> | <b>30</b> | <b>169</b> | <b>1,120</b> | <b>40</b> | <b>322</b> | <b>488</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>2,674</b>       | <b>4,748</b>           | <b>2,074</b>    | <b>4,553</b>              | <b>195</b>                                 | <b>4.1%</b> |

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Materials contained in this agenda are proposed  
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# Other Business

Materials contained in this agenda are proposed topics for discussion and are not to be construed as regulation or official Board position.

# Commonwealth of Virginia



## BOARD FOR BRANCH PILOTS

### RESOLUTION IN HONOR OF

## Captain J. William Cofer

WHEREAS, **J. William Cofer**, did faithfully and diligently serve as a member of the Virginia Board for Branch Pilots from May 1991 through March 2020; and

WHEREAS, **J. William Cofer** did devote generously of his time, talent and leadership to the Board; and

WHEREAS, **J. William Cofer** did at all times render decisions with fairness and good judgment so as to promote and preserve the best interests of our citizens and the profession of piloting in Virginia; and

WHEREAS, the Virginia Board for Branch Pilots acknowledges its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, this thirteenth day of March 2020, that the Virginia Board for Branch Pilots expresses its utmost regard and respect for **J. William Cofer** and his professional legacy to this Board; and, so that all may know of the Board's depth of its expression, it is ORDERED that this resolution be spread upon the official minutes of the Board and that a copy hereof be presented to **J. William Cofer**.

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Christine Piersall, President

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Mary Broz-Vaughan, Secretary

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Materials contained in this agenda  
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## **15. Conflict of Interest Forms/Travel Vouchers**

## **16. Adjourn**

The proposed topics for discussion and are not to be construed as regulation or official Board position.