

MEETING MINUTES
STATE OF WASHINGTON ~ BOARD OF PILOTAGE COMMISSIONERS
August 21, 2025

REGULAR MEETING – Call to Order

The Regular Meeting of the Board of Pilotage Commissioners was called to order at 10:00 a.m. by Chair Sheri Tonn in the Commission Room of the Port of Grays Harbor, 111 S. Wooding St., Aberdeen, WA and online via Microsoft Teams. In her opening remarks, Chair Tonn thanked the Port of Grays Harbor for their hospitality in hosting the Board.

Present in Grays Harbor:

Chair: Sheri Tonn

Commissioners: Timothy J. Farrell (Public), Mike Anthony (Pilot), Lee Tyler (Foreign Shipping)

Administration: Jaimie Bever, Bettina Maki, Jolene Hamel

Port of Grays Harbor: Mike Folkers, Ryan Campbell, Leonard Barnes

Present via Teams:

Vice Chair: Eleanor Kirtley (Marine Environment)

Commissioners: Tom Buroker (Ecology), Severin Knutsen (Pilot)

BPC Assistant Attorney General: Albert Wang, Lauren Jaech

Pacific Merchant Shipping Association: Mike Moore, Jordan Royer

The Northwest Seaport Alliance: Lindsay Wolpa

Public: Ann LaRue, Jake Madison, William Brickham, Terry Hall, Fred Felleman, Gabriel Gaubert, Nate Menafee

Puget Sound Pilots: Eric Klapperich, Ivan Carlson, Scott Brewen

USCG: Genaro Villegas, Ian McPhillips

UTC: Scott Sevall

BPC Staff Report.

- BPC Executive Director Jaimie Bever reported that the routine state audit is complete. The exit report was provided to the Board. For the July 2020 – June 30, 2024 audit, the State Auditor's Office chose to review trainee stipend payments, contract procurement/solicitation, vendor payments, and pilot licenses fees and training surcharge revenue. Per the report, in all selected areas, "Board operations complied, in all material respects, with application state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources". Ms. Bever thanked BPC Program Analyst Bettina Maki for her leadership in the audit and shared that the auditors also wrote very kind remarks about her in the report.
- The spending plan for the 25-27 Biennium was provided to the Board. Ms. Bever explained that it did not include the funds from the recent UTC increase in the Puget Sound Pilotage District Tariff Training Surcharge, which is being addressed in a supplemental budget request for the 2026 legislative session.
- BPC Program Analyst Bettina Maki provided both the monthly dashboards and was available for questions on any of the charts, graphs and dashboards.

BPC Chair Report.

- BPC Chair Sheri Tonn introduced Assistant Attorney General Lauren Jaech, who will be assisting Albert Wang with matters related to the BPC. Her resume was shared with Commissioners.

Activity Reports. Mike Folkers representing the Port of Grays Harbor (PGH), LCDR Genaro Villegas representing the United State Coast Guard (USCG), Ivan Carlson representing Puget Sound Pilots (PSP), Lindsay Wolpa representing The Northwest Seaport Alliance (NWSA), and Mike Moore representing Pacific Merchant Shipping Association (PMSA) offered current and projected statistical data as well as updates on current maritime issues and activities.

In addition, Mike Folkers introduced Leonard Barnes, Executive Director of the Port of Grays Harbor who welcomed the Board and shared both the progress that is occurring in Grays Harbor and the importance of the partnership between Grays Harbor and the BPC. He also introduced Captain Ryan Campbell, a current trainee in Grays Harbor.

NEW BUSINESS

Pilot's Report of Marine Safety Occurrence: *KUALA LUMPUR*, 08/03/2025

Underway approaching Blair Waterway in Tacoma.	Upon vessel's approach to the Blair Waterway, a small pleasure craft blocked the channel's center and appeared to be broken down. They did not communicate with the vessel. The pilot aggressively slowed speed, gave a five-whistle blast, notified VTS, and started checking to see if there was a tug available to tow pleasure craft out of waterway. A 'Good Samaritan' towed the vessel out of the way and the vessel proceeded without incident.	<u>Motion</u> : Farrell/Anthony – File as a Near-Miss Marine Safety Occurrence – Carried, with one abstention from Commissioner Knutsen.
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Meeting Minutes.

Motion: Farrell/Kirtley – approve the July 17, 2025 Regular Meeting minutes as drafted – Carried.

Committee Actions.

Trainee Evaluation Committee (TEC)

- TEC Chair Knutsen was pleased to report that Commissioner Tyler has joined the TEC in one of the vacant seats, and that he attended his first meeting yesterday.
- **Training Program Agreements Puget Sound District – Captains Ahrens, Anderson & Rogers.** TEC Chair Knutsen explained that the agreement and requirements for Captains Ahrens, Anderson, and Rogers were mostly unchanged, with just a few minor revisions: added ARPA to align with the new WAC change, included Familiarization, clarified that an evaluation trip with a intervention becomes a training trip and must be repeated, and increased the stipend to the current amount of \$9,500/month.
Motion: Knutsen/Farrell – approve the Puget Sound Training Agreement and Requirements for Captains Ahrens, Anderson, and Rogers as written – Carried.
- **Pilot License Upgrade Program: Captains Stewart, Holland & Mancini.** TEC Chair Knutsen reported that the TEC met yesterday and reviewed the letters for the upgrades. He also reported that Captains Ekermann and Sturgell received their lift letters and Captains Bostick and Gartner have finished their upgrades early but have not yet received lift letters. That leaves 10 upgrading pilots.
Motion: Knutsen/Tyler – approve the pilot license upgrade program for Captains Stewart, Holland & Mancini – Carried.
- In Puget Sound there are currently 7 trainees in Training, and 2 trainees in Evaluation. There is also 1 trainee in Grays Harbor in Training. One trainee attended the TEC meeting for his regular 6-month check-in and to receive substitutions as he is nearing the end of his program. All the trainees are making good progress, and the TEC expects that Captain Michelson will be licensed in September.
- The TEC reviewed Hard-to-Get jobs that the trainees are expected to do and made some minor tweaks which will be sent out to the trainees in the Trainee Updates.
- There are 4 trainees who will be moving into Evaluation later this year and the TEC is recommending that the BPC plan for Simulator Training in October. Captain Knutsen also invited Commissioners who have not been in the simulator before to come and experience it. More information will go out once it has been scheduled.

Pilot Exam Committee (PEC)

Affirm Exam Date. The PEC recommended, based on the exam kick-off meeting earlier this month, that the remote only Knowledge Based Test (Written) occur on Monday, April 13, 2026 and the Simulator Evaluation occur the week of April 27 – May 1, 2026.

Motion: Farrell/Knutsen – affirm the dates of the 2026 Washington State Marine Pilot Exam as proposed – Carried.

- Applications will open November 13, 2025 and close on March 13, 2026.
- The cost for the 2026 Exam will be \$1,600 for the KBT (Written), \$1,500 for the Simulator Evaluation, and \$400 for the Application fee.
- It was also noted that a candidate handbook along with an updated Job Task Analysis (JTA) and Bibliography will be released soon.

- Given that there are 3 new Commissioners who haven't been through the exam process before, Chair Tonn asked for a presentation on the exam process from the BPC's psychometric team Dainis & Co at an upcoming Board meeting.

Exemptions from Pilotage.

Motor Yacht LADY L – 146', 463 gt, Cayman Island registry, Captain Elliott Pilkington.

Motion: Farrell/Anthony – concur with Chair Tonn's granting of the interim annual exemption with the condition of no Deception Pass as Captain Pilkington had already had an orientation through the Locks - Carried.

Motor Yacht REVELRY – 175', 672 gt, Cayman Island registry, Captains Ryan Glutz and Adam Lewarne.

Motion: Farrell/Knutsen – grant an annual exemption with the condition of a pilot orientation and no special exemption areas – Carried.

Pilot/Trainee Physical Examination Reports.

Motion: Knutsen/Farrell – approve the pilot physical examination reports for Captains M.L. Anthony, P.S. Kelly, B.E. Lowe, S.P. Bendixen, R.T. Ekermann, P.V. Hunter and B.L. Sturgell for their annual pilot license renewals – Carried with one abstention from Commissioner Anthony.

Motion: Farrell/Tyler – approve the physical examination report for Captain D.N. Rogers for his new trainee license – Carried.

Motion: Anthony/Farrell – approve the physical examination report for Captain J.M. Woodworth for his annual trainee license renewal – Carried.

BPC 2024 Annual Report. The Board received the final draft of the 2024 Annual Report for final review and comment. BPC Chair Sheri Tonn thanked staff again for their work and reminded Commissioners that the report will be submitted to the Legislature by September 1.

Motion: Kirtley/Anthony – approve the 2024 BPC Annual Report as written and direct staff to disseminate to both the Legislature and the public – Carried.

Committee Updates.

Oil Transportation Safety Committee (OTSC)

- The OTSC will meet again after the tug escort rule is adopted to review voluntary mitigation measure recommendations.
- Regarding tug escort rulemaking, the rule team is busy working on responses to the public comments submitted.

Pilotage Advisory Act Committee (PAAC)

- The PAAC met for the first time and established a schedule and a timeline for the committee to wrap up work by next July, in time for Agency Request Legislation deadlines for the 2027 Legislative Session.
- Chair Tonn and E.D. Bever have had some discussions with the BPC's AAG to digest the scope of the BPC jurisdiction.
- The PAAC has heard from the Makah Tribe that they are interested in having a representative join the committee.
- The draft minutes from the first meeting were distributed to the Board.

Pilot Safety Committee (PSC)

- The PSC is continuing their discussion on comp day evaluation and at the last meeting Captain Scragg shared a deep dive look at the comp day system. Other topics discussed included reviewing the quarterly pilot ladder safety data and discussions around ladder safety internationally as well as a counterfeit ladder situation.
- The PSC meeting minutes as well as the quarterly ladder data was distributed to the Board.

Diversity, Equity & Inclusion Committee (DEIC)

- BPC staff continue to meet regularly with a DEI consultant on exam recruitment and messaging and are working with some pilots to share pathways to pilotage through BPC's social media channels.
- Women Offshore's annual conference will be held in Houston in October.

Terminal Operations Work Group (TOWG)

- The TOWG is meeting tomorrow at 3pm and it is expected to discuss status and next steps.
- Lindsay Wolpa, NWSA and TOWG member, stated that she has invited Marine Terminal Operations from Terminal 5 to the meeting tomorrow.

Confirmation of Next Regular Meeting Dates. Chair Tonn reminded everyone of the upcoming meeting on September 18 and October 16 back in the Seattle office. BPC Regular Meetings continue to be hybrid, and all are invited and encouraged to attend in person or online.

Public Comment. Chair Tonn asked for public comment, and none was offered.

Adjourn. The meeting was adjourned by Chair Tonn at 11:35am.

Respectfully submitted,

Jaimie C. Bever, Executive Director

Sheri J. Tonn, Chair

Eleanor Kirtley, Vice Chair

Commissioner Timothy J. Farrell

Commissioner Andrew Drennen

Commissioner Lee Tyler

Commissioner Severin Knutsen

Commissioner Michael Anthony

Commissioner Jason R. Hamilton

Commissioner Tom Buroker