



**Notice of Meeting of the Pilot Board of the
Port of Corpus Christi Authority of Nueces County, Texas, on
Tuesday, March 21, 2017, at 8:30 AM
Congressman Solomon P. Ortiz International Center, 402 Harbor Drive, Corpus
Christi, Texas.**

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact Sherry DuBois at 885-6174 at least 48 hours in advance so that appropriate arrangements can be made.

Si usted se dirige a la junta y cree que su inglés es limitado, habrá un intérprete inglés español en la reunión de la junta para ayudarle.

Members of the audience will be provided an opportunity to address the Port Commission. Please speak into the microphone located at the podium and state your name and address. Your presentation will be limited to three minutes.

PUBLIC NOTICE is given that the Commission may go into executive session at any time during the meeting to discuss matters listed on the agenda when authorized to do so by the provisions of Section 418.183 or Chapter 551 of the Texas Government Code. In the event the Commission elects to go into executive session regarding any agenda item, the presiding officer will publicly announce the section or sections of the Texas Government Code authorizing the executive session.

The agenda is as follows:

Call meeting to order and receive conflict of interest affidavits.

Approve the minutes of the Pilot Board meeting held on December 13, 2016.
[December 13, 2016 - Minutes](#)

Receive comments from the public. (Each speaker is limited to three minutes)

Present 4th Quarter Aransas-Corpus Christi Pilot Work Hours Visual Inspection Report performed January 9, 2017, per Sec V of the Rules and Regulations Governing Pilots and Pilotage on the Corpus Christi Ship Channel.
[4th Quarter Work Hours - Memo](#)

Approve revisions to the Deputy Pilot Application procedure.

Deputy Pilot Application - Memo
Deputy Pilot Application - Procedure

Adjourn.

**OFFICIAL MINUTES OF PILOT BOARD MEETING
DECEMBER 13, 2016**

The Board of Pilot Commissioners for the Port of Corpus Christi Authority (the "Pilot Board") met on Tuesday, December 13, 2016, at 8:15 a.m., at the Congressman Solomon P. Ortiz International Center (Nueces Room), 402 Harbor Drive, Corpus Christi, Texas.

Commissioners Present: Mr. Charles Zahn
Mr. Wayne Squires
Mr. David P. Engel
Mr. Richard L. Bowers
Mr. Wes Hoskins
Ms. Barbara Canales

Staff Present: Mr. John LaRue
Mr. Sean Strawbridge
Mr. Jarl Pedersen
Patricia Cardenas
Mr. Ray Harrison
David Krams
Mr. Bland Chamberlain
Ms. Sherry DuBois
Ms. Angela Leyva
Mr. Bennie Benavides
Ms. Jennifer Powell
Mr. Jesse Samu

Others Present: Mr. Leo J. Welder, Jr.
Mr. Dane C. Bruun

Others Present: Mr. Richard R. Valls
Valls Group
Capt. Louis Adams
Capt. Jay Rivera
Aransas/CC Pilots Assn.
Mr. Terry Arnold
Consultant
Capt. Mike Kershaw
Consultant

I.

Chairman Zahn called the meeting to order and asked for any conflict of interest affidavits. None were submitted.

II.

On motion made by Ms. Canales and seconded by Mr. Squires, the minutes of the Pilot Board meeting held on August 16, 2016, were approved in the form presented to the meeting.

III.

Chairman Zahn asked for comments from the public. None were received.

IV.

On motion made by Mr. Engel and seconded by Mr. Hoskins, the Pilot Board approved the 3rd Quarter Aransas-Corpus Christi Pilot Work Hours Visual Inspection Report performed September 30, 2016 per **Sec V of the Rules and Regulations Governing Pilots and Pilotage on the Corpus Christi Ship Channel**.

V.

The Pilot Board received an update regarding the Pilot Advisory Panel.

VI.

On motion made by Mr. Hoskins and seconded by Mr. Squires, the Pilot Board approved a revised application procedure for Deputy Branch Pilots on the Port of Corpus Christi Waterways. The revised application procedure is attached to the minutes of this meeting as **Attachment "A"**.

VII.

There being no further business, the meeting adjourned at 8:22 a.m.

ATTACHMENT "A"

Application Procedure for Deputy Branch Pilots on the Port of Corpus Christi Waterways

In order to enter the pool of qualified applicants eligible for appointment as a Deputy Branch Pilot on the Port of Corpus Christi waterways (Deputy Branch Pilot Pool) a person must:

- 1) be at least twenty five (25) years of age.
- 2) be a US citizen.
- 3) be in good mental and physical health.
- 4) be of good moral character.
- 5) possess the requisite skill as a navigator and pilot to perform competently and safely the duties of a deputy branch pilot.
- 6) have a minimum 1,080 documented sea service days as defined by 46 CFR 10.232 on a minimum size vessel of 100 Gross Register Tons, while working at a minimum capacity of Mate 200 Gross Register Tons, Inland. A minimum 360 days of the 1,080 days must be while in possession of a USCG issued license of Master 1600 Gross Tons (Inland, Near Coastal, or Oceans). A candidate that holds a USCG issued license of Master Any Gross Tons upon Oceans supersedes the 360 minimum day requirement.
- 7) have (i) an Associate's Degree, or (ii) a minimum 60 hours of college accredited course work, or (iii) an ADDITIONAL 720 days of sea service as defined by 46 CFR 10.232 in a licensed capacity on a minimum size vessel of 100 Gross Registered Tons, while working at a minimum capacity of Mate 200 Gross Registered Tons (Inland) while in possession of a USCG issued license of Master 1600 Gross Tons (Inland, Near Coastal, or Oceans) or a USCG issued Master Any Gross Tons license (Inland, Near Coastal, or Oceans).
- 8) be eligible to obtain a USCG-issued First Class Pilot License of vessels any gross tons upon the Corpus Christi Channel from the Aransas Pass Sea Buoy to the Viola Turning Basin, including the La Quinta Channel, upon completion of the Aransas-Corpus Christi Pilots initial 120 day / 240 trip Deputy Pilot observation and training period.
- 9) provide a signed "Coast Guard Release Form." The form must be notarized.
- 10) provide a complete signed application.

To enter the Deputy Branch Pilot Pool, a person must submit a Deputy Branch Pilot Application to the Aransas-Corpus Christi Pilots Association, along with evidence that the person has the minimum qualifications listed above. The Application Review Committee for the Board of Pilot Commissioners for the Port of Corpus Christi Authority ("Application Review Committee") (See Note 1 below) will review all applications and supporting documents. If all of the application criteria are met and the applicant is determined to be qualified, the applicant will be placed in the Deputy Branch Pilot Pool

for consideration by the Aransas-Corpus Christi Pilots for a Deputy Branch Pilot position when a vacancy or need occurs. Applicants meeting the minimum qualifications shall be so notified in writing by the Aransas-Corpus Christi Pilots Association. Applicants who do not meet the minimum qualifications shall be so notified in writing by the Aransas-Corpus Christi Pilots Association. Incomplete applications will be returned to the sender. After three years, an applicant must reapply to remain in the Deputy Branch Pilot Pool.

Upon receipt of a complete, signed application, including a release from the applicant authorizing a background check, the Application Review Committee performs a background check to determine eligibility. The background check includes the following: personal references, education credentials, and job history (including reasons for leaving any marine-related employments). The background check also includes a criminal background check performed by the Port of Corpus Christi Authority.

The Branch Pilots of the Aransas-Corpus Christi Pilot's Association will appoint persons in the Deputy Branch Pilot Pool to the Aransas-Corpus Christi Pilot's Deputy Branch Pilot Training Program, as needed. The Board of Pilot Commissioners for the Port of Corpus Christi Authority (Pilot Board) must approve all appointments to the Deputy Branch Pilot Training Program. All appointees to the Training Program must pass a USCG Physical Examination and drug screen before being admitted to the Training Program.

Applications and supporting documents to serve as a Deputy Branch Pilot should be submitted to:

Aransas-Corpus Christi Pilots
P.O. Box 2767
Corpus Christi, Texas 78403

Note 1: The Application Review Committee for the Board of Pilot Commissioners for the Port of Corpus Christi Authority was established on March 15, 2016, by the Pilot Board. The Application Review Committee is comprised of three Branch Pilots and one Port Authority representative. The Port Authority representative holds the office of Executive Director or his designee.

DATE: March 21, 2017
TO: Pilot Board
FROM: Russell Cordo, Assistant Harbormaster
russell@pocca.com
(361) 885-6166

**Aransas-Corpus Christi Pilot Work Hours Visual Inspection Report
for 4th Quarter 2017**

SUMMARY: On January 9, 2017, Capt. F. Mike Kershaw, a Port/Pilot Liaison consultant, reviewed the Pilot's master work hours logbook during the fourth quarter of 2016 as required by the Resolution adopted August 12, 2014, by the Board of Pilot Commissioners for the Port of Corpus Christi Authority. This resolution amended the Pilotage Rules and Regulations by limiting a Pilot's work hours to not more than 13 total hours in any 24 hour period.

BACKGROUND: The inspection on January 9, 2017, was performed in the presence of Pilots' Presiding President, Capt. Jay Rivera. Three pilots' work records were reviewed, including the complete two week work cycle of one pilot and several randomly selected days of the other pilots. A random selection of 50% of Pilots were chosen for each 14 day work cycle for the 4th quarter in 2016. 72 hour periods at different intervals were reviewed for compliance. In addition, a random pilot was reviewed on his piloting hours for every vessel movement for the entire 4th quarter.

At the audit's conclusion, a discussion was held as to what event might cause involuntary excess of work hours and what could be done to prevent such excess.

Based on the data provided, the pilots are in compliance with the law in reference to the 10/24 Standards of Training, Certification and Watchkeeping (STCW) work rule. It is recommended for this report to be accepted as acknowledgement of said pilot duties and responsibilities.

ALTERNATIVES: N/A

CONFORMITY TO PORT POLICY: The Aransas-Corpus Christi Pilot Work Hours Visual Inspection Report complies with Sec V of the Rules and Regulations Governing Pilots and Pilotage on the Corpus Christi Ship Channel.

EMERGENCY: N/A

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: Staff recommends approval of the 4th Quarter Aransas-Corpus Christi Pilot Work Hours Visual Inspection Report performed January 9, 2017, per Sec V of the Rules and Regulations Governing Pilots and Pilotage on the Corpus Christi Ship Channel.

DEPARTMENTAL CLERARANCES:

Originating Department Harbormaster's Office

Reviewed by	Russell Cordo
Legal	Dane Bruun
Executive Staff	Sean Strawbridge

LIST OF SUPPORTING DOCUMENTS: N/A

DATE: March 21, 2017
TO: Pilot Board
FROM: Russell Cordo, Assistant Harbormaster
russell@pocca.com
(361) 885-6166

Approve Revisions to Application Procedure for Deputy Branch Pilots on the Port of Corpus Christi Waterways

SUMMARY: Staff requests approval of revisions to the Application Procedure for Deputy Branch Pilots on the Port of Corpus Christi Waterways.

BACKGROUND: Texas state legislation tasks members of the Port of Corpus Christi Authority's Port Commission to provide oversight of the Aransas-Corpus Christi Pilots. Chapter 70 of the Texas Transportation Code provides that the Port of Corpus Christi Authority's Commissioners serve as the Board of Pilot Commissioners for their Ports, with exclusive jurisdiction over the Aransas-Corpus Christi Pilots, as they undertake the piloting of vessels in the Port of Corpus Christi port facilities. One of the statutory duties of the Board of Pilot Commissioners, also known as the Pilot Board or Pilot Commission, is to examine and determine the qualifications of each applicant for branch pilot. The Application Procedure for Deputy Branch Pilots on the Port of Corpus Christi Waterways was approved by the Pilot Board at the March 15, 2016, meeting. The procedure was revised on December 13, 2016, to update the minimum qualifications to serve as Deputy Branch Pilot and to clarify aspects of the application process and the Application Review Committee. The Aransas-Corpus Christi Pilots requested the attached revisions to update the duties of the Application Review Committee and the timing of background checks during the application procedure.

ALTERNATIVES: N/A

CONFORMITY TO PORT POLICY: This process conforms to the Pilot Board's statutory duty to examine and determine the qualifications of each applicant for branch pilot.

EMERGENCY: No.

FINANCIAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends approval of the revised Application Procedure for Deputy Branch Pilots on the Port of Corpus Christi Waterways.

DEPARTMENTAL CLERARANCES:

Originating Department Harbormaster's Office
Reviewed by Russell Cordo
Legal Dane Bruun

Executive Staff Sean Strawbridge

LIST OF SUPPORTING DOCUMENTS:

Application Procedure for Deputy Branch Pilots on the Port of Corpus Christi Waterways

Application Procedure for Deputy Branch Pilots on the Port of Corpus Christi Waterways

In order to enter the pool of qualified applicants eligible for appointment as a Deputy Branch Pilot on the Port of Corpus Christi waterways (“Deputy Branch Pilot Pool”) a person must:

- 1) be at least twenty five (25) years of age.
- 2) be a US citizen.
- 3) be in good mental and physical health.
- 4) be of good moral character.
- 5) possess the requisite skill as a navigator and pilot to perform competently and safely the duties of a deputy branch pilot.
- 6) have a minimum 1,080 documented sea service days as defined by 46 CFR 10.232 on a minimum size vessel of 100 Gross Register Tons, while working at a minimum capacity of Mate 200 Gross Register Tons, Inland. A minimum 360 days of the 1,080 days must be while in possession of a USCG issued license of Master 1600 Gross Tons (Inland, Near Coastal, or Oceans). A candidate that holds a USCG issued license of Master Any Gross Tons upon Oceans supersedes the 360 minimum day requirement.
- 7) have (i) an Associate’s Degree, or (ii) a minimum 60 hours of college accredited course work, or (iii) an ADDITIONAL 720 days of sea service as defined by 46 CFR 10.232 in a licensed capacity on a minimum size vessel of 100 Gross Registered Tons, while working at a minimum capacity of Mate 200 Gross Registered Tons (Inland) while in possession of a USCG issued license of Master 1600 Gross Tons (Inland, Near Coastal, or Oceans) or a USCG issued Master Any Gross Tons license (Inland, Near Coastal, or Oceans).
- 8) be eligible to obtain a USCG-issued First Class Pilot License of vessels any gross tons upon the Corpus Christi Channel from the Aransas Pass Sea Buoy to the Viola Turning Basin, including the La Quinta Channel, upon completion of the Aransas-Corpus Christi Pilots initial 120 day / 240 trip Deputy Pilot observation and training period.
- 9) provide a signed “Coast Guard Release Form.” The form must be notarized.
- 10) provide a complete signed application.

To enter the Deputy Branch Pilot Pool, a person must submit a Deputy Branch Pilot Application to the Application Review Committee for the Board of Pilot Commissioners for the Port of Corpus Christi Authority (“Application Review Committee”) (See Note 1 below), along with evidence that the person has the minimum qualifications listed above. The Application Review Committee will review all applications and supporting documents. If all of the application criteria are met and the applicant is determined to be qualified, the applicant will be placed in the Deputy Branch Pilot Pool for consideration by the Aransas-Corpus Christi Pilots for a Deputy Branch Pilot position when a vacancy or need occurs. Applicants meeting the minimum qualifications shall be so notified in writing by the Application Review Committee. Applicants who do not meet the minimum qualifications shall be so notified in writing by the Application Review Committee.

Incomplete applications will be returned to the sender. After three years, an applicant must reapply to remain in the Deputy Branch Pilot Pool.

Upon receipt of a complete, signed application, including supporting documentation, Coast Guard release form, and a release from the applicant authorizing a background check, the Application Review Committee performs a background check to determine eligibility. The background check includes the following: personal references, education credentials, and job history (including reasons for leaving any marine-related employments). A criminal background check is also performed by the Port of Corpus Christi Authority prior to an applicant's appointment from the Deputy Branch Pilot Pool to the Aransas-Corpus Christi Pilot's Deputy Branch Pilot Training Program.

The Branch Pilots of the Aransas-Corpus Christi Pilots will appoint persons in the Deputy Branch Pilot Pool to the Aransas-Corpus Christi Pilot's Deputy Branch Pilot Training Program, as needed. The Board of Pilot Commissioners for the Port of Corpus Christi Authority ("Pilot Board") must approve all appointments to the Deputy Branch Pilot Training Program. All appointees to the Training Program must pass a USCG Physical Examination and drug screen before being admitted to the Training Program.

Applications and supporting documents to serve as a Deputy Branch Pilot should be submitted to:
Application Review Committee
P.O. Box 2767
Corpus Christi, Texas 78403

Note 1: The Application Review Committee for the Board of Pilot Commissioners for the Port of Corpus Christi Authority was established on March 15, 2016, by the Pilot Board. The Application Review Committee is comprised of three Branch Pilots and one Port Authority representative. The Port Authority representative holds the office of Executive Director or his designee.