

PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
November 14, 2022, 3:00 PM

PFPA Board Members

Class A Director: Member of the Portland City Council/Tae Chong, Vice President

Class B Director: Representing the Fishing Industry/Meredith Mendelson, Department of Marine Resources, President

Class C Director: Representing the Commissioner of the Maine DOT/Chris Mayo

Ex-Officio Director: Representing the City Manager/Brendan O'Connell, Finance Director

Ex-Officio Director: President of the Board of Directors of the Portland Fish Exchange/Rob Odlin

This meeting will take place remotely using Zoom.

This meeting will be held remotely pursuant to the Remote Meeting Policy adopted by the Board and as authorized under 1 M.R.S. 403-B because of the existence of an emergency or urgent issue that requires the Committee to meet by remote methods. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live, a recording will be available in the Agenda Center following the meeting.

For public comment, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

Please click the link below to join the webinar:

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Webinar ID: 870 0449 5878

International numbers available: <https://portlandmaine-gov.zoom.us/j/kinj9OO07T>

1. **Approval of August 8, 2022 Meeting Minutes; and, Acceptance of May 16, 2022 Meeting Minutes.**
 - a. Draft Minutes of August 8, 2022, attached.
 - b. Draft Minutes of May 16, 2022, attached. NOTE: Due to changes in Board make up, the Board will not achieve a quorum of Board members who were in attendance at the May 16 meeting. Staff suggestion of a motion of "accepting" the minutes will provide a record of the meeting while not asking Board members to approve minutes from a meeting they did not attend.

Action Item - Public Comment

2. **Update on infrastructure and program funding through CARES Act funding - Bill Needelman, Waterfront Coordinator; Meredith Mendelson, Maine DMR Deputy Commissioner**
 3. **Financial Update - Statement produced by Tonya Mitchell, Senior Admin Officer II/Finance Department which will be presented at the meeting by Bill Needelman, Waterfront Coordinator.**
 4. **Facilities Update - Kathy Alves, Facilities Director; Phil DiPierro, Project Manager**
 - a. Facilities Project Reports
 5. **Portland Fish Exchange Update - Rob Odlin, PFE President; Bert Jongerden, Contract Manager; Bill Needelman, Waterfront Coordinator.**
 - a. PFE Monthly Landings Report, October 2022
 - b. Update on RFP process exploring alternative management.
 - c. Governance
 6. **Marine Trade Center Lease Amendments**
 - a. Postponed.
 7. **Front Lot Parking Rate Amendments - John Peverada, Parking Manager.**
 - a. City Parking Manager suggests an increase in the monthly parking rate in the front lot **from the current \$120 per month to \$130.** Typically the Fish Pier rate is \$10 less than the City Garages. Recently, the City Council increased the FY23 monthly garage rate from \$130 to \$140.

The current “harvester” rate of \$55/month would remain unchanged.
- Action Item - Public Comment**
8. **Homeport Fleet Berthing Agreement Revisions**
 - a. Prompted by a recent turnover in vessel ownership, Corporation Council is recommended revising the standard berthing agreement form for monthly homeport vessel tenants. Staff is seeking feedback on specifics from the board as well as from berthing tenants. Issues to discuss will include the treatment of rafted vessels and access to parking in the rear lot.
 9. **Adjournment.**

Meeting Minutes

DRAFT

**PORTLAND FISH PIER AUTHORITY BOARD OF
DIRECTORS**

August 8, 2022, 3:00pm
(postponed from June 13, 2022)

Remote Meeting Format – ZOOM Platform

PFPA Board members present

Class B Director: *Representing the fishing industry*
Meredith Mendelson, Department of Marine Resources, Vice President

Class C Director: *Representing the Commissioner of the Maine DOT*
Matthew Burns, Treasurer

Ex-Officio Director: *Representing the City Manager*
Brendan O'Connell, Finance Director (as of Agenda item 2, meeting minutes)

Ex-Officio Director: *President of the Board of Directors of the Portland Fish Exchange* Rob Odlin (as of Agenda Item 5)

PFPA Board members absent

Class A Director: *Member of the Portland City Council*
Tae Chong

Taken out of order

- 2. Update on Infrastructure and Program Funding through CARES Act Funding** - Bill Needelman, Waterfront Coordinator, Meredith Mendelson, Maine DMR Deputy Commissioner

Taken up upon achieving a quorum

- 1. Approval of May 16 and May 31, 2022 Meeting Minutes**

Draft minutes were included in the meeting packet.

Motion to approve the May 31, 2022 meeting minutes. Motion by Mendelson, 2nd by Burns. No public comment. **Motion passed by vote of 3-0**, Chong and Odlin absent.

NOTE: *With only two members present who were also at the May 16, 2022 meeting of the Board, the Board postponed approval of the May 16, 2022 minutes to a future date due to lack of quorum of board members available to vote.*

- 3. Financial update** - July Statement produced by Tonya Mitchell, Senior Admin Officer II, Finance Department were presented at the meeting by Bill Needelman, Waterfront Coordinator.

The fiscal year ended in the black. Needelman will include the June 2022 statements with the minutes (attached herein)

- 4. Facilities update** - Phil DiPierro, Project Manager

Agenda 1
Meeting Minutes
August 8, 2022

- *Facilities project reports.* Mr. DiPierro noted cross walk painting, new refrigeration in the PFX, TEC producing a bid package for concrete piling repair, and installation of 4 camels and 2 ladders.
- *Public Restroom Installation along Commercial Street.* Needelman noted the installation of a public restroom along Commercial Street by westerly end of the front parking lot. The facility can be moved or removed at any time.

5. Portland Fish Exchange update –Rob Odlin, PFX President, Bert Jongerden, Interim GM. Bill Needelman, Waterfront Coordinator.

- *PFE Monthly Landings Report, July 2022, were presented by Mike Foster.*
- *Following the PFE General Manager's Status Report, request for \$80,000 in financial assistance for operating funds and to pay down the outstanding line of credit.*

Motion to approve appropriating \$80,000 to the Portland Fish Exchange in financial assistance. Motion by Odlin, 2nd by O'Connell. No public comment. **Motion passed by vote of 4-0, Chong absent.**

- *PFE Past Rent forgiveness request for \$30,908.30*

Motion to approve \$30,908 in past 10 months rent and to defer rent for the next 6 months through February 2023. Motion by Odlin, 2nd by Mendelson. No public comment.

Board members noted for the record that:

- The PFE is exploring options for alternative management moving forward.
- The PFE is serving the public interest in providing its current services.
- Rent will be revisited moving forward.

Motion passed by vote of 4-0, Chong absent.

- *Needelman provided an Update on Request for Qualifications and Expressions of Interest process seeking alternative management*

6. Marine Trade Center Lease Amendments – Update on status
Needelman

7. Lot 12 and Lot 12A Property Line Survey. *Needelman*

Needelman describe a request by Bristol Seafood for a survey to be completed to place lot line pins in the ground between Lot 12 and Lot 12A to enable a physical understanding of the boundaries on the PFP.

Owen Haskell has provided Bristol with an estimate of \$400 with work to be completed in approximately four weeks.

With the Board's agreement, staff intends to use the Engineering line item in the current budget to fund this request. No action required.

8. Homeport Fleet Berthing Agreement Revisions.

Prompted by a recent turnover in vessel ownership, Corporation Council is recommended revising the standard berthing agreement form for monthly homeport vessel tenants. Staff

sought feedback from the Board.

9. Adjournment

Motion to adjourn. Motion by Odlin, 2nd by Burns. **Motion passed 4-0** at 4:10pm

Attachments that were in the meeting packet:

Agenda Item 3: Financial Statement

Fish Pier Authority
FY22 Budget Status
As of June 30, 2022

	FY22 Budget	YTD	Balance	%	FY21 YTD	FY22 vs. FY21	%
Revenue:							
Miscellaneous	14,395	6,377	8,018	44.3%	8,255	(1,878)	-22.8%
Berthing	29,376	27,696	1,680	94.3%	24,480	3,216	13.1%
Parking	336,670	398,833	(62,163)	118.5%	305,914	92,920	30.4%
Ground Rent (Leases)	199,833	200,712	(879)	100.4%	161,685	39,027	24.1%
Total Revenue	580,274	633,618	(53,344)	109.2%	500,334	133,285	26.6%
Expenditures:							
Admin. and Maint. Services	94,060	75,761	18,299	80.5%	77,358	(1,597)	-2.1%
Travel/Training/Meetings	1,500	0	1,500	0.0%	0	0	#DIV/0!
Contractual Services	20,200	16,678	3,522	82.6%	12,543	4,135	33.0%
Engineering Services	26,000	6,467	19,534	24.9%	4,904	1,563	31.9%
Printing/Copying	400	817	(417)	204.3%	400	417	104.3%
Equipment Repair	10,000	13,095	(3,095)	131.0%	6,520	6,576	100.9%
Land/Pier/Building Repair	215,000	141,240	73,760	65.7%	165,319	(24,079)	-14.6%
Insurance	14,369	12,250	2,119	85.3%	0	12,250	#DIV/0!
Supplies	13,500	903	12,597	6.7%	9,218	(8,315)	-90.2%
Electricity	15,000	11,855	3,145	79.0%	10,724	1,131	10.5%
Debt Service	11,612	11,612	0	100.0%	11,998	(387)	-3.2%
Total Expenditures	410,029	290,678	130,963	70.9%	298,984	(8,306)	-2.8%
Net Revenues Over(Under) Expenditures	170,245	342,940	(172,695)		201,350	141,591	70.3%

Draft Meeting Minutes

**PORTLAND FISH PIER AUTHORITY BOARD OF
DIRECTORS**

May 16, 2022, 3:00pm
(postponed from April 11, 2022)

Remote Meeting Format – ZOOM
Platform

PFFA Board members present

Class A Director: *Member of the Portland City Council*
Tae Chong

Class B Director: *Representing the fishing industry*
Meredith Mendelson, Department of Marine Resources, Vice
President

Ex-Officio Director: *President of the Board of Directors of the Portland Fish Exchange*
Ellen Sanborn

PFFA Board members absent

Class C Director: *Representing the Commissioner of the Maine DOT*
Matthew Burns, Treasurer

Ex-Officio Director: *Representing the City Manager*
Brendan O'Connell, Finance Director

Staff Present

Michael Goldman, Associate Corporation Counsel
Mary Davis, Interim HEDD Director
Phil DiPierro, Facilities Project Manager
Lori Paulette, HEDD Senior Administrative Officer
Bill Needelman, Waterfront Coordinator

Approximately 12 members of the public participated

1. Digital check in to Zoom:

Ms. Mendelson started the meeting at approximately 3:10 with a thank you to Ellen Sanborn for her years of service and a welcome to the new PFX General Manager, Steven Schultz.

2. Approval of February 28 Meeting Minutes
Draft minutes attached

Motion to approve as submitted

Moved by E. Sanborn, 2nd by T. Chong.
No Public Comment

Vote Passed 3-0, B. O'Connell and M. Burns absent

3. Potential Infrastructure and Program Funding through CARES Act Funding - Bill Needelman, Waterfront Coordinator, Steven Schultz, PFX GM, Meredith Mendelson, Maine DMR Deputy Commissioner

Ms. Mendelson noted that State spend plans for both CARES I and CARES II had been approved by federal authorities for both infrastructure and fee rebates. State was working with NOAA on a MOU with funding agreements with local entities to follow. The spend plan includes a hoist and piling repair for the Fish Pier; and, camels, refrigeration repair, and seller rebates (with staffing) for the PFX. Vessel services will receive ice and fuel subsidies. MCFA will receive funds to continue the Fishermen Feeding Mainers program.

4. Financial update - Statement produced by Tonya Mitchell, Senior Admin Officer II, Finance Department.

Needelman introduced the statement from the packet with no questions

5. Facilities update -

Phil DiPierro noted that they were working on the PFX refrigeration issues with parts on order.

6. Portland Fish Exchange update –Ellen Sanborn, PFX President, Steven Schultz, GM

- *General Manager's Report.* S.Schultz noted an almost complete lack of fish for May demonstrating a need for the organization to pivot to a new operating model. There is a need for operating cash. E. Sanborn state that the PFX is coming with a request for 3 months operating funds to give time to figure out a path forward. Requesting \$240K.
- *Request for Financial Assistance:* **The Portland Fish Exchange requests \$240K to cover three months operations** (See Strategic Planning Memo for Agenda Item 7, attached for background.)

The Board moved to Agenda Item 7 as a related item before considering the request.

7. Strategic Planning – Needelman, Steven Schultz, PFX GM

- *Presentation on "Roadmap" for the future of the PFX, Steven Schultz.* S. Schults presented a PPT (as attached to these minutes) describing a possible alternative path for the PFX to achieve stability. Within the presentation was a recommendation to combine the Boards of the PFX with the PFPA .

Nick Alfierro from the PFX Board noted that he had no objection to a merger. Need industry reps. Lobster bycatch remains a barrier for boats. CARES \$ will be the test.

T Chong asked about costs, and noted the need to shift focus. The PFX needs to stay open to support existing small businesses.

M. Mendelson was interested in the plan and noted the potential need to amend the CARES act spend plan for consistency – not easy. Questioned sustainability.

E Sanborn noted that buyer fees will still be coming in. There would need to be an annual subsidy from the PFPA.

Board members questioned kelp landing revenues with those numbers to be provided in the future,

Public comment for Agenda Items 6 and 7

- *Strategic Actions, Needelman*
- *Board composition and potential changes in representation, Goldman*

Eben Neiwkerk, Proprietor, F/V Dee Dee Mae: Fishermen need to diversify from Lobster. PFX will get more business. Prices are better in Portland than Gloucester. More captains coming. Opportunity in whole monks. Give it time.

Alan Tracy, Vessel Services: Big news. This is a uniquely bad time. CARES act \$ will move the needle. The Schulz proposal is not crazy but there is lots of detail to work out. The PFX needs a bridge to the CARES \$.

Ben Martens, MCFA: Thank you to Mr. Schultz. Not feeling the urgency. MCFA is available to provide other ideas. There is opportunity, but need urgency.

John Bisnett: Echo previous speakers. What happens after CARES? Need boats on the board.

Brianna Warner, Atlantic Seafarms: Having use the facility for several years, we have begged to gain access to PFX. 10 kelp farmers in Portland area. Need to widen the scope of thinking. The PFX is important infrastructure.

Hank Soule, Sustainable Harvest Sector: Something needs to change. Big issues at play – CARES \$, ending the auction, ...big news. Need to craft a message to keep the boats informed. A communication piece is needed. Approve the bridge funds.

End Public Comment

Board Discussion on Agenda Items 6 and 7

M Mendelson: Agreement with public comments. Concern with lack of clarity from the PFX Board - which has been requested for some time – and not much has been done. Questions about the opportunities and the sustainability (*of the Schultz presentation.*) Would require State and NOAA approvals for use of the CARES funds. Would need more detail toward sustainability. Not prepared to support the full \$240K request. Concerns with the total annual costs moving forward

T Chong: What funds are needed? The City (Council) won't support hundreds of thousands of dollars in subsidies. 1. We need the PFX. It will be hardship for many if it is lost. 2. We need a short term plan. 3. Maine is no longer a large fishing port – Maine is a niche market. Support the \$240k to gain time to explore.

Nick Alfierro (PFX Board Member): We don't want to see the PFX close. Maine is competitive with MA, but the lobster bycatch issue is a problem – a state issue. Accordingly, the auction will need a subsidy. The PFX Board knows that there is a problem. Needs state support.

M Mendelson: Not a good time for a state subsidy. Regarding the Schultz proposal, need a comparison with the CARES plan.

Steven Schultz: The \$240K - objective is to keep the doors open.

Ellen Sanborn: \$29K in lost fish revenues at the PFX in May alone.

Much Discussion followed

M Mendelson: Table action on this item to allow the PFX Board to meet. Maybe there should be an RFP?

\$240,000 Request and Governance issues tabled to next available meeting

Governance issues, for Public Comment

To recommend to the City Council that the Bylaws of the Portland Fish Pier Authority be amended to expand the Board of Directors from 5 to 7 members by adding one Class B Director and one Class C director substantially as set forth in the revised draft of the bylaws included with the agenda.

Needelman introduced with comment of support from *M Mendelson* .

Public Comment

Ben Marten: Support. Noted that having a “proxy” provision may be helpful with fishing members.

Alan Tracy: Engagement with the industry is critical. Having a “working group” may be useful.

End Public Comment

Meeting adjourned with the following items to return at a future meeting

- 8. Home Port Berthing**
- 9. Election of Officers**
- 10. Marine Trade Center Lease**
- 11. Salary Reimbursement Request for funding a portion of the Waterfront Coordinator Position for the 2022 fiscal year**
- 12. Lot 1-1 Development Interest**

Attachments that were in the meeting packet:

Agenda Item 2: Draft Minutes from the February 28, 2022 meeting

Agenda Item 4: Financial Statements,

Agenda 1a
May 16, 2022 Meeting Minutes

Agenda Item 5: Facilities Update
Agenda Item 6: PFX Landing Report
Agenda Item 7: Staff memo, Strategic Planning, WBN to Board, May 12, 2022
Agenda Item 7: PFX Strategic Overview, May 2022, Attached herein to 5-16-22 minutes
Agenda Item 7: Governance Bylaws amendments, Redline
Agenda Item 11: Waterfront Coordinator Salary Memo, Mary Davis to Board, May 10, 2022

DRAFT – FOR DISCUSSION PURPOSES



PORTLAND FISH EXCHANGE

ROADMAP

Presented to:

The Portland Fish Pier Authority Board of Directors

May 16, 2022

Steven Schultz

GM\PFEX

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PFEX – STRATEGIC PLANNING

- State of The Exchange
- Objective for Transformation
- Strategy Overview
 - Implementation -Strategy
 - Timetable
 - Summary



PFEX BACKGROUND – HISTORY IN DECLINE

- Portland Fish Exchange (PFEX), catering to Maine’s ground fishing community, has long been in decline and is now at an inflection point. Market dynamics, vessel transitions, and Maine’s bycatch laws are seen as culpable for diminished boat landings. Most lost landings have surfaced in MA - a “welcoming” state

*	<u>2021</u>	<u>2012</u>	<u>%chg</u>
Op Rev	\$770k	\$1.2m	(36%)
Op Profit	\$(393k)	\$(219k)	+79%

While an independent entity, PFEX solvency is dependent on the City of Portland. Although many constituents believe the PFEX should have been dissolved years ago, the City believes the PFEX is core to its “Working Waterfront”, its heritage, tourism. PFEX rescue options are sought

**	<u>Q4 ‘20 – Q1 ‘22</u>
Subsidy	\$450k

- The PFEX existence should no longer be dictated by nostalgia. With reduced landings and increasing operating losses the PFEX must be transformed for relevance

*PFEX Audited financials ** FPA/City grants, rent



PFEX OBJECTIVE – REWRITE THE FUTURE

Resuscitate the PFEX to grow Portland's Working Waterfront supporting the ME fishing industry while reestablishing itself as the North East's premier fishing services organization to bring boats back

PFEX STRATEGY- TRANSFORM FROM FEE TO FREE

Optimize Sunk Costs

- Increase vessel landings by cutting their cost of operation by transitioning PFEX from a fee for service to free for service model – Reducing the cost of landed fish
 - Landing - free
 - Sorting - free
 - Auction Fees – sellers free
 - Boxing - free
 - Ice – free (collaborative/partnership)
 - Berthing (transient) – free
 - Fuel – at cost
 - Supplies (e.g., boxes) – at cost
 - Self-service unloading (pier two - day boats)
 - Cross docking – free to buyers, fee to third parties
- FPEX transitions from an auction model with services to a services model with an auction



PFEX STRATEGY- ONEWORKINGWATERFRONT

PFEX + FPA = A Frictionless Fishing Ecosystem

- Transition PFEX from an independent entity, Merge into Portland's Fish Pier Authority
 - Shared mission: Support and grow the Maine ground fish ecosystem
 - Realize efficiencies / Fund services:
 - Optimize duplicate operations - Management, administration, boards
 - Consolidate duplicate services - Expenses, support
 - Harmonize personnel - Human capital integration
 - Eliminate redundancy - Dissolve PFEX, contracts, broaden offerings, appeal to more boats
 - Budget vs unplanned support
- Additional opportunities via collaboration, deeper services, biodiversity/aquaculture, Youth training
- A combined FPA\PFEX would cater to a broader audience
 - Vessels
 - Harvesters
 - Buyers
 - Public
 - State



PFEX IMPLEMENTATION - VESSELS MAKE MORE

Vessels Chase Margin, Help Them

- In addition to new service model, Auctions are modified to skew in favor of boats
 - Boats pay no auction fee
 - Buyers pay fee
 - Demand mapping for alternative fish
 - Reserve pricing

PFEX IMPLEMENTATION – BUYING SIMPLIFIED

Smaller Buyers Want to Participate, Welcome Them

- PFEX lowers barriers for auction participation to attract more buyers,
 - Credit cards accepted, LOC requirement eliminated
 - Smaller buyers solicited
 - Smaller lots offered
 - Contract sales reps\firm to attract larger, new buyers, new geographies



PFEX IMPLEMENTATION – “MAINE CAUGHT”

Success Can be Measured

- PFEX touches many constituents. A well placed Maine-centric PR agency can message via branding:
 - “ **Maine Caught**”*
- PR can include promotion of fishing heritage, commitment to fishing ecosystem, and brand roll-out
 - Live/Work/Maine
- Communication can include Social Media, industry, viral
 - Instagram, FB, Tik Tok, industry publications, word of mouth
- Engage the public (tourism) to educate of Maine’s fishing ecosystem while promoting a City and State resource, contribute to the economy - coordinate with “SeaMarine” seafood promotion council
 - Window into fish floor, Tour of exchange and pier
 - Boat captain talks, Retired boat tours
 - Be a Fisherman – Kids suit up & handle fish
- **Success: Maine Caught** = more boats landed



PFEX TRANSFORMATION – TIMETABLE & MILESTONES

<u>Task</u>	<u>Date</u>	<u>Responsibility</u>	<u>Key Component</u>	<u>Milestone</u>	<u>Status</u>
Plan presentation	4/21/22	FPEX Board	Board Input	Approval	Presented, Present to FPA
FPA presentation	5/?/22	FPA Board, FPEX rep	Board input	Approval	
City Council presentation	6/1/22	PFEX, FPA, City Mgr	Cost Proposal	Approval	
Fund operations/test mkt	6/1/22	FPEX, FPA, DMR, VS	CARES funding	Landings +X boats	
Integration team	6/8/22	FPA, FPEX Boards	FPA/FPEX	Acceptance	
Incremental funds	6/15/22	PFEX, FPA, City Mgr	Funding	City/FPA '23 budget	
Growth	7/1/22	FPA	Add'l services	FPA	
Awareness	8/1/22	3 rd Party PR Firm	Trade/Social/Vira 	Views, Boat landings	
Public venue	8/15/22	FPA, City, DMR	Funding, PR	Traffic, Sea Marine Metrics	
PFEX/FPA merge	12/31/22	FPEX, FPA, City	Integration plan	GM, Director, Legal	
Final assessment	12/31/23	FPA	Benchmarking	City Council validation	



PFEX – A NET POSITIVE FUTURE

The Net, The Future Looks Bright

- Transforming the PFEX from an auction to a services model provides a renewed, supportive resource for Maine's ground fishing community. Serving institutional, City, and State needs, a new PFEX can deliver both commercial and governmental capital
- Fisherman follow the money, they also seek quality of life. Maine based boats typically wish to remain close to home. Vessel cost reduction will increase convenience and incent landing
- Barriers are low. There is a general desire for FPEX's survival and commitment by the City. If combined with the FPA, efficiencies will be realized as well a promising future for the FPEX
- Developing a brand for Maine's ground fishing ecosystem (e.g., Maine Caught) can be deployed to generate awareness and incent trial of Maine's premier resource
- Long overdue, while the PFEX's transformation is evolutionary not revolutionary, it can return the FPEX to prominence once again





PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

To: Portland Fish Pier Authority Board
From: Philip DiPierro, Facilities Project Manager
Date: November 10, 2022
RE: Facilities Update
CC: Kathy Alves, Facilities Director

Please find below a listing of the monthly improvements to the Portland Fish Pier by the Public Buildings and Waterfront Department:

Updates for July through October 2022

- Upgrades associated with the refrigeration system in the Fish Exchange building are under construction. Miller Refrigeration has been working throughout the summer to complete the work.
- Tec Associates completed the bid package for the pile jacket project for the pier extension at sorting pier 1. The project went out to bid in September and Pepperell Cove Marine won the bid. Work is expected to start on the project in March 2023.
- Tec Associates completed the bid package for the pier repair project and it is out to bid. Bids are due on December 7, 2022.
- Four new camel, chain, and weight assembly units have been installed at Sorting Pier 1. One existing camel assembly unit has been relocated to Sorting pier 2.
- Two new ladders have been installed within the Fish Exchange complex. One ladder was replaced at sorting pier 2 outside the PFEX, and one ladder along the bulkhead wall in the net yard was replaced.
- Ongoing repairs continue throughout the facility to address a list of maintenance items.
- Seabreeze Property Services continues to work on sweeping and seasonal maintenance activities.
- Zebra Striping completed crosswalk striping at five locations throughout the site.

Updates for May & June 2022

- Upgrades associated with the refrigeration system in the Fish Exchange building are under construction. Miller Refrigeration has been hired to complete the work.
- Tech Associates continues to work on a bid package for the pile jacket and pier repair project.
- The four camels that were recently delivered have not yet been installed. They are scheduled to be installed within the next 1 to 2 weeks.
- Two ladders will be replaced within the Fish Exchange complex. One ladder is scheduled to be replaced at sorting pier 2 outside the PFEX, and one ladder along the bulkhead wall in the net yard will be replaced.
- Ongoing repairs continue throughout the facility to address a list of maintenance items.
- Seabreeze Property Services is working on sweeping and seasonal maintenance activities.

Updates for February, March & April 2022

- Issues associated with the refrigeration system in the Fish Exchange building are being addressed. The City is working with an engineer and refrigeration contractor to determine the components that need to be either upgraded, replaced or maintained.

- Tech Associates continues to work on a bid package, including plans and specs, for the pile jacket and pier repair project. The project will be based on the results of the inspection that was completed last year.
- Four camels have been ordered and delivered for installation at sorting pier 1 and sorting pier 2. Three camels will be installed at sorting pier 1 and one camel will be installed at sorting pier 2. The log camel that broke loose from the net yard last year has been recovered and reinstalled. The 4 camels were delivered on April 11'th, and installation will take place as soon as possible depending on weather and contractor availability.
- Several loose and/or broken piles throughout the facility have been identified. Fore River Dock & Dredge was hired to pull and re-bolt 5 piles, and replace 7 piles. JW Hale was hired to replace several chocks and wales around sorting piers 1 and 2.
- Ongoing repairs continue throughout the facility to address a list of maintenance items.
- Seabreeze Property Services is working on sweeping, spring cleanup and seasonal maintenance activities.

Updates for December 2021 & January 2022

- Tech Associates is working on a bid package, including plans and specs, for the pile jacket and pier repair project. The project will be based on the results of the inspection that was completed last year.
- Four camels have been ordered for installation at the net yard and sorting pier 1. One camel will be installed at the roller in the net yard, and three camels will be installed at the PFEX sorting pier 1. Delivery is expected to take place in March, and installation is expected soon thereafter depending on weather and contractor availability.
- Several loose and/or broken piles throughout the facility have been identified. A contractor will be hired to either pull and re-bolt the piles, or to replace the piles.
- Ongoing repairs continue throughout the facility to address a list of maintenance items.

Updates for November 2021

- Tech Associates is working on a bid package, including plans and specs, for the pile jacket and pier repair project. The project will be based on the results of the inspection that was completed in March.
- A local camel vendor was recently contacted to provide pricing for adding camels to various locations around the facility. I met with Fish Pier staff to identify locations to install the camels.
- Ongoing repairs continue throughout the facility to address a list of maintenance items.

Updates for October 2021

- Tech Associates has been directed to develop bid documents including plans and specs for the pile jacket and pier repair project. The project will be based on the results of the inspection that was completed in March.
- Thyng Paving completed the paving repairs to the trenches where the water lines were repaired earlier this year.
- Seabreeze Property Services completed the fall cleanup work included in their maintenance contract. They also completed sweeping along the fleet berthing area, the service piers, and the bulkhead adjacent to the Marine Trade Center.
- A fourth ladder was replaced at sorting pier 1 outside the PFX. One ladder along the bulkhead wall in the net yard is scheduled to be repaired.
- Recent maintenance repairs included welding the lower whaler back into place along the home fleet berthing area, and repairing the fender at the southeast corner of Service Pier #1 by Vessel Services.
- Ongoing repairs continues throughout the facility to address a list of maintenance items. Items include completing the installation of the pile covers for the composite piles that were recently driven, maintenance of camel chains along the transient berthing area, etc.

Updates for August 2021 - September 2021

- Tech Associates developed a basic list that prioritizes repairs that are most needed to the piers and bulkhead in the immediate future. The list is based on the results of the inspection that was completed in March. Staff is also in the process of determining whether or not all the recommendations listed in the report should be bid as one complete project or if work should be completed in phases. A decision will be made once funding sources have been identified.
- Seabreeze Property Services completed the cleanup of the vegetation, installation of rip rap, and loaming and seeding of the fence line between the west parking lot and the GMRI.
- Three ladders were replaced throughout the Fish Pier complex. The City worked with a contractor to install 3 new ladders along the bulkhead outside the Marine Trade Center, and one ladder is scheduled to be replaced at sorting pier 1 outside the PFEX. One ladder along the bulkhead wall in the net yard is scheduled to be repaired.
- Zebra Striping completed the “work limits and access delineation” striping of the repair berth apron adjacent to the Marine Trade Center.
- Waterworks Diving Services spent one day cleaning camels around the service piers and at the transient berthing space along the bulkhead wall.
- Ongoing repairs continues throughout the facility to address a list of maintenance items. The items include repairing the fender at the southeast corner of Service Pier # 1, completing the installation of the pile covers for the composite piles that were recently driven, repair of the lower whaler along the home fleet berthing area, maintenance of camel chains along the transient berthing area, etc.

Updates for June 2021 - July 2021

- Tech Associates is in the process of completing a work scope and RFP based on the results of the inspection of the piers and bulkhead that was recently completed.
- A water leak was discovered last month in the service lateral to the Douty Brothers building. Jimino Plumbing and Heating was hired to replace the line from the PWD water main to the building. Les Wilson & Sons was subcontracted to complete the emergency repair from the main to the meter pit outside the building. High ground water levels were observed during the water line replacement construction.
- The City is working with a local marine contractor to facilitate the repair of a list of maintenance items. The items include repairing the fender at the southeast corner of Service Pier # 1, completing the installation of the pile covers for the composite piles that were recently driven, repair of the lower whaler along the home fleet berthing area, maintenance of camel chains along the transient berthing area, etc.
- Several pier ladders are scheduled to be repaired or replaced throughout the Fish Pier complex. The City is working with two contractors to complete the work.
- The City’s Water Resources Division completed catch basin cleaning and sweeping throughout the facility. The trench drains in front of the PFEX building have also been flushed and cleaned.
- Zebra Striping has been hired to complete the “work limits and access delineation” striping of the repair berth apron adjacent to the Marine Trade Center. Striping is expected to be completed in August.



Management/Financial Report for November 14, 2022

Groundfish Landings	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>	<u>Avg Fish \$/lb.</u>
July	186K lbs.	100K lbs.	86K lbs.	\$1.01
August	221K lbs.	132K lbs.	89K lbs.	\$1.71
September	161K lbs.	192K lbs.	(-31K lbs.)	\$1.59
<u>October</u>	165K lbs.	280K lbs.	(-115K lbs.)	\$1.37
Total Landings FY YTD (05/01/22)	850K lbs.	704K lbs.	146K lbs.	

Off-auction landings.

July	61K lbs.	41K lbs.	20K lbs.
August	44K lbs.	26K lbs.	24K lbs.
September	10K lbs.		10K lbs.
<u>October</u>	5K lbs.		5K lbs.
Total Off-auction FY YTD (05/01/22)	120K lbs.	67K lbs.	53K lbs.

Pumping

July	280K lbs.	125K lbs.	155K lbs.
<u>August</u>	303K lbs.	125K lbs.	178K lbs.
Total Pumping FY YTD (05/01/22)	583K lbs.	250K lbs.	333K lbs.

Financial Notes:

- Have paid down \$35,800 on the LOC – current balance is \$122K
- An independent 3rd party CPA is reviewing FY22 accounts & balances
- Expectation is to have the FY22 Audit completed by year-end
- PFE will be seeking to retain a controller going forward to review accounts on a weekly basis with the front office administrator
- Cares Act Disbursements are documented below – seller rebates & payroll most likely will not be exhausted by June 2023 – the PFE Board will submit a revised spend plan for consideration of the DMR

Operations Notes:

- Mike Foster has stepped-down as Business Manager – Bert Jongerden has agreed to assume an part-time administrative role as needed
- There is a clarification on auction software support – beginning January 1, 2023, DC Systems will support Seatrak & Auctioneer on a time & materials basis – a yearly support contract, \$20K, will no longer need to be paid

Landings Notes:

- Cares Acts funds are certainly moving landings in the right direction, though a slow-down is expected as the winter season arrives
- Fish prices appear soft – an inflationary market is slowing restaurant sales

PFE Board Notes:

Agenda 5
PFE Landings Report
October 2022

- On the Thursday November 17th agenda will be item to discuss governance changes – the assumption is a sub-committee will be formed to bring recommendations to the December PFE BOD meeting

Cares Act Disbursements to Date:

	Seller Rebates	Cooler Repair	Camels	Payroll
Start Balances	\$360,000	\$216,600	\$60,000	\$120,000
<u>Debits</u>	\$128,793	\$157,192	\$67,737	\$19,026
Balance	\$231,207	\$59,408	(-\$7,737)	\$100,974

Bert Jongerden

Agenda 5
PFE Auction
Fish Sold vs Scratched

Month	Scratch/no bid	Scratch/Total	Sold weight	Total Weight	Total Price	Avg Fish Price/lb.
January	32,264	35%	59,942	92,206	\$126,094	\$1.37
February	28,254	53%	25,429	53,683	\$56,670	\$1.06
March	9,948	19%	42,591	52,539	\$97,048	\$1.85
April	5,185	25%	15,377	20,562	\$40,969	\$1.99
May	0	0%	3,152	3,152	\$8,896	\$2.82
June	16,829	52%	15,801	32,630	\$37,502	\$1.15
July	105,786	58%	75,891	181,677	\$183,905	\$1.01
August	71,090	35%	132,966	204,056	\$348,464	\$1.71
September	65,913	40%	100,423	166,336	\$263,967	\$1.59
October	84,731	45%	104,956	189,687	\$260,788	\$1.37
November		#DIV/0!	0			#DIV/0!
December		#DIV/0!	0			#DIV/0!
Totals	420,000	36%	576,528	996,528	\$1,424,303	\$1.59

Agenda 5 PFE
5 years Landings
Budget to Actual,
PFPA Funding

Fiscal Year	GF Landings-BUD	GF Landings-ACT	Variance	FPA Funding	Reason For
2018	2,675,000	2,789,034	114,034	\$81,460	Refrigeration Repair
2019	2,750,000	2,923,058	173,058	\$80,000	Equipment Replacement
2020	3,000,000	2,412,888	(587,112)	\$51,670	Operations?
2021	2,000,000	1,403,923	(596,077)	\$315,000	Replace water main?
2022	1,750,000	971,670	(778,330)	\$0	
Totals	12,175,000	10,500,573	(1,674,427)	\$528,130	