

FINAL Meeting Minutes
Portland Fish Pier Authority - Portland Fish Exchange Subcommittee
October 09, 2025
3:30 PM

Subcommittee Member Attendees: John Arnold, Mike Foster, Mary Hudson, Matt Moretti, Meredith Mendelson, and Rob Odlin.

Staff present: Diane Albert, Kaela Gonzalez, Robert Vanmeter

Approximately one member of the public attended.

1. Committee Chair Comments: Rob Odlin will chair the meeting for Tracy Pearce, who is unable to attend.

2. Approval of Meeting Minutes

- a. **Meeting Minutes for August 14, 2025**
- b. **Meeting Minutes for September 11, 2025**

Motion to approve Meeting Minutes for August 14, 2025 and September 11, 2025.
Arnold, 2nd Mendelson

Approved unanimously

3. Portland Fish Exchange Manager's Report

Robert Vanmeter presented the manager's report verbally. Highlights are as follows:

- 12 Auctions in September
- 230,000 landed (budgeted 175,000)
- 5,000 in contract unloads (budgeted 50,000)
- 226,000 groundfish landings (budgeted 225,000)
- Pumping revenue 720,000 - (budgeted 1.2 million)
- Current receivables are \$145,000
- Checkbooks are at \$130,000

No major operation-related issues to report. The refrigeration system is running without issues, with Compressor A operating properly. A new condenser is scheduled to ship on October 17th and be installed the week of October 27th. The operating control system is expected in mid-December with installation in early January. The current system uses R407C as a coolant, which is being phased out due to environmental impacts. New systems will use R32 and R45B, which are propane-based and require new condensers, compressors, and evaporators due to flammability. Ammonia and CO2 are alternative coolants, but switching to them would require replacing almost the entire system at a cost of approximately \$1 million. Mike Foster shared his experience with R22 being available after production ceased and agreed that a full retrofit would be necessary for propane-based refrigerants. He advised making

decisions based on current needs and availability. Odlin expressed concern about the potential future cost of replacing the entire system.

Glenn Bickleman of American Pride is in the process of becoming a new buyer.

4. Review of the Portland Fish Exchange Draft Purchasing Policy with possible vote on recommendation to the Portland Fish Pier Authority Board.

Meredith Mendelson presented the draft policy, which aims for transparency and fiscal accountability while allowing operational flexibility. It is based on the Portland City policy, adapted for the PFE's size. Expenditures over \$20,000 require a minimum of three written bids, with exceptions for emergencies, sole sourcing, or preferred vendors. Expenditures under \$20,000 are at the manager's discretion but encourage two bids. A preferred vendor list will be generated and reviewed every five years.

Motion to recommend to the Portland Fish Pier Authority Board the Draft Purchasing Policy, with a review of expenditures under \$20,000 at the January 2026 meeting.

Mendelson, 2nd Moretti

A significant discussion took place, largely around whether a \$20,000 or \$10,000 threshold was more appropriate for the Exchange. There was also discussion around amending the motion to include a temporary spending cap of \$5,000 or \$10,000 spending limit, or adding a sunset.

Approved 4-2

5. Old Business

There are stickers and pamphlets at the Exchange.

6. Updates on responsibilities of Portland Fish Exchange Subcommittee.

Mary Hudson presented draft language to help define the roles of the subcommittees to streamline the process and help avoid duplication.

7. Other items not on the agenda.

Vanmeter answered a few questions regarding maintenance on equipment, replacement of a winch, Look Lobster, Cozy Harbor, and labor costs.

8. Next Meeting: November 13, 2025

9. Adjournment:

Motion to adjourn

Hudson, 2nd Mendelson

Approved by consensus

The meeting adjourned at approximately 5:09 p.m.