



City of Portland Portland Fish Exchange Board Meeting

Thursday, June 16, 2022 at 3:00 PM

To submit written public comment on an agenda item, email insert email address here. Submissions must be received by 12:00 pm the day before the committee/board name meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).

REMOTE ACCESS INFORMATION:

The Portland Fish Exchange Board will conduct this meeting remotely via Zoom. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live either in person or via Zoom, a recording will be available in the [Agenda Center](#) following the meeting.

For public comment via Zoom, 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.

Join Zoom Meeting:

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Passcode: 691911

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1. Call the meeting to order and declare a quorum.
2. Motion and vote on draft June 9, 2022, Board meeting Minutes.
3. Management Report
4. Pallet Fee Increase Proposals

City of Portland

5. Financial Overview Options for FY2022
6. Update on Refrigeration Repairs and Camel Installations
7. Motion and vote to nominate John Arnold as Secretary
8. Presentation of first Draft Request for Interest - Bill Needelman
9. Executive Session: Pursuant to 1 M.R.S.A. 405(6)(A), the Board will go into executive session to discussion staffing issues at the Exchange.
10. Other Business
11. Adjourn

Meeting Minutes
Board of Directors for the Portland Fish Exchange June 9, 2022
3 pm at Portland Fish Exchange

Board: Rob Odlin (President), Bill Needleman (Vice President), Avis Leavitt, Nick Alfiero, Tom Valleau, Tim Merrill, John Arnold (Quorum of Members)

Staff: Bert Jongerden, Temporary General Manager

Public: Mary Hudson, Mike Foster

- 1) **President Odlin Call the Meeting to order at 3 pm and declared a Quorum**
- 2) **Approval of Minutes:** *Board Action May 19, 2022, Minutes Approved - Motion by John, Second by Nick Vote 5-0-0, June 1, 2022, Minutes Approved: Motion by John, Second by Bill, Vote: 6-0-0*
- 3) **Management Report:** *Bert reviewed the Management Report provided in the meeting package*
- 4) **Pallet Fee Increase:** *The Board discussed revisiting the fee schedule at the next meeting.*
- 5) **Discussion of Providing Overtime Services & Fee:** *The Board discussed the addition of afternoon staff.*
- 6) **CARES Act Overview:** *The Board discussed the use of CARES Act funds for hiring staff and reducing fees for boats that land at the pier.*
- 7) **Affirmation to Approve Bert Jongerden as temporary GM:** *Board Action: Vote to approve, Motion by John, Second by Avis, Vote: 7-0-0*
- 8) **Executive Session:** *Board Action: Motion: Consistent with Executive Session Statute 1 MRS 405(6)(A)(C) &(E), the Board go into Executive Session for discussion of personnel matter Motion made by Rob and seconded by John, Vote: 7-0-0*
- 9) **Other Business:** *Board Action: Motion: Develop Business Manager agreement with Mike Foster, Motion by Tom, Second by John, Vote: 7-0-0*
- 10) **Adjourn:** *Adjourned at 5 PM: Motion by Nick, Seconded by John, Vote: 6-0-0*



PORTLAND FISH EXCHANGE

Management/Financial Report for June 16th, 2022

Groundfish Landings	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>	<u>Avg Fish \$/lb.</u>
May	5K lbs.	22K lbs.	(-17K lbs.)	\$2.63
Total Landings FY YTD (05/01/22)	5K lbs.	1.2Mlbs.		
Off-auction landings.				
May	0K lbs.	0K lbs.	0K lbs.	
Total Off-auction FY YTD (05/01/22)	0K lbs.	100K lbs.	0K lbs.	
Pumping				
May	0 lbs.	0 lbs.	0 lbs.	
Total Pumping FY YTD (05/01/22)	0K lbs.	500K lbs.		
Financial Report	<u>Net Income</u>	<u>Budgeted</u>	<u>Variance</u>	
May	\$18K	(-\$19K)	\$1K	

Financial Notes:

- Receivables are \$151K – checkbook is \$107K - \$132K LOC Funds in use
- Some of the receivables are past due – working to resolve
- Total net cash & receivables are \$258K
- A financial review from WipFli will cost \$8,500, a compilation would be \$3,000 to \$4,000
- Machias Bank has stated a financial compilation will satisfy terms of the LOC
- Have submitted invoicing for 1st ‘trache’ of \$50K in seller rebate funds – have started rebated as of June 1st
- Will be submitting invoicing for refrigeration repairs to date, approximately \$72K from the CARES Act equipment replacement grant. Any funds will be used to reduce the LOC
- Have received a draft LOC for SeaTrade and a renewal LOC for Red’s Best

Operations Notes:

- Cost to create a ‘Hybrid Zoom Meeting’ is roughly \$1,500 for the ‘Owl’ and a large screen monitor
- Will begin staffing till 5pm Monday to Friday
- Will advertise for a front-office clerk shortly
- Beginning to accept bait into cold storage – PFE has space for 300 pallets
- Have market for whole monk from 2 processors

Landings Notes:

- Awaiting July 1 for more boats to start fishing when the bottom opens completely

Current Fee	Amended Fee	Current Rate	Proposed rate	Rational for change
Pallet Transfer (trucks/boat)	Pallet Transfer truck to truck	\$10/pallet PFE customer	N/C	Separate fee from trucks and boats
Pallet Transfer (trucks/boat)	Pallet Transfer truck to truck	\$20/pallet Non-PFE customer	N/C	Separate fee from trucks and boats
Misc. Handling (in-out for boats)	Pallet Transfer in-out boat	\$20/pallet	\$30/pallet	Labor cost required to perform transfer
Misc. unloading	Off-Auction unloading	c10/lb.	c18/lb.	Labor cost required to perform off-load, includes cull, weigh, tag, ice
Long Term Cold Storage - Weekly	Weekly Cold Storage	\$11/pallet plus \$20/pallet transfer fee	\$15/pallet plus pallet transfer fee	COLA increase for electricity & labor and market rate for cold storage
Long Term Cold Storage- Monthly	Monthly Cold Storage	\$16 /pallet plus \$20/pallet transfer fee	\$20/pallet plus pallet transfer fee	COLA increase for electricity & labor and market rate for cold storage
Short Term Cold Storage - Daily (over 24 hrs.)	Daily Cold Storage	\$10/pallet/day	\$20/pallet/day	Customers taking advantage of 24 hrs. cold storage included with transfers
100lb. /125lb. Box - filled, marked, iced	N/C	\$11/box	\$15/box	Increased cost of cardboard/labor/ice
50 lb. / 60 lb. carton - filled, marked, iced	N/C	\$7.25/carton	\$10/carton	Increased cost of cardboard/labor/ice
Bulk-Bin/ 1500 marked & iced	N/C	\$25/bin	\$30/bin \$36 with bag	Increased cost of cardboard/labor/ice
Totes: Purchase I rental	Tote - purchase	\$9 Each	\$12 Each	COG increase of totes
Pallet Purchase	N/C	\$4 Each	\$8 Each	COG increase of pallets
Ice resale	N/C	\$6/tote \$60/bin	\$10/tote \$100/bin	Increased cost of ice
Shrink Wrap	N/C	\$15/roll	\$25/roll	Increased cost of COG



PORTLAND FISH EXCHANGE

Service Fees

Effective: September 24, 2021

Standard Product Handling Fees

<u>Bid Price</u>	<u>Seller Fee</u>	<u>Buyer Fee</u>	<u>Scratch Fee</u>	<u>No Bid Fee</u>
0 ¢ - 35 ¢	5 ¢/lb.	5 ¢/lb.	10 ¢/lb.	9.0 ¢/lb.
36 ¢ - 75 ¢	8 ¢/lb.	8 ¢/lb.	16 ¢/lb.	
76 ¢ - 99 ¢	10 ¢/lb.	10 ¢/lb.	20 ¢/lb.	
\$1.00 - \$1.49	13 ¢/lb.	13 ¢/lb.	26 ¢/lb.	
\$1.50 and over	14 ¢/lb.	14 ¢/lb.	28 ¢/lb.	

Special Product Handling Fees

<u>Item</u>	<u>Seller Fee</u>	<u>Buyer Fee</u>	<u>Scratch Fee</u>	<u>No Bid Fee</u>
Shrimp & Shellfish	10 ¢/lb.	10 ¢/lb.	20 ¢/lb.	9.0 ¢/lb.
Dogfish	5 ¢/lb.	5 ¢/lb.	10 ¢/lb.	
Herring Pumping	\$10/ton	N/A	N/A	

Berthing

<u>Daily Berthing Rate</u>	<u>Monthly Berthing Rate</u>
56¢/foot Shore power as available	Length measured as LWL \$9.50/foot Includes 1 parking space

Warehousing/Cold Storage/Misc. Unloading

Pallet Transfers (trucks & boats) *includes 24 hours cold storage	\$10/each active PFE auction participants \$20/each non-auction participants
Seaweed (in-out) **including cold storage	\$2/bag + \$20/pallet handling fee into building
Misc. handling (in-out for boats)	\$20/pallet
Misc. unloading	10¢/lb.
Long Term Cold Storage – Weekly	\$11/pallet plus a \$20/pallet handling fee
Long Term Cold Storage – Monthly	\$16/pallet plus a \$20/pallet handling fee
Short Term Cold Storage - Daily (over 24 hrs)	\$10/pallet/day

Lumping Fees**Effective: September 24, 2021**

<u>Lbs. Hailed</u>	<u>PFE Crew</u>	<u>Minimum Fee</u>
0-5,000	1	\$50
5,001 – 10,000	2	\$100
10,001 – 50,000	3	\$150
50,001 +	4	\$200
<u>Surcharge after Minimum</u>		
	<u>Crew</u>	
0-5,000	1	2.0 ¢/lb.
5,001 – 10,000	2	2.0 ¢/lb.
10,001 – 50,000	3	3.0 ¢/lb.
50,001+	4	3.5 ¢/lb.

Production Services

100 lb. / 125 lb. box – filled, marked & iced	\$9.50/box
50 lb. / 60 lb. carton – filled, marked & iced	\$7.25/carton (re-weigh fee may apply)
Bulk Bin / 1500 lb. – marked & iced	\$25/bin – pallet extra
Steaking lg. fish (gross weight)	4.5¢/lb.
Steak med. fish or blend (gross weight)	5.5¢/lb.
Repack & ice into box, carton, bulk bin	4.5¢/lb.
Cull/weigh check (no chg. <95% accurate)	4.5¢/lb.
Re-ice only	1.0¢/lb.

Supplies

Totes: Purchase Rental	\$9.00 each 25¢/week
Bin rental	\$40/month
Pallet purchase	\$4.00 each
Ice resale: Tote Bin (approximately ½ ton)	\$5.00/ tote \$50.00/ bin
Shrink wrap	\$15/roll
Marking crayons	\$15/box

Misc. Charge

Parking	\$40/month	
Research fee	\$30/hour	<i>For account information 60 days or older</i>
Use of Net Yard for Gear Repairs (vessels not landing at the PFE)	\$50/day	<i>**After 48 hours of gear being placed in Net Yard</i>