

DRAFT Meeting Agenda

PORTLAND FISH PIER AUTHORITY BOARD OF DIRECTORS

August, 15, 2024, 2:00pm

Hybrid Meeting Format
#6 Portland Fish Pier, Portland, Maine and
on the Zoom Platform

PFPA Board members

Class A Directors: Groundfish Harvester or Representative
Mary Hudson, MCFA, President
Vacant

Class B Directors: Groundfish Buyers
Nick Alfiero, Harbor Fish Market
Tim Merrill, Merrill's Seafood

Class C Directors: Representing the seafood industry of the State of Maine
Rob Odlin, Representing the Lobster Industry, Vice President
Vacant, Representing the Aquaculture Industry

Class D Director: Representing the Public at Large
John Arnold, Secretary

Class E Director Representing the Portland City Council
Anna Bullett, District 4

Ex-Officio Members of the Board of Directors

Representing the Commissioner of the Maine DOT
Chris Mayo

Representing the Commissioner of Maine DMR
Meredith Mendelson, Department of Marine Resources,

Representing the Portland City Manager
Brendan O'Connell, Finance Director
Treasurer

*******Meeting Link*******

Join Zoom Meeting

<https://us02web.zoom.us/j/84004344034?pwd=iNanoDwWWka9UbSxwt722z4k1O0mAL.1>

Meeting ID: 840 0434 4034

Passcode: 517703

1. Approval of Meeting Minutes

July 8, 2024 meeting. Draft minutes attached.

Action Item. **Public Comment**

2. Announcements – PFPA Board Openings

The Portland City Clerk’s Office is currently accepting applications to fill 4 seats on the Portland Fish Pier Board of Directors.

Two seats are currently vacant:

1 seat - Class A (Groundfish harvester, Seller Rep, or Sector Manager)

1 seat - Class C (Active in the Aquaculture Industry).

Two seats are filled and will expire in October of 2024:

1 seat - Class A (Groundfish harvester, Seller Rep, or Sector Manager)

1 seat - Class D (At-large, Portland Resident).

3. PFEX Fee Structure: *Mary Hudson, President, Robert Vanmeter, PFX Exchange Manager*

Following the expiration of CARES Act funded seller fee rebates, the Board is asked to consider adjusting fish fees to encourage continued landings at the Portland Fish Exchange. Amended fee schedules will be presented at the meeting.

In addition to fish fee adjustments, the Exchange Manager is recommending increasing the Seller Rep fee from \$300 to \$500

Action Items. **Public Comment**

4. Portland Fish Exchange update –*Robert Vanmeter, PFX Exchange Manager*

Requested Board Actions:

- Budget deficit reimbursement requested deficit for the Exchange: \$88,200
- Rent forgiveness for Portland Fish Exchange: \$39,400.
- Rule amendment allowing PFE employees to grade fish for Fish being auctioned by a third party.
- Budget amendment to fund truck dock bumpers / shelters project: \$ 28,543.00

Action Items. **Public Comment**

The Exchange Manager is also requesting Board direction on addressing:

- Past Due Accounts
- Audit recommendation to create a Capital Fund

5. PFPA/PFEX Budget Consolidation

7. Subcommittees Retreat update

8. Other Business

9. Adjournment

Attachments for the meeting packet:

Agenda 1: Draft Meeting Minutes *July 8, 2024 PFX Meeting*

Agenda 4:

- *PFX Manager's Report*
- PFX Budget deficit reimbursement request
- PFX Rent forgiveness request
- Budget amendment to fund truck dock repairs, Estimate

DRAFT Meeting Minutes

**PORTLAND FISH PIER AUTHORITY BOARD OF
DIRECTORS
July 8, 2024, 2:00pm**

Hybrid Meeting Format
#6 Portland Fish Pier, Portland, Maine and
on the Zoom Platform

PFPA Board members present

Class A Directors: Groundfish Harvester or Representative
Mary Hudson, MCFA

Class C Directors: Representing the seafood industry of the State of Maine
Rob Odlin, Representing the Lobster Industry

Class D Director: Representing the Public at Large
John Arnold

Class E Director Representing the Portland City Council
Anna Bullett, District 4

Ex-Officio Members of the Board of Directors

Representing the Commissioner of the Maine DOT
Chris Mayo, Director of Ports and Marine Infrastructure

Representing the Commissioner of Maine DMR
Meredith Mendelson, Department of Marine Resources,
President

Representing the Portland City Manager
Brendan O'Connell, Finance Director (on zoom)
Treasurer

PFPA Board members absent

Class B Directors: Groundfish Buyers
Nick Alfiero, Harbor Fish Market
Tim Merrill, Merrill's Seafood

Staff members present

Robert Vanmeter, PFEX Exchange Manager
Avery Dandreta, Associate Corporation Counsel
Phil DiPierro, Facilities Project Manager
Greg Watson, HED Director
Bill Needelman, Waterfront Coordinator

Public

Matt Morrieti, Bangs Island Mussels
Aproximately 2 members of the public attended on zoom

1. Approval of Meeting Minutes

March 18, 2024 PFPA Meeting (corrected to note July 1 start of \$150/month parking rate)

April 11, 2024 Joint Meeting of the PFPA and PFEX Boards of Directors

June 20, 2024 PFEX Meeting (Final meeting of the PFEX Board of Directors)

Motion to approve (all three dates, as corrected for 3/18/24) Motion by Arnold, 2nd by Hudson.

No public comment

Approved 7-0 by unanimous vote of all present.

2. Approval of the Revised Bylaws

Draft Bylaws were developed by the Governance Subcommittee during the merger planning process. These bylaws replace in whole the current bylaws upon a two-thirds (2/3) vote of those directors present.

Draft Bylaws were attached.

Motion to approve as presented: Motion by Arnold, 2nd by Mayo.

No Public Comment

Approved 7-0 by unanimous vote of all present

3. Offer of Employment to the Portland Fish Exchange Manager, Robert Vanmeter

Consistent with guidance from legal counsel, on June 20, 2024, at the last meeting of the Portland Fish Exchange Board of Directors the Board voted to terminate the employment of the Exchange Manager, Robert Vanmeter and to transition his status to that of a contract employee. With the effective date of the PFEX/PFPA merger being July 1, 2024, the PFPA is now the employer of PFEX staff and responsible for the hiring of an Exchange Manager.

Motion: *Consistent with Exec Session statute--1 MRS 405(6)(A) the Board will go into Executive Session to discuss a personnel matter.* Motion by Arnold, 2nd by Odlin.

No Public Comment

Approved 7-0 by unanimous vote of all present.

Board came out of Executive Session by unanimous vote of all present

Motion: *The PFPA Board acts to rehire Mr. Robert Vanmeter as the Exchange Manager at terms and conditions consistent with those established by the PFEX Board.*

Motion by Arnold, 2nd by Odlin.

No Public Comment

Approved 7-0 by unanimous vote of all present.

4. Election of Officers

Motion to elect the following slate of officers:

President: Mary Hudson

Vice President: Robert Odlin

Treasurer: Brendan O'Connell

Secretary: **John Arnold**
Motion by Mendelson, 2nd by Arnold.

Discussion: Mr. Mayo extended his appreciation to outgoing presidents Ms. Mendelson and Mr. Odlin for their leadership with the concurrence of the Board.

No Public Comment

Approved 7-0 by unanimous vote of all present.

5. **Subcommittees.** The Board was asked by staff to consider creation of subcommittees as contemplated in the Bylaws. After discussion, the Board tabled the subcommittee discussion pending outcomes of a future board retreat. See 9 below.

6. **Portland Fish Exchange, Auction software update** –*Robert Vanmeter, PFX Exchange Manager*
Mr. Vanmeter described the fragility of the existing auction software and the difficulties many buyers are having logging in to buy fish. Ms. Hudson noted that she, as a seller rep, also has been cut out and has had to rely on the other seller rep to represent her boats. Mr. Vanmeter continues to explore a pilot alternative with BASE in New Bedford as either a short term or long term alternative to the current system.

7. **Setting future Meeting dates and locations** – *Board of Directors*
The Board expressed a consensus that meetings would be scheduled on **3rd Thursday of the month at 2:00pm** and are to be noticed on the City Calendar, the PFEX website, and by email notice.

*******Other Business*******

8. **Look’s Lobster Lease** – Mr. Vanmeter let the Board know that he will be returning to the Board to refresh the Look’s lease with the PFEX.

9. **Board Retreat** – Board members discussed the potential advantages of scheduling a full or half day Board retreat. An **ad hoc subcommittee** comprised of **Mary Hudson, Meredith Mendelson, and John Arnold** will hold one or more advertised meetings to discuss the goals, format, and date(s) of a Board retreat. Needelman will explore facilitator options.

10. Meeting adjourned by consensus of all attending at +/-4:20pm

Attachments included in the meeting packet:

Draft Meeting Minutes

- *March 18, 2024 PFFPA Meeting*
- *April 11, 2024 Joint Meeting of the PFFPA and PFEX Boards of Directors*
- *June 20, 2024 PFEX Meeting*

Draft Bylaws for the Portland Fish Pier Authority

PORTLAND FISH EXCHANGE

Management/Financial Report for August 15, 2024

<u>GF Landings – Auction</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
May-July	460K	325K	135K
<u>Contract Unloads - GF</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
May-July	33K	108K	(75K)
<u>Total GF Land/Unloads</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
May-July	493K	383K	210K
<u>Pumping</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
May-July	450K	500K	(50K)
<u>Financial Report</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Not available			

Fisherman Feeding Mainers May-July

Total – 80,000

Landings Notes

- Landings have improved July/August
- Fish prices are down with strong landings on and off auctions here and in Gloucester/New Bedford

Financial Notes

- Receivables are \$175K. Checkbook is at \$110K
- \$50k of \$250K LOC in use

Operations Notes

Facility Report

- New bumpers were installed on all docks.
- Dock shelters shipped – hope to have installed by end of month
- All indoor lights on Piers 1 & 2 replaced with LED lighting. All outdoor PFE lights to LED
- Ice Machine – Fabrication is still being done – no updates on installation date.



PORTLAND FISH EXCHANGE

6 Portland Fish Pier | Portland, ME 04101
Toll Free 1-866-633-4741 | Tel 207-773-0017 | www.pfex.org
Email to: hails@pfex.org

May 1, 2024

Meredith Mendelson, Chairperson
Portland Fish Pier Authority
389 Congress Street
Portland, Me 04101

Dear Ms. Mendelson and members of the Portland Fish Pier Authority:

I am writing to advise the members of the Fish Pier Authority of our operating budget for the upcoming fiscal year: May 1, 2024 to April 30, 2025. This budget is based on many factors: fish landings, related business activities that produce revenue for the Exchange, levels of property maintenance required, payroll, insurance, utilities, and the general effects of inflation on the cost of doing business in Maine in the coming year.

If our forecast proves correct, the Exchange will close the fiscal year with a deficit of \$88,200. It is our understanding that the Authority would prefer to pre-fund this projected deficit amount rather than deal with it later, as has been done in the past. This letter is our request for funds in this amount.

When the Authority board meets to consider this request, we will attend and will be prepared to present and discuss our Fiscal Year 2025 operating budget. We are grateful for your support as we work together to find ways for the Exchange to expand its service to Maine's seafood industries.

Sincerely,

Rob Odlin
President



PORTLAND FISH EXCHANGE

6 Portland Fish Pier | Portland, ME 04101
Toll Free 1-866-633-4741 | Tel 207-773-0017 | www.pfex.org
Email to: hails@pfex.org

May 1, 2024

Meredith Mendelson, Chairperson
Portland Fish Pier Authority
389 Congress Street
Portland, Me 04101

Dear Ms. Mendelson and members of the Portland Fish Pier Authority,

I am writing on behalf of the Board of Directors for the Portland Fish Exchange. We request The Portland Fish Pier Authority forgive all rent due from May 1, 2024 to April 30, 2025 in the amount of \$39,400.

In recent years, unfortunately, the Exchange has operated at a deficit as groundfish auctioned here has continued to decline. This decline, which we have been unable to influence or reverse, reflects a decrease in the size of Maine's groundfishing fleet, difficulties in hiring crew, the repositioning of some of our boats to Massachusetts for economic reasons, and the sufficiency or insufficiency of fish stocks, which are regulated by the federal government according to their abundance.

Each year for the past several years, the Fish Pier Authority has funded these deficits and it appears likely that this arrangement will continue until such time as these economic and regulatory headwinds abate.

Meanwhile, our situation is one where the Exchange pays rent to the Authority, both of which are owned by the City of Portland, the deficit is increased by the amount of this rent, and later the rental payments are refunded by the Authority back to the Exchange.

To simplify this cumbersome arrangement, we ask that the rental amounts be acknowledged and forgiven.

Sincerely,

Rob Odlin
President



Proposal #O-00269073

4/29/2024

PREPARED FOR:	
Customer:	Portland Fish Exchange
Location:	Portland Fish Pier
Attn:	Robert Vanmeter
Address:	6 Portland Fish Pier
Address 2:	Portland, Maine 04101
Phone:	207-773-0017
Email:	rvanmeter@pfex.org

PREPARED BY:	
Name:	Miner, Ltd.
Name:	Jeff Johnson
Address:	18 Willey Road
Address 2:	Saco, ME 04072
Phone:	207-229-3623
Email:	jeff.johnson@minercorp.com

Miner, LTD is pleased to provide a proposal for the following products and/or services:

Remove existing Shelters and supply and install new Shelters per survey. Total of 4 new shelter units and 1 Weather Wall to be installed per survey. Miner will supply Scissorlift for intallation. Customer to supply forklift for installation. Also supply and install 4 new sets of bumpers and bumper plates for Dock's 1-4. Dock 5 Bumpers removed and replaced with 2 new Rubber Laminated Bumpers.

Description	Quantity	Unit Price	Extended Price
Materials	1.000	\$ 14,147.00	\$ 14,147.00
Freight	1.000	\$ 3,628.00	\$ 3,628.00
Installation	1.000	\$ 10,768.00	\$ 10,768.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Applicable Taxes To Be Added At Invoicing			\$ -
Grand Total:			\$ 28,543.00

The above pricing includes material and labor described above. Quote total reflects ESTIMATED shipping which is subject to change and does not include any applicable taxes. Work to be performed during regular business hours, Monday through Friday between 8am and 4:30pm. Work required during hours other than normal business hours will include extra charges. Quote does not include any other parts or labor not described above. Due to the current volatility in material supply and cost, the pricing on this proposal subject to revision at any time.

This quote and performance of services or deliver of products described herein is subject to the terms and conditions available at www.minercorp.com/quote-terms-and-conditions/ which are incorporated herein and may be amended by Miner without notice. Customer's acceptance of the quote, by signature, email, through a third-party portal, requesting work described in the quote to be performed, or other means indicates acceptance of the terms and conditions.

CUSTOMER ACCEPTANCE:

Approval Signature

Printed Name

PO#

Date