

**Notice of Meeting & Agenda for the
Board of Directors for the Portland Fish Exchange
August 19, 2021
3 pm @ Portland Fish Exchange**

- 1) Call the Meeting to order and declare a Quorum**
- 2) Motion & Vote May 20th, 2021 Meeting Minutes**
- 3) Motion & Vote on a Remote Meeting Policy**
- 4) Management/Financial Report, Jodie York**
- 5) Facilities Report, Jodie York, David Townsend**
- 6) Update on PFE Water Repairs & Fish Pier Runoff Issues,
Jodie York**
- 7) Motion & Vote to Authorize a Request for Funds from the
Fish Pier Authority up to the Total Amount of the Water
Repair Costs**
- 8) Discuss Plan for Fishing Incentives for Vessels**
- 9) Reviewing Portland Fish Exchange Rules, Ellen Sanborn**
- 10) Other Business – Next meeting date Sept 16**
- 11) Adjourn**

List of Documents:

- 1) Agenda**
- 2) Meeting Minutes May 20, 2021**
- 3) Management/Financial Report**
- 4) Remote Meeting Policy**

PORTLAND FISH EXCHANGE
Board of Directors Meeting Minutes for May 20th, 2021
@ 3:00 p.m. Via Zoom Webinar

Members

Ellen Sanborn
Tom Valleau
Avis Leavitt
Nick Alfiero
Nick Mavadones
Matt Tarasevich
Rob Odlin
Tim Merrill

Staff

Jodie York

Public

Bill Needelman
Brian Pierce

- 1) **Board President, Ellen Sanborn, called the meeting to order at 3:04 PM with a quorum**
- 2) **Motion & Vote, April 15th, 2021 Meeting Minutes**
 - *Board Action: Motion was made by Nick Alfiero to accept the Minutes as written, no discussion; Roll Call Vote; voting for, Valleau, Sanborn, Alfiero, Leavitt, Mavadones, Valleau, Tarasevich, Odlin, . Against, none, abstentions, none. Motion passes (7,0)*
- 3) **Management/Financial Report**
 - *Board Action: None requested*
- 4) **Motion & Vote on Proposed Warehouse Price Increases**
 - *Board Action: Motion was made by Tom Valleau and Seconded by Rob Odlin; Roll Call Vote; voting for, Valleau, Sanborn, Alfiero, Leavitt, Mavadones, Tarasevich, Odlin, Merrill. Against, none. Motion passes (8,0)*
- 5) **Facilities Report**
 - *Board Action: None requested*
- 6) **Review and Vote on New Buyer**
 - *Board Action: Motion was made by Rob Odlin and Seconded by Nick Mavadones; Roll Call Vote; voting for, Valleau, Sanborn, Alfiero, Leavitt, Mavadones, Tarasevich, Odlin, Merrill. Against, none. Motion passes (8,0)*
- 7) **Fish Pier Authority Strategic Planning Effort**
 - *Fish Pier Authority strategic planning session to be facilitated by a consultant on June 23rd from 9:00 am to 4:00 pm*
 - i. *Joint effort between Fish Pier Authority & Portland Fish Exchange Boards*
 - ii. *Encouraged all Board members to attend*
- 8) **Process for Reviewing Portland Fish Exchange Rules**
 - *Needs full board participation so will be discussed as agenda item in monthly meetings*
 - *Review current rules and prepare for discussion*
- 9) **Other Business**
 - *Discussion about how to mitigate the impact of lobster landings on vessels to help attract them back to land fish at the PFE. Suggestion of asking the State Legislature to support a bill to provide financial incentives.*
 - *Board Action: Mavadones agreed to discuss with the City's Legislative Committee*
- 10) **Adjourn**
 - *Board President, Ellen Sanborn adjourned at 4:07 pm*

REMOTE PARTICIPATION POLICY
OF THE
PORTLAND FISH EXCHANGE

Adopted _____, 2021

Pursuant to 1 M.R.S. § 403-B, and after public notice and a hearing, the Portland Fish Exchange hereby adopts the following policy to govern the participation, via remote methods, in public proceedings or meetings of the Board of Directors of the Portland Fish Exchange (hereinafter referred to as “Board”).

Members of the Board are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the Board to meet via remote methods, or an illness or temporary absence of a Board member that causes significant difficulty traveling to the meeting location. The Chair or other presiding officer, in consultation with other members of the Board if appropriate and possible, will make a determination that remote methods of participation are necessary in as timely a manner as possible under the circumstances. And a Board member who is unable to attend a meeting in person will notify the Chair or other presiding officer as far in advance as possible.

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

The public, City staff and applicants before the Board will be provided a meaningful opportunity to attend via remote methods when any member of the Board participates via remote methods or when remote methods are available and operational at a given Board meeting. If public input via remote methods is allowed or required at a meeting, an effective means of communication between the Board and the public will also be provided. The public will additionally be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire Board to meet using remote methods.

Notice of all Board meetings will be provided in accordance with 1 M.R.S. § 406, and the City Charter, City Code or policy, if applicable. When the public may attend via remote methods, the notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify the location where the public may attend the meeting in person. The Board will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires it to meet using remote methods of attendance.

The Board will make all documents and materials to be considered by it during a meeting available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred.

All votes taken during a Board meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the Board and the public. A member of the Board who participates remotely will be considered present for purposes of establishing a quorum and voting. This policy will remain in force indefinitely unless amended by the Board.



PORTLAND FISH EXCHANGE

Management/Financial Report for Aug 19, 2021

Groundfish Landings	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>	<u>Avg Fish \$/lb.</u>
May	23K lbs.	52K lbs.	-29K lbs.	\$1.83
June	45K lbs.	87K lbs.	-42K lbs.	\$1.93
July	56K lbs.	175K lbs.	-119K lbs.	\$1.79
Total Landings YTD (07/31/21)	124K lbs.	314K lbs.	-190K lbs.	
Off-auction landings.				
May	400 lbs.	10K lbs.	-9.5K lbs.	
June	8K lbs.	105K lbs.	-97K lbs.	
July	5K lbs.	91K lbs.	-86K lbs.	
Total Off-auction YTD (07/31/21)	13.5K lbs.	206K lbs.	-192.5K lbs.	
Pumping				
May	0 lbs.	0 lbs.	0 lbs.	
June	74K lbs.	125K lbs.	-51 K lbs.	
July	0 lbs.	125K lbs.	-125K lbs.	
Total Pumping YTD (07/31/21)	74K lbs.	250K lbs.	-176K lbs.	
Financial Report	<u>Net Income</u>	<u>Budgeted</u>	<u>Variance</u>	
May	-\$20K	-\$26K	\$6K	
June	-\$6K	-\$18K	\$12K	
July				
Total Financial YTD (06/30/21)	-\$26K	-\$44K	\$18K	

Financial Notes:

- Receivables as of 08/16/12/21 are \$173K – checkbook is \$86K - PPP Funds are \$0
- Total net cash & receivables are \$259K
- Karen McIlwain left her position at the beginning of July and we are currently seeking a bookkeeper to oversee financials
- Hired a payroll company
- Will be applying for second PPP forgiveness loan

Landings Notes:

- Had several vessels that were going to start fishing in June have one trip & delay fishing efforts due to large concentrations of dogfish; dogfish were delaying efforts by the majority of the fleet for June & July
- Vessels that also fish for lobster and scallops did not switch over to groundfish due to high prices among the other species & abundance of dogfish
- Continued contract unloading of whole monk to Red's Best in both May, June, & July

Operations Notes:

- Continued meetings with Running Tide on streamlining oyster processing; Running Tide will not be using original piece of equipment from joint purchase so they oversaw process to sell it to company in Massachusetts-left PFE in mid-July

Facility Report:

- Issues with cooler compressors shutting off; new refrigeration vendor investigated issue & need to replace compressors @ cost of \$25,000 each; investigated manufacturer rebuild and that cost would be \$18,000 each and uncertainty on remaining life of rebuild; cost of evaluation and compressor replacement \$60,000
- Tenant repairs: roof leak, cooler door, plumbing repairs, hoist repairs, & repairs to cooler fan
- Cleaning, painting, & maintenance continue