

**Notice of Meeting & Agenda for the
Board of Directors for the Portland Fish Exchange
May 21th, 2020
3 pm via Teleconference**

- 1) Call the Meeting to order and declare a Quorum**
- 2) Motion & Vote February 6th, 2020 Meeting Minutes**
- 3) Management Report**
- 4) Oyster Handling Project**
- 5) Motion & Vote on Lumping Charges**
- 6) Motion & Vote on Handling Fee of bait for PFE clients**
- 7) Other Business**
- 8) Adjourn**

To join the Teleconference – dial (646) 307-1479 Passcode is 928598#

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PORTLAND FISH EXCHANGE
Board of Directors Meeting Minutes
February 6th, 2020
3:00 p.m.

Members

Ellen Sanborn
Tom Valleau
Matt Tarasevich
Nick Mavadones
Tim Merrill

Staff

Bert Jongerden

Public

Board President, Tom Valleau, called the meeting to order at 3:00PM with a quorum

Motion & Vote, October 17th, 2019 Meeting Minutes

A Motion was made by Nick Mavadones to accept the Minutes as written, no discussion; Vote was (5,0)

Management Report

Approval of a CY20 Holiday Schedule

- *Motion was made by Ellen Sanborn to approve the Minutes as written; vote was (5,0)*

Set a CY20 BOD Meeting Schedule

- *After review, Motion was made by Nick Mavadones to accept a CY20 Board of Directors Schedule; Vote was (5,0)*

Motion & Vote BOD Designated Equity Reserves

- *Motion was made by Nick Mavadones to Affirm Board Policy – pending confirmation of financials; Vote was (5,0)*

Motion & Vote BOD Officers Slate for CY20

- *Motion was made to affirm Tom Valleau, President, Matt Tarasevich, Vice President and Ellen Sanborn, Secretary/Treasurer by Nick Mavadones; Vote was (5,0)*

Discussion of Handling Fee(s) of Lobster Bait by GM

- *After a presentation by Bert Jongerden, Board direction was to negotiate with seller clients and recover costs of handling bait*

Auction Survey Results Presentation by GM

- *After a presentation of survey results conducted with auction clients, Motion was made by Ellen Sanborn to change auction start times to 10am, with a report from the GM in 60 days; Vote was (5,0)*

Other Business

- *No other business was brought forward.*

Adjourned at 4:40pm



PORTLAND FISH EXCHANGE

Management Report for May, 2020

<u>Groundfish Landings</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
February	79K lbs.	220K lbs.	(-141K lbs.)
March	78K lbs.	220K lbs.	(-122K lbs.)
<u>April</u>	<u>96K lbs.</u>	<u>193K lbs.</u>	<u>(-97K lbs.)</u>
Total YTD (5/01/19)	1.9M lbs.	2.75M bs.	(-853K lbs.)

<u>Off-auction landings</u>			
February	0 lbs.	20K lbs.	(-20K lbs.)
March	0 lbs.	20K lbs.	(-20K lbs.)
<u>April</u>	<u>0 lbs.</u>	<u>18K lbs.</u>	<u>(-18K lbs.)</u>
Total YTD (5/01/19)	470K lbs.	250K lbs.	+220K lbs.

<u>Financial Report</u>	<u>Net Income</u>	<u>Budgeted</u>	<u>Variance</u>
February	(-\$35K)	\$4K	(-\$39K)
March	(-\$30K)	\$4K	(-\$34K)
<u>April</u>	<u>(-\$29K)</u>	<u>(-\$2K)</u>	<u>(-\$27K)</u>
Total YTD (5/01/19)	(-\$122K)	\$37K	(-\$159K)

Financial Notes:

- Current receivables are \$80K – checkbook is \$63K. No LOC in use
- Total net cash & receivables are \$143K
- PFE received an SBA PPP loan of \$121K on May 1st
- Have included a document detailing Fish Pier financial assistance

Landings Notes

- Landings remained flat for April – weak fish prices and weather were primary reasons
- May landings forecast is 75K lbs.

Operations Notes:

- Browne Trading recently suffered a fire in their facility – the damage was extensive enough that operations were moved out of their facility – PFE has sublet Browne 1000 sq. ft. under a short-term lease starting May 1st until their facility is renovated. They are optimistic to return by July 1st. So far, both operations are cohabitating amicably
- Covid19 protocols are in place – reduced hours, restricting foot-traffic into building, hand washing & sanitizing, face coverings, temperature checks, surface sanitizing
- 10am auctions have been well received – suggest continue with this schedule going forward

Facility Report

- Net Yard has been swept
- Interior pier painting continues, should be completed end of May

Legislative/Regulatory/Misc. news

- GARFO has suspended fishing vessel observer requirements indefinitely

- The State of Maine has received \$20M as part of CARES Act for impacts to commercial fishing interests from Covid19 – The DMR will be distributing the funds – I have spoken to the Assistant Commissioner requesting that the Seller Rebate Program be considered for funding as direct payment to captains & crew fishing in 2020 – along with PFE’s direct losses from Covid19 business reductions

Fish Pier Authority Financial Considerations:

The Fish Pier Authority at the April Meeting voted to defer rent payments for April, May & June to all Fish Pier tenants and berthing customers

Additionally, the FPA voted to fund PFE's forecasted deficit of \$135K for FY20

To sum-up PFE's rent deferrals, deficit reimbursement and PFE sub-tenant rent deferral:

PFE deficit reimbursement for FY20	\$135,000
PFE Rent deferral (February, March, April)	\$9,225
PFE Sub-tenant rent deferrals:	
• Cozy Fish Pier (May & June)	\$20,714
• Dropping Springs (April, May, June)	<u>\$15,357</u>
• Total	\$36,071

Notes:

- The FPA may vote to allow rent forgiveness to Fish Pier tenants at the June meeting
- Cozy Fish Pier did pay April rent with SBA PPP funds they received
- PFE paid May & June rents with SBA PPP funds received
- If the FPA votes to forgive tenant rents – PFE has requested to be reimbursed for its subtenant rental losses of \$36,071

I have reached out to the Economic Development Department with the City about a possibility of funding a seller rebate account with \$75K to financially assist PFE's seller clients with Covid19 impacts relating to market prices being weak – my question to the Board is should PFE ask this be placed on the June Fish Pier Authority Meeting Agenda?

Portland Fish Exchange
Summary Financial Results
Fiscal March 2020

	Current Month			YTD			Total Budget to Actual		Prior YTD Actual	Variance from Prior Year
	Actual	Budget	Variance	Actual	Budget	Variance	FY20 Budget	% Actual		
Landings in Lbs										
Groundfish	78,112	220,000	(141,888)	1,801,239	2,557,500	(756,261)	2,750,000	65.5%	2,492,991	(691,752)
Off-Auction	0	20,000	(20,000)	470,484	232,500	237,984	250,000	188.2%	291,430	179,054
Pumping	0	0	0	1,458,000	2,000,000	(542,000)	2,000,000	72.9%	8,669,400	(7,211,400)
Net Revenue	\$ 44,502	\$ 95,169	\$ (51,667)	\$ 963,590	\$ 1,104,345	\$ (140,755)	\$ 1,190,463	80.9%	\$ 1,150,906	\$ (187,316)
COGS	4,970	9,749	(4,779)	120,589	112,796	7,793	121,425	99.3%	133,805	(13,216)
Gross Profit	\$ 39,532	\$ 85,420	\$ (46,888)	\$ 843,001	\$ 991,549	\$ (148,548)	\$ 1,069,038	78.9%	\$ 1,017,101	\$ (174,100)
Operations Labor	\$ 28,152	\$ 38,024	\$ (9,872)	\$ 421,182	\$ 454,752	\$ (33,570)	\$ 493,000	85.4%	\$ 442,791	\$ (21,609)
Operations Expense	\$ 1,450	\$ 3,375	\$ (1,925)	\$ 35,701	\$ 43,375	\$ (7,674)	\$ 40,500	88.2%	\$ 33,768	\$ 1,933
Administration Expense	\$ 40,108	\$ 40,216	\$ (108)	\$ 478,188	\$ 451,635	\$ 26,553	\$ 498,750	95.9%	\$ 449,753	\$ 28,435
Total Expenses	\$ 69,710	\$ 81,615	\$ (11,905)	\$ 935,071	\$ 949,762	\$ (14,691)	\$ 1,032,250	90.6%	\$ 926,312	\$ 8,759
Net Income	\$ (30,178)	\$ 4,805	\$ (34,983)	\$ (92,070)	\$ 41,787	\$ (133,857)	\$ 36,788	-250.3%	\$ 90,789	\$ (182,859)
Direct cost per lb.	\$0.36			\$0.23	\$0.18		\$0.18		\$0.18	
Labor		\$ lb	%	Revenue	% to Total	Fish fee/lb.	Avg fish /lb.			
Direct	\$ 18,474	\$0.24	66%	Fish Fees	\$ 18,522	42%	\$ 0.24	\$ 1.14		
Temp	\$ -	\$0.00	0%	Pumping	\$ -	0%				
Taxes	\$ 1,628	\$0.02	6%	Tote/Pallets	\$ 260	1%				
Benefits	\$ 5,615	\$0.07	20%	Boxes	\$ 3,352	8%				
Work Comp	\$ 1,034	\$0.01	4%	Misc	\$ 1,650	4%				
Overtime	\$ -	\$0.00	0%	Warehousing	\$ 1,909	4%				
Net Operations Labor	\$ 26,751	\$0.34	95%	Weighing	\$ 1,096	2%				
Lumpers	\$ 1,401	\$0.02	5%	Berthing	\$ 744	2%				
Total	\$ 28,152	\$0.36	100%	Rental	\$ 15,417	35%				
				Lumping	\$ 1,262	3%				
				Other	\$ 290	1%				
				Total	\$ 44,502					

Portland Fish Exchange
Summary Financial Results
Fiscal April 2020

	Current Month			YTD			Total Budget to Actual		Prior YTD	Variance
	Actual	Budget	Variance	Actual	Budget	Variance	FY20 Budget	% Actual	Actual	from Prior Year
Landings In Lbs										
Groundfish	95,951	192,500	(96,549)	1,896,825	2,750,000	(853,175)	2,750,000	69.0%	2,586,446	(689,621)
Off-Auction	0	17,500	(17,500)	472,446	250,000	222,446	250,000	189.0%	299,478	172,968
Pumping	0	0	0	1,458,000	2,000,000	(542,000)	2,000,000	72.9%	8,669,400	(7,211,400)
Net Revenue	\$ 48,655	\$ 87,825	\$ (39,170)	\$ 1,012,246	\$ 1,190,463	\$ (178,217)	\$ 1,190,463	85.0%	\$ 1,206,073	\$ (193,827)
COGS	3,892	8,640	(4,748)	124,481	121,425	3,056	121,425	102.5%	139,846	(15,365)
Gross Profit	\$ 44,763	\$ 79,185	\$ (34,422)	\$ 887,765	\$ 1,069,038	\$ (181,273)	\$ 1,069,038	83.0%	\$ 1,066,227	\$ (178,462)
Operations Labor	\$ 31,201	\$ 37,694	\$ (6,493)	\$ 452,383	\$ 493,000	\$ (40,617)	\$ 493,000	91.8%	\$ 479,895	\$ (27,512)
Operations Expense	\$ 2,933	\$ 3,375	\$ (442)	\$ 39,241	\$ 40,500	\$ (1,259)	\$ 40,500	96.9%	\$ 36,631	\$ 2,610
Administration Expense	\$ 40,299	\$ 40,216	\$ 83	\$ 518,487	\$ 498,750	\$ 19,737	\$ 498,750	104.0%	\$ 489,034	\$ 29,453
Total Expenses	\$ 74,433	\$ 81,285	\$ (6,852)	\$ 1,010,111	\$ 1,032,250	\$ (22,139)	\$ 1,032,250	97.9%	\$ 1,005,560	\$ 4,551
Net Income	\$ (29,670)	\$ (2,100)	\$ (27,570)	\$ (122,346)	\$ 36,788	\$ (159,134)	\$ 36,788	-332.6%	\$ 60,667	\$ (183,013)
Direct cost per lb.	\$0.33	\$0.20		\$0.24	\$0.18		\$0.18		\$0.19	
Labor		\$ lb	%	Revenue		% to Total	Fish fee/lb.	Avg fish /lb.		
Direct	\$ 19,707	\$0.21	63%	Fish Fees	\$ 22,358	46%	\$ 0.23	\$ 1.44		
Temp	\$ -	\$0.00	0%	Pumping	\$ -	0%				
Taxes	\$ 1,728	\$0.02	6%	Tote/Pallets	\$ 600	1%				
Benefits	\$ 7,169	\$0.07	23%	Boxes	\$ 2,827	6%				
Work Comp	\$ 1,315	\$0.01	4%	Misc	\$ 530	1%				
Overtime	\$ -	\$0.00	0%	Warehousing	\$ 4,182	9%				
Net Operations Labor	\$ 29,919	\$0.31	96%	Weighing	\$ 890	2%				
Lumpers	\$ 1,282	\$0.01	4%	Berthing	\$ 610	1%				
Total	\$ 31,201	\$0.33	100%	Rental	\$ 15,417	32%				
				Lumping	\$ 1,238	3%				
				Other	\$ 3	0%				
				Total	\$ 48,655					

Oyster Grading Project

Need:

PFE is having continuing discussions with oyster growers as to need for a central location to grade, sort, package & ship oysters. Other ancillary needs are over-winter cold storage, inventory stockpiling in a case of weather or Red-Tide bloom in growing areas and grading of oysters during grow-out periods.

PFE has the majority of infrastructure already in place – what will be needed is grading equipment, priced as following.

Equipment: (new build)

Tub dumper	\$15K
Tumbler	\$25K
Soft Costs	<u>\$10K</u>
Total	\$50K

Predicted ROI 5 years/ \$10K/year

Received notice on May 19th from Maine Technology Institute of draft approval of 50/50 application – details TBA

Estimated production:

10,000 pieces per hour, 4-man crew Cost per piece/labor & overhead/.01cent per piece

Fee consideration .02cents/per piece

Production estimation yearly	10M pieces/revenue of \$200K
Expenses	\$100K (conservative)
Gross revenue	\$100K
ROI	<u>\$10K</u>
Net Income	\$90K

Prerequisites:

Enclosed facility	yes
Lifting capacity	yes
HACCP Plan	yes
Water/sanitation	yes
Staffing	yes
Management oversight	yes
DMR Licensing	yes
Cold storage	yes
Truck access	yes
Moving equipment	yes
Technology	yes
Market	possibly – auction item as market redevelops



PORTLAND FISH EXCHANGE

Service Fees

Updated: January 2020

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	12 ¢/lb.	12 ¢/lb.	24 ¢/lb.	
Herring Pumping	\$10/ton	N/A	N/A	

Berthing

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

Warehousing/Cold Storage/Misc. Unloading

Pallet Transfers (trucks & boats)	\$6/each - includes 24-hour cold storage
Seaweed (in-out)	\$1/bag - including cold storage
Misc. handling (in-out for boats)	\$12/pallet
Misc. unloading	12¢/lb.
Cold Storage - Weekly	\$11/pallet plus a \$14/pallet handling fee
Cold Storage - Monthly	\$16/pallet plus a \$14/pallet handling fee

Lumping Fees

<u>Lbs. Hailed</u>	<u>PFE Crew</u>	<u>Minimum Fee</u>
0-5,000	1	\$150
5,001 - 10,000	2	\$300
10,001 - 50,000	3	\$450
50,001 +	4	\$600
<u>Surcharge after Minimum</u>		
	<u>Crew</u>	
5,001 - 10,000	1	3.0 ¢/lb.
10,001 +	2	3.0 ¢/lb.
10,001 - 50,000	3	3.0 ¢/lb.
50,001+	3-4	3.5 ¢/lb.

Production Services

100 lb. / 125 lb. box – filled, marked & iced	\$8.75/box
50 lb. / 60 lb. carton – filled, marked & iced	\$6.75/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 (100+ totes \$8.25/each)	\$9.00 each 25¢/week
Bin rental	\$40/month
Pallets purchase	\$4.00
Ice resale: Tote Bin (approximately ½ ton)	\$7.50/ tote \$55.00/ 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>



PORTLAND FISH EXCHANGE

Service Fees

Updated: May 2020

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	12 ¢/lb.	12 ¢/lb.	24 ¢/lb.	
Herring Pumping	\$10/ton	N/A	N/A	

Berthing

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

Warehousing/Cold Storage/Misc. Unloading

Pallet Transfers (trucks & boats)	\$6/each - includes 24-hour cold storage
Seaweed (in-out)	\$1/bag - including cold storage
Misc. handling (in-out for boats)	\$12/pallet - PFE clients \$6/pallet (bait)
Misc. unloading	10¢/lb.
Cold Storage - Weekly	\$11/pallet plus a \$14/pallet handling fee
Cold Storage - Monthly	\$16/pallet plus a \$14/pallet handling fee

Lumping Fees

<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	\$8.75/box
50 lb. / 60 lb. carton – filled, marked & iced	\$6.75/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
Pallets purchase	\$4.00
Ice resale: Tote Bin (approximately ½ ton)	\$5.00/ tote \$55.00/ 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>