
PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: JEREMIAH BLUE, EXECUTIVE DIRECTOR

SUBJECT: EXECUTIVE DIRECTOR REPORT – MARCH / APRIL

DATE: APRIL 15, 2025

Events Update

- Worked on venue upgrades (benches)
- Conducted three (3) venue tours (one booked for the current season)
- Responded to emails and voicemails
- Secured two (2) new 4th of July vendors
- Hosted an event in the pavilion
- Worked on the next fiscal budget
- Booked two (2) June events
- Met with a June bride to finalize logistics
- Booked two (2) 2026 weddings
- Prepared for and executed the Waterfall Trail race (April 10-13)
- Attended a budget meeting

Operations Update:

- Welcomed Steven Hammrich to the team!
- Fixed large Kubota mower, in-house
- Mowed the park and completed spring clean up
- Ordered playground chips for the following week
- Ordered bathroom supplies for the beginning of the season
- Opened Campground restrooms and Center Park restrooms for the season
- Changed locks for Flex 1 Suite 2
- Inspected House 2 sewer lines with a Roto-Rooter
- Installed a new mailbox lock for Flex 1 suite 2
- Prepared quotes for the 25/26 budget year
- Responded to the sewer lift station alarm on Saturday night

- Repaired sewer lift station on 4-7-25
- Obtained estimates for the House 2 and Maintenance shop roof
- Worked on the budget all week
- Completed contract work for the House 3 bathroom remodel
- Conducted burn pile burning in the business park
- Edged Marine Park roadways and flower beds
- Trimmed the blue spruce tree near the Ixtapa turnaround
- Conducted a Marina walkthrough with all relevant staff
- Opened the Harvey Rd restroom for the season
- Mowed the pFriem 1 lawn
- Painted metal poles for the House 3 privacy fence
- Answered questions regarding lighting on BOG for Parsons
- Updated the campground fee schedule

Executive Director Update:

- Met with GCC to discuss 2025 Schedule
- Weekly BOG meeting
- Budget Orientation meeting
- PNWA monthly meeting
- HRWSBA meeting
- City Council meeting
- Met with County Commission Administrator Allison Williams
- Joint PNWA & WPPA webinar new ISGP (Industrial Stormwater General Permit) requirements
- Ted Talk at Thunder Island Brewery
- OPPA Legislative Committee
- BOG Grant Funding Opportunities workshop
- Budget prep meetings
- Met with Kiddie City and Business Oregon
- Cascade Locks Tourism Committee
- Port PERS Discussion
- Met with Mayor Wood and President Lorang
- HR EDG meeting
- HRSWBA Special Session Workshop
- Region 1 Commission meeting
- Ports Day at the Capitol
- Governor's Conference on Tourism

Admin Update:

- Proofed leases
- Updated Commercial Properties Sheet
- Updated QuickBooks
- Followed up with tenants via email regarding the Valid Certificate of Insurance
- Sent an email to tenants regarding the valid vessel registration, certificate of insurance, and past due accounts
- Finally received authorization for online access for FNBO
- Updated the website
- Prepared the packet for next week's Commission Meeting
- Registered Gen for the SDAO Human Resources Regional Training
- Updated the Master Fee Schedule
- Submitted the Performance Evaluation
- Continued to update the website, focusing on trails and local businesses
- Posted the Notice of Budget Meeting to the website
- Prepared the budget
- Corresponded with Stantec folks about the Cascade Inn brownfield project
- Coordinated signatures and the NTP for Port Economic Development grant awardees
- Received notification that Business Oregon grant for the Land Use and Real Estate Development plan project was approved; Should receive award letter soon - planned to start on the RFP next week
- Met with POHR staff to discuss tribal toll waiver accommodations with their new AET system
- Sent the Notice of Budget Committee Meeting to Columbia Gorge News
- Worked with Merina+Co staff on PERS reporting tool changes needed after Gusto changed the payroll report format
- Worked on the Small Construction template contract with Parker for the House 3 bathroom remodel

Finance Update:

- Corrected Payroll Reporting
- Addressed Tenant deposit questions from staff
- Entered FlyBook revenue journal entries
- Completed Bank reconciliation
- Prepared Budget spreadsheet
- Prepared Personnel projections
- Reviewed Detail sheets

- Discussed PERS increase and side accounts
- Entered Journal Entries
- Processed Payroll entries
- Amended Payroll quarterly tax reports
- Followed up with the Auditor
- Developed the Budget
- Prepared the Budget Notice
- Updated the budget template
- Prepared Year-end estimates
- Held Budget development meetings with JB, GS, PN, and KS
- Cleaned up General ledgers
- Updated PERS report for software formatting change

Legislative Update:

- Met regarding the bridge project and funding scenarios
- Called Jeremiah regarding the bridge committee and Ports Day
- Corresponded with Helfrich & Bonham offices regarding the liability bill
- Attended the Oregon Public Ports Association event with Jeremiah in Salem