PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: JEREMIAH BLUE, EXECUTIVE DIRECTOR

SUBJECT: **EXECUTIVE DIRECTOR REPORT – 10/21 TO 11/17**

DATE: NOVEMBER 17, 2026

Operations Update:

- Completed training for IT software (IPTECHVIEW).
- Received boom lift for annual park and building repairs.
- Trimmed hedges and hazard branches throughout Marine Park.
- Started and completed in-house dry rot repair on House 3 siding and window frame.
- Notified Marina tenants of the Nov 10th water shut-off date and Business Park tenants of upcoming cleaning dates.
- Updated Microsoft Planner schedule and completed work.
- Scheduled electrical inspection/troubleshooting appointment with Christenson Electric for navigation light repair.
- Attended OHI conference in Texas.
- Met with Son of Man to discuss lighting ideas to better suit their needs in Flex 2 Suite 2.
- Completed paving and striping at Herman Creek Cove parking lot.
- Completed and posted winterization for Center Park, Harvey Rd, and Campground restrooms, and began Marine Park irrigation winterization.
- Brought in picnic tables for storage and repair.
- Completed repair to shed on Thunder Island event space.
- Reduced Port-a-Potties and trash service to the winter schedule.
- Performed pressure washing on all commercial buildings.

Executive Director Update:

- Weekly Meetings:
    - Rotary

- Bi-Weekly and Monthly Meetings:
    - BiState Recreational Insight
    - OPPA
- Hosted Representative Dexter's visit
- Met with pFriem
- Attended the City TSP Open House
- Negotiated bridge insurance renewal
- Attended the OHI Convention

Admin Update:

- Attended the Outdoor Rec Summit in Ashland.
- Attended the Rep Dexter BOG Centennial proclamation event.
- Led development of the Port's LWCF campground grant application, including agency outreach, environmental review coordination, budget development, ADA compliance responses, permitting strategy, and supporting documentation, coordinating with AKS team and Mahr Strategies for design, budget estimates, environmental studies, and grant submission requirements, and securing letters of support.
- Organized and hosted the LWCF Grant prep meeting to advance grant application completion.
- Attended the Skamania County Chamber of Commerce's Destination Marketing Plan meeting.
- Participated in Social Media For Small Teams training and Placer.AI office hours with EMTG DMO lead Ithaca Janzen.

Finance Update:

- AP/AR processing
- Payroll processing
- Flybook transactions and journal entry
- Bank reconciliation
- Review recording of payments with Keriane and determine best way to move forward
- Send out budget to actual to department directors
- Answer question from SDIS on budget amounts for insurance coverage
- Memo to Commission on executive director PTO buyout
- Meeting with Business Oregon on finalizing the outstanding loan
- Audit prep in reviewing 2024 audit to trial balance

Legislative Update:

- Participated in Bridge of the Gods preparation sessions with Jeremiah and David McCurry and attended the Council work session.
- Updated Washington RTC's Bridge of the Gods language to reflect the latest project updates, messaging, and goals.
- Attended PNWA's annual conference.
- Organized Representative Dexter's visit celebrating her Congressional Record recognition of the Bridge of the Gods Centennial and supplied press release quotes.
- Coordinated Commissioner Nance's visit with Senator Merkley's office and prepared talking points.
- Participated in discussions about the campground project and organized letters of support.