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## PORT COMMISSION REPORT

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**TO:** PORT COMMISSION

**FROM:** JEREMIAH BLUE, EXECUTIVE DIRECTOR

**SUBJECT:** EXECUTIVE DIRECTOR REPORT – WEEKS OF 12/03-01/03

**DATE:** JANUARY 7, 2025

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### **Operations Update:**

- Tollhouse Road Christmas display lighting on Friday Dec 6th
- Zoom call with Charles Young of OEM and Fire Chief John Logan to discuss emergency operational needs for Cascade Locks power outage events during extreme weather
- Zoom call with Columbia River Insurance to discuss anticipated BOG coverage updates
- Meeting with Coburn Electric and Hood River School district to go over the new as-built for their new HVAC system at Cascade Locks Elementary School
- Fixed lighting issue at Ixtapa/JettyLight restrooms
- Final Mechanical inspection for Ixtapa/JettyLight complete
- Winterized Harvey Rd restroom
- 100-hour service on Kubota backhoe
- Leaf clean up 95% complete around park
- Storm drain inspections for boat ramp parking lot
- Playground bark chips raked into low spots
- Fan installed in Canoe Club building
- Weekly staff meeting
- 2025 Toll Booth scheduling
- Fixed lighting issue on front door of office/house 2
- Assisted Janice with the remodel of the upstairs office in the Museum; On-going project
- Update list of workstations unsupported by Windows 11. Awaiting quote from Radcomp for replacement cost on 6 total stations; Decommissioning 3 devices.

- Emailed Ralph about the retail POS equipment needed with the coming windows 11 update.
- New leak detected on Canoe club roof
- Meeting with Coburn Electric and Hood River County School District to finalize plans for transfer switch
- Tire and oil change on Toyota Tacoma
- Meeting with City of Cascade Locks' Public Works Supervisor Sheldon to discuss new meters for Ixtapa/Sternwheeler building
- Repair Toll House Road guardrail damage
- New locks to match Master key for Harvey Rd restroom
- RTM meeting with FEMA to finalize submission for reimbursement on sewer lift station project
- Cleaned out Flex 6
- BOG sign installed
- BOG Navigation lights went out in the early morning hours on 12-20-24 or the night of 12-19-24, Jones boys identified and repaired the issue before nightfall on 12-20-24; The damaged conduit was also causing the other bridge deck lighting issue we have encountered; Deck lighting fully restored
- Continued upstairs office remodel in Museum
- BOG back up on 12-21-24; Traffic waived for one hour
- Start elementary school transfer switch project; Delays with unlocated wire damage upon digging; Repair schedule 1-6-25
- Flex 1 Suite 2 ready for move in; All garage doors repaired
- Implemented new scheduling and time tracking software, "Gusto"
- Schedule SSS Fire and Monitoring to ensure all parts are functional at Toll Booth, Toll Bunker, and Building 299 (Ixtapa/JettyLight)
- Kittens dumped on Port property now in the hands of qualified professionals
- Christmas light teardown started

#### **Executive Director Update:**

- Met with POHR
- Attended biweekly Hood River White Salmon Bridge Authority
- Appropriations 101 with FBB Federal Relations
- Met with Streamline for updates to website accessibility
- Attended Rotary Club Meet & Greet
- Attended Historic Columbia River Highway Advisory Meeting
- Met with Ben at Flex 1
- Attended Main Street Cascade Locks meeting

- Met with Columbia River Insurance
- Attended several Wastewater Treatment discussions with pFriem and the City
- Attended Visit Hood River Holiday Open House
- OPPA Business Meeting
- SkaCCC Holiday Luncheon with Cara and Alicia from KiddieCity
- PNWA Monthly Meeting
- Attended discussion regarding Museum
- Met with Matt to discuss Gusto Payroll

### **Admin Update:**

- Received notification of award for a Port Planning and Marketing Fund grant in the amount of \$48,750 for consulting services to develop a comprehensive Land Use and Real Estate Development Strategy.
- Submitted preapplication for an Oregon Emergency Management grant for FEMA's Hazard Mitigation Grant Program related to the 2024 January blizzard disaster declaration
- Lots of bookkeeping
- Worked on final report and reimbursement request for OPRD RTP grant and LGGP grant
- Attended Flex 6 meeting
- Sent press release announcing the contract with Parsons Transportation Group for the BOG Studies project
- Researched tokens for Harvey Road restroom showers
- Placed ad with West Columbia Gorge Chamber of Commerce publication promoting The Locks Venue for weddings
- Acknowledged Joanne and Genevieve's workiversaries

### **Finance Update:**

- Flybook revenue November
- Assist with tax questions
- AP Bill pay questions
- Questions with staff
- Assist in payroll tax payments
- Journal entries
- Assist with final check
- Additional research on payroll options
- Work to consolidate chart of accounts

- Discussion on other tax payments and outstanding item from the October bank reconciliation
- Emails on future payroll system
- Payroll set up in new software
- Payroll payments
- Technical questions
- Completed the payroll setup and help run the first payroll in the new system
- Cash flow management review
- Assist with setup or new LGIP account
- Reach out to auditors regarding the 2022 audit

### **Legislative Update:**

- Final prep and attendance of Ironworkers Local 29 training center in Portland, follow-up
- Lunch with POCL leadership following Local 29 meeting
- Work on BoG press release
- Lunch re Flex 6 potential tenants
- Lunch conversation follow-up call & meeting with Gov Kotek staff
- Finalization of BoG project press release