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## PORT COMMISSION REPORT

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**TO:** PORT COMMISSION

**FROM:** JEREMIAH BLUE, EXECUTIVE DIRECTOR

**SUBJECT:** EXECUTIVE DIRECTOR REPORT

**DATE:** MARCH 17, 2026

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### **Events Update:**

- Deep-cleaned the Pavilion, including high dusting, sweeping, window/door cleaning, and sanitizing light switches
- Detailed the Shop loft by removing cobwebs, dusting, and vacuuming
- Organized shop hand tools and cleaned the surrounding floor area
- Maintained equipment by cleaning shop vac filters and the carpet shampooer
- Shampooed Pavilion entry rugs and cleaned up after concrete workers in the restrooms
- Identified a plumbing leak behind a Pavilion urinal, taped off the area, and notified maintenance
- Prepped House 3 for the season by cleaning windows/blinds, removing spiders/cobwebs from upper rooms, and performing interior upgrades
- Managed inventory by marking life jackets as "Property of Port of Cascade Locks" and untangling event flags
- Inspected and gathered fire extinguishers from all facilities for servicing by She Fire
- Charged the JettyLight's golf cart
- Facilitated site access and provided support for Jeremy (Waterfall Run organizer) and Nike representatives
- Finalized park water schedules, established project priorities, and executed House 3 upgrades.
- Managed client communications, including point-of-contact handoffs, wedding inquiries, and insurance/vendor "nudge" emails
- Standardized event data by updating the POCL calendar and creating a 2025 vendor contact spreadsheet

- Sourced marketing assets by contacting 2025 photographers and sifting through submitted photos
- Drafted a facility rental checklist to ensure guests return equipment and clean properly
- Modified and re-hung Pavilion drapery
- Verified Pavilion readiness (stocking and cleaning) for multiple weekend events
- Led the Ceremony Site improvement project, including taking measurements, performing landscaping work, and prepping the permanent aisle
- Researched materials and pricing for AED units, event tents, and "Bench Bark Beds"
- Conducted market research for the aisle upgrade by visiting PDX Rock and Landscaping and contacting various suppliers
- Pivoted project strategy with EM Blue after determining the initial aisle upgrade was over budget
- Created a supply list for the upcoming event season
- Participated in weekly staff meeting
- Completed performance evaluation

### **Operations Update:**

- Installed concrete pad, leveled surrounding ground, and completed door installation at the Pavilion
- Applied moss killer to the Pavilion roof
- Replaced vent pipe shoes on the Ixtapa/JettyLight building roof and removed/recycled unused kitchen equipment from the Ixtapa suite
- Replaced window in Flex 1, Suite 2
- Filed police reports with HRCS for damage to Business Park access gates (3/10) and Marine Park (3/11)
- Repaired Stihl backpack blower by replacing the broken 90-degree arm
- Removed plow from F-350
- Executed renovations at the Thunder Island wedding site following initial planning meetings with Events team
- Coordinated road work on the Blackberry Beach access road
- Managed BOG joint replacements via bi-weekly meetings with the Parsons group and installed a back-up gateway for health monitoring equipment
- Sourced quotes and consulted with suppliers regarding the Marine Park East restroom project
- Audited budget-to-actuals and collaborated with the Finance department to process necessary corrections and adjustments

- Gathered vendor quotes for upcoming annual budget preparations
- Managed daily task assignments and updates via Microsoft Planner
- Received on-site supply house inventory estimates
- Facilitated the annual performance evaluation process for all operations employees, including the completion of reviews for Genevieve, Sara, and John
- Processed on-call toll collector applications and conducted interviews for the positions
- Performed routine bank runs and provided relief breaks for Toll/BOG staff
- Updated informative signage for toll collectors at the booth
- Consulted with Passport Parking regarding new ownership and met with HONK to discuss parking management software

### **Safety Committee Update:**

- Executed the Safety Committee inspection of the maintenance shop
- Formalized safety protocols by drafting meeting agendas, typing minutes, and creating action item lists
- Developed the Safety Committee Equipment budget and spreadsheet
- Enrolled in the Risk Management Alliance online forum

### **Executive Director Update:**

- Monthly Meetings
  - PNWA
  - OPPA
  - City+Port
- Weekly Meetings
  - Rotary
- POCL/PNWA Lunch with DED Scholl and Mahr
- Consulted with Mahr to discuss POCL CEDS
- Went to Rotary Crab Feed
- Consulted with McCurry regarding the roadmap for BOG
- Attended Rotary Scholarship Meeting
- Reviewed the L24005 Loan with Apken
- Engaged with Todd Anderson regarding Gorge Paddling Center
- Attended Governor's Conference on Tourism
- Met with City for pre-application for Development Code

### **Admin Update:**

- Attended the City planning pre-application meeting for the RV Park code revision request
- Consulted with Lindsay McClure and Dan Mahr regarding work plans and Congressional Directed Spending funding requests
- Communicated with the Cascade Inn owner regarding brownfield grant and demolition budgeting
- Updated the SBP and ED Work Plans for the annual planning meeting
- Provided Region 1 ACT project updates to MCEDD for the STIP
- Completed the annual Local Government Finance census survey in collaboration with Merina+Co
- Managed life jacket restocking from the National Safety Foundation and promoted their fundraiser via social media
- Authorized the BOG Centennial social media manager on the Port's Facebook account
- Drafted the Experience Mt. Hood and the Gorge grant application for Herman Creek parking lot accessibility improvements
- Finalized the project report for the Comprehensive Land Use and Real Estate Investment Plan for Business Oregon
- Audited FY 26 Budget to Actuals reports and collaborated with managers to correct revenue and expense accounting errors
- Processed payments for BOGCC expenses and filed the Port's Industrial Property Tax return
- Renewed SAM registration

### **Finance Update:**

- Recorded journal entries for Payroll and Flybook transactions.
- Updated budget documents and year-end initial projections
- Discussed the Business Oregon Loan and campground analysis adjustments
- Revised the process for recording sales receipts
- Performed February bank reconciliations
- Filed the industrial property tax return
- Met with staff regarding year-end budget estimates

### **Legislative Update:**

- Reviewed business plan and prepared materials for the planning session
- Researched background information regarding the Ruckel Creek issue
- Wrote the end-of-session report

### **Centennial Celebration Festival Producer Update:**

- Executed an extensive sponsorship campaign, including database management, cold outreach, and follow-up with contacts from the Oregon Auto Show and PCT DAYS
- Updated all sponsorship collateral and decks with early bird arrival logistics and social media credentials
- Secured media and promotional barter, including a 1/4 page ad and 1,000 postcards through SKM/Norm for a \$400 budget
- Collaborated with "Experience Mt. Hood and the Gorge" to integrate event promotion into their regional PR efforts
- Contracted essential event services, including Hood River Garbage (\$250 dumpster), Bishop Sanitation (portable toilets), and ATM services
- Coordinated park infrastructure needs, including water schedules, project priorities, and House 3 upgrades
- Organized waste management sustainability by engaging local Scout troops for recycling and bottle/can fundraising
- Confirmed FISH Food Bank as the front-gate partner and finalized their placement and contact protocols
- Consulted with local partners regarding food service plans and park permits
- Developed a comprehensive social media timeline and \$1,500 budget, spanning June 15th through September 21st
- Distributed official digital assets, including QR codes, email accounts, and website links, to the subcommittee and leadership
- Drafted volunteer task and shift documents to define staffing requirements for Port meetings
- Facilitated recurring Port Zoom meetings and provided detailed follow-up notes and hour logs to stakeholders