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## PORT COMMISSION REPORT

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**TO:** PORT COMMISSION

**FROM:** JEREMIAH BLUE, EXECUTIVE DIRECTOR

**SUBJECT:** EXECUTIVE DIRECTOR REPORT – WEEK OF 1/6-1/17

**DATE:** JANUARY 21, 2025

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### **Operations Update:**

- Second and third quote for school power resilience project
- Final touches on Ixtapa interior needs (lighting, painting, removing unused visible wires from old sound system)
- Water meter installed to separate Building 299 utilities
- Signs picked up for Herman Creek Business Park tenants
- Clean back porch of House 2 and treat for moss
- Calls for quotes, House 3 - bathroom remodel, House 1 drywall finishers
- "No Hunting" signs ordered for blackberry beach (multiple times OSP has been called out for hunting incidents this hunting season)
- Landscaping clean-up after wind event
- Shop organization and inventory.
- Meeting with Steve Caputo from JettyLight to go over winter and the upcoming season
- CGRA pre-season introductions and meeting
- Continue to work on integrating Gusto for our scheduling software
- Radcomp repair to tollbooth printer

### **Admin Update:**

- Continuing work on Port accounting systems upgrades, automations
- Call with NWTa Executive Director Lisa Olivares for the Port funding for the CLIMB trail project
- Fielded questions from potential applicants and supporters for Economic Development Grant Program
- Attended City Open House Re: Downtown Zone and code updates

- Attended training session for Main Street Grant Program
- Assisted Merina+Co on quarterly tax filings
- Assisted with Museum future discussions
- Assisted agency partner locate Cascade Locks poverty data for grant application
- Processed payment for cooler installation in Flex 5
- Submitted Letter of Intent to Travel Oregon Competitive Grant Program to fund preconstruction engineering and planning for new campground project
- Received BOG Studies Project Sharefile from project team
- Submitted quarterly lobbying report to the Oregon Ethics Commission
- Prepared new Marina Rules & Regs and Updated Moorage Agreement for distribution later this week

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

- Wastewater Treatment meeting with City and pFriem
- Weekly staff meeting
- Weekly BOG meeting
- Oregon Main Street Revitalization Grant Workshop
- PNWA earthquake and tsunami webinar
- Flex 6 discussion with Tommy and Matt
- Hood River-White Salmon Bridge Authority meeting
- Downtown Revitalization Open House
- City Council Meeting
- CGRA introductions
- Museum Board meeting
- OPPA Legislative Committee

#### **Finance Update:**

- Meet with auditor to determine what they needed from us for 2022 audit
- Worked to get bank to provide information to auditor
- Work on merging general ledger accounts to clean up chart of accounts
- Follow up on first Gusto payroll
- Work on payroll corrections in QuickBooks

#### **Legislative Update:**

- Conversation with Jeremiah Re: Washington Legislature planning, February meeting with POCL Commission

- Planning for WA Legislature messaging and materials