
PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: JEREMIAH BLUE, EXECUTIVE DIRECTOR

SUBJECT: EXECUTIVE DIRECTOR REPORT – WEEK OF 07/01–07/20

DATE: JULY 21, 2026

Events Update:

- Events
 - Five (5) Venue tours
 - Two (2) Larger wedding
 - Two (2) Wind clinics
 - Two (2) Regattas
 - Yoga and Beer
- Executed the best 4th of July Celebration to date!
- Assisted in clean-up from 4th of July celebration
- Worked on inquiries, scheduling tours, current season walkthroughs and providing the best experience possible for our customers

Operations Update:

- Prepared and executed 4th of July celebration
- Replaced all filters in Business Park
- Mowed and trimmed Cramblet Way
- Removed blackberry brush along Blackberry beach road
- Soft-washed Toll House plaza
- Trimmed and mowed all of Toll House plaza and park
- Weeded Museum flower beds for annual Pony Party
- Ordered walk-behind string trimmer for brush-cutting
- Responded to overflow alarms at Ixtapa sewer lift station

Executive Director Update:

- Weekly Meetings
 - Rotary
 - Commissioners
 - President Lorang
 - Commissioner Nance
 - Commissioner Dodd
 - Port Consultants
 - David McCurry
 - Dan Mahr
 - Matt Apken
- Monthly Meetings
 - Port+Mayor Meeting
 - BiState Recreational Insights
 - PNWA
 - Bridge of the Gods Centennial
- TruScribe call with Hood River Ports
- Managed 4th of July festival operations and provided logistical support to staff
- Met with OSMB staff regarding Government Cove project

Admin Update:

- Managed new enrollments for Port health insurance during open enrollment period beginning July 1
- Filed the quarterly lobbying disclosures with the Washington state public disclosure commission
- Supported 4th of July celebration
- Assisted Merina+Co in updating payroll for new fiscal year; Worked on updating the Port's Personnel Action Form for documentation of pay increases and other actions
- Corresponded with Local Government Grant Program managers for progress reports and expenditure estimating for the Marine Park East Restrooms project
- Worked with Radcomp to respond to cybersecurity questionnaire
- Worked on updating Campground and Sternwheeler Travel Information Council signage applications
- Delivered Port's LB 50 form and Adopted Budget to the County Records & Assessment office for public filing
- Received notification from NWTa on a coming update to the Skills Area at Easy CLIMB — including construction of new features in the wood skill area - new bridges between rocks/boulders; This project will take place in August of next year and is funded by Hood River Rotary and NWTa
- Corresponded with Jane Ridley of Oregon Film & Video office about Cascade Locks participation in the Oregon Film Trail project Scheduled site visit on July 28

- Submitted Q2 Lodging Tax

Finance Update:

- Reconciled monthly bank statements
- Reviewed journal entries
- Finalized the adopted budget document
- Prepared FlyBook entries
- Verified payroll journal entries
- Updated Payroll for cost-of-living adjustments and medical/dental updates
- Assisted with developing personnel action forms
- Responded to auditor requests
- Prepared memo for Commission meeting

Legislative Update:

- Prepared invites for elected officials for BOG Centennial
- Scheduled congressional staff visits
- Followed up with Governor's office regarding Ruckel Creek cleanup effort