
PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: JEREMIAH BLUE, EXECUTIVE DIRECTOR

SUBJECT: EXECUTIVE DIRECTOR REPORT, WEEK OF 02.10.24 – 02.16.24

DATE: FEBRUARY 20, 2024

Events Update:

Jeanetta secured a venue tour for July 11th, 2024, and gave a FaceTime venue tour with another client. She managed the online portals, updated and addressed any inquiries on social media, and finished building out the Zola storefront. Jeanetta also updated the Community Page on the website.

Jeanetta held three Zoom meetings regarding contract details for three separate upcoming events, including the two-day Karwa wedding. Jeanetta finalized the pricing for both the Festival of Nations, in June, and the Karwa Wedding.

Operations Update:

Last week brought both progress and challenges to the park. We have gained a better understanding of the projected total of the Thunder Island Pedestrian Bridge Repair project. It is remaining close \$200,000.

Hurley Engineering installed a temporary pump at the Sternwheeler/Ixtapa sewer lift station, that's currently running at half capacity and costing \$75 per week. Pump #2 underwent inspection to determine if it is repairable or needs to be replaced.

On a brighter note, Bridge of the Gods toll takers continued to shine, while the campground experienced minimal activity with just one guest.

Thankfully, the arrival of the backhoe allowed projects like signage in the Business Park to resume.

The cookshacks received necessary changes after the January ice storm damaged grill tops. The old, dangerous metal and concrete were also removed, with a plan in motion to replace or fill the resulting holes. Throughout it all, the Maintenance team tackled utility fixes and day-to-day cleaning of the park, ensuring smooth operations.

Administration Update:

This week, Keriane caught up with the minutes from January, while preparing for the upcoming meetings. She completed a training session as the Jurisdictional Contact and is prepping for the Commission to begin their SEI Filing in March. Please make sure you are checking your emails for anything from Oregon Ethics Commission (OGEC)

Keriane is also finalizing the details for the second Commission Session with Moss Adams on the SBP, which will take place on Saturday, March 9 in the Council Chambers.

Genevieve had an extremely busy week.

She facilitated two meetings of the Root Cause Analysis team for the Sternwheeler unintended unmooring.

She met with Sarah Kohout from Congresswoman Perez's office for a community and Port tour. Genevieve also met with Jeanetta to discuss operational improvements related to weddings and events.

On the grant front, Genevieve worked with Merina+Co to prepare documents for the CSFRF/ARPA grant review in March. She also submitted the remaining documents for the 2023 LGGP Grant and is expecting approval and delivery of the restroom/shower unit for the Bridge of the Gods Trailhead, this Fall.

Genevieve collaborated with project partners on the 2022 RTP Grant, coordinating timelines, updates, and reports, and worked on gathering needed materials to submit past due quarterly report to Oregon Parks and Recreation.

Genevieve researched USDA Rural Development grant opportunities for 2025 and developed a grant application to Experience Mt. Hood & The Gorge for funding shortfalls on the trails project.

She also assisted with completion of Joint Permit Application to USCG for the ACL dock and mitigation project. Evaluating potential ConnectOregon grant opportunity to fund shore power to docks with ACL's help on specs.

Genevieve attended the SDAO conference and completed the Human Resources SDAO Academy track course in Sexual Harassment & Discrimination, Discrimination Case Studies, Performance Management, Grants Writing, and Public Relations. while banking, grant research, and event discussions explored future possibilities.

She also met with Umpqua Bank to discuss banking needs in Cascade Locks, completed the auction sale of the backhoe and assisted with pickup arrangements.

Genevieve closed out the week providing initial review and edits for the first part of the Port Strategic Business Plan, and assisting the OneGorge Advocacy group with their domain renewal.

Finance Update:

Matt, our consultant from Merina+Co prepared for and facilitated two Finance Commission Subcommittee meetings. He oversaw the discussion of the status of 2021 audit, the preparation for Fiscal Year 2022 and 2023 audits, like-findings from auditor, the proposal response, and a plan of action.

Matt has scheduled audit preparation status meeting with Port staff, each Tuesday to ensure progress and schedule alignment for fiscal year 2022 and 2023 audits beginning at end of March 2024. Staff has been working closely with the accountants to collect and provide data for the upcoming audit.

Matt and his associates met with The Flybook customer service to understand reports and match individual transactions to merchant deposits into Port's bank account.

Merina+Co is working to update the Port Financial Policies and Procedures document.

Melissa followed up with Business Oregon on several loans to establish official repayment schedules; one for Flex 2 & 4 which were delayed due to COVID, one for Flex 6 which is close to completion.

Legislative Update:

The second week of the legislative session has commenced. The bridge bill unanimously passed the work session at the Joint Transportation Committee. It has now advanced to the Joint Ways and Means Committee and Dan's focus and efforts will shift there and to the Capital Construction subcommittee.

Dan continues to meet with legislators and staff and engage with interested organizations.

With the help of Genevieve and David McCurry, he completed and submitted the Capital Project request to the Legislative Financial Office.