
PORT COMMISSION REPORT

TO: PORT COMMISSION

FROM: JEREMIAH BLUE

SUBJECT: EXECUTIVE DIRECTOR REPORT

DATE: MARCH 5TH, 2023

In the Events realm, efforts were undertaken to facilitate sales follow-ups through various channels, streamline event permit processing, and conduct budget meetings with a focus on forecasting and projected price increases for the upcoming events season. Additionally, attention was given to managing online portals, conducting venue tours both in-person and via Zoom, and working on pricing strategies for specific events like the Festival of Nations.

Under Operations, critical tasks such as Naloxone training, fire extinguisher inspections, and infrastructure reconstruction initiatives like the Cook Shack floor reconstruction were diligently executed. Meetings were held to finalize plans for bridge moves and updates were provided on various ongoing projects, including maintenance activities and scheduling.

The Administration section highlights meticulous efforts in meeting preparation, data consolidation, and addressing technical issues such as phone line resolutions. Noteworthy accomplishments include grant application submissions, coordination with state representatives for funding support, and ongoing preparations for audits and financial policy updates.

Finance-related updates underscored continuous efforts towards financial policy customization, efficient data management, and audit preparations for multiple fiscal years.

In the Legislative domain, advocacy efforts at the state and federal levels were emphasized, with significant time spent at the Oregon Legislature and discussions surrounding funding priorities and transportation initiatives.

Collaboration with legislative bodies and proactive engagement in advocacy missions were prioritized to secure funding and support for key projects.

Events Update:

- Sales Follow-ups. Voicemails, Emails, Social Media
- Event Permit Processing
- Budget meeting, forecasting, and projected price increases for the 24-25 events season
- Managed online portals and updated social media.
- In-person Venue Tours and Zoom Online Tours
- Worked on pricing for Festival of Nations in June 202
- Updated events tracker spreadsheet
- Venue Tours – 6 Bookings
- Estimates on capital improvements for wedding facilities

Operations Update:

- Naloxone training done by Hood River County Prevention
- Port-wide Fire extinguisher inspections by Huser fire
- Cook Shack floor reconstruction started.
- In-person meeting with David to finalize our tentative bridge move plan and take more measurements to ensure accommodation of machinery.
- Update with Mark Van Vost. Ixtapa building permit finalized by the county. Permit good to go.
- Meeting with Derrick from Cascade Locks Light department for Ixtapa update and Locations of new lines for pedestrian bridge power
- Budget meeting 1 with Finance and Leadership
- Update from Bulldog Welding: painting in process for bridge guardrail.
- Toll Booth Coverage and scheduling
- New signage stating the no digging for artifacts ORS code.
- 2-26 8am Thunder Island Pedestrian Bridge Repair (TIPBR) meeting with "Bulldog Welding" and David
- 2-28 8am TIPBR meeting with "Omega Morgan" and David
- 2-28 9am Campground Pricing meeting with Genevieve/Jeremiah/Team
- 2-28 11am Hood River County NHMP/CWPP steering committee
- 2-28 TIPBR meeting with David McCurry-contracts
- 2-29 TIPBR meeting with David McCurry-contracts
- 3-1 9am TIPBR meeting with David McCurry-contracts
- 3-1 1pm meeting with Jetty light/ Jim. -Sternwheeler

- 2-29 the maintenance team responded to a clogged toilet in flex 4. blockage located by Port Maintenance team
- 3-1 Roto Rooter unclogged Blockage. Flex 4 Back to full functions
- 3-1 "no digging signs per ORS code" signs installed around the park
- 3-1 Night of 2-29 two rented fence panels were stolen from the Thunder Island Ped Bridge Repair project. Sheriffs Report Made.
- 2-26 New Kubota Tractor added to insurance coverage. old removed.
- 2-27 Parker Started taking FEMA training courses on the National Incident Management System NIMS
- 2-28 Work on Projection sheet for commission report.
- 2-26 Reached out to multiple contractors for bids on Washington side BOG sign replacement.
- 3-1 QuickBooks time entry approvals for current pay period.
- 3-1 Reached out to Kim Brigham for Fishing Platform repair update.
- Campground update with camp host Laurel, not much going on currently. One long term camper.
- Kim Brigham asked for an update on their request for platform reconstruction invoice.
- Continuing to work on Pedestrian bridge repair plan -on track for April 15th.

Admin Update:

- Meeting minutes and Commission meeting prep
- SharePoint data consolidation
- Phone line issues resolved
- RADCOMP Password Update requests on Commissioner laptops
- Scheduling for Moss Adams and Gorges Beer for SBP
- Filed final reimbursement request in the amount of \$50,000 for Oregon Business Development Department grant to support the Strategic Business Plan project.
- Filed signed Local Government Grant Program Grant Agreement for the BOG Trailhead Restrooms Project. Expect to receive the fully executed Agreement and Notice to Proceed (NTP) early next week. Will order the CTX Inc. unit upon receipt of the NTP.
- Meeting with Margaret Barber, Business Oregon's Ports representative and Val Egon, our Regional Development Officer for Business Oregon. Great discussion about Port and community priorities and how our Port can work most fruitfully with the state's economic development functions.
- The entire Port staff received training on Naxolone administration from the Hood River County Health Department staff on February 22.
- Continued research on state, federal, and private foundation grant programs for downtown revitalization, east side park and economic development projects.
- FY 24-25 annual budget preparations.
- Restarted Port employee manual update and prep for job description and other Human Resources documentation review.

- Submitted \$19,000 grant application to Experience Gorge Mt. Hood Strategic Investment Fund to help fund local match requirement for BOG Trailhead Restrooms Project.
- Coordinated legislative communications and preparation for ODOT Region 1 meeting.
- Reviewed prior Bridge of the Gods capital maintenance plans and current 15-year plan with bridge engineer David McCurry.
- Sent final draft of USFS Cost-Share Agreement for the Recreational Trails Program (RTP) grant to the USFS project partners for review. This cost-share agreement will cover 50% of the project manager contract with C2 Recreation. Genevieve has requested review of whether the USFS contribution can be increased to off-set project cost increases for the trail work itself. Awaiting response.
- Working to correct reimbursement request to Oregon Business Development Department to remove expenditures from round one. Will resubmit a corrected request later in March.
- Sent updated Project Boundary Map for the BOG Trailhead Restroom Project to clarify with OPRD that the Port does not intend to dedicate 20 acres of the surrounding parcel to recreational use, but rather only the .91 acres of the project itself will be dedicated.
- Corresponded with HRSO Deputy Joel Carmody to request placement of County speed radar sign on bridge access road to address speeding, requested update on HRSO jetski purchase. Port will provide marina slip for the jetski at no cost to encourage speedier emergency response on the river.
- Corresponded with Columbia Gorge News reporter Flora Gibson regarding the February 20 Commission meeting.
- Assisted in the Joint Permit Application land use review process for the ACL dock construction project.
- Prepared final Root Cause Analysis Team Report and sent to team members for review.
- Received and reviewed legal counsel edits to draft Small Construction Projects template document.
- Several managers meetings for preliminary preparation of the FY 2024-25 proposed budget.
- Reviewed new Strategic Business Plan draft document and met with Moss Adams team to go over edits and planning for March 9 work session.
- Reviewed draft Financial Policies document in preparation for page turn meeting with Merina + Co. on March 4.
- Managers meeting to discuss potential rate increases at the campground, and for events and rentals.
- Reviewed all employee personnel files and began job descriptions review to develop recommendations for ED review in March. Continued work on Employee Handbook update for Commission review in April.
- Researched funding opportunities for microenterprise business support programs and other community development initiatives.

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- Reached out to EDA regional representative Wes Cochran to enquire whether the EDA's Travel, Tourism & Outdoor Recreation grant program is still accepting applications on a rolling basis, and conflicting information appears on website.
- Corresponded with Visit Hood River staff prior to their community meeting in Cascade Locks to discuss potential services the exciting County Chamber of Commerce could provide to the CL community as well as the Cross Channel Swim.
- Coordinated with Lobbyist a draft Letter of Support for the City's \$1 million ask to the Oregon legislature to fund the McCord Creek power utility relocation project.
- Delivered Joint Permit Application for the ACL Dock and Herman Creek mitigation project to the City Planner for Land Use review.
- Filed the signed delivery receipt for the John Deere 110A Backhoe to DAS to request payment for the closed auction sale.

Finance Update:

- Continuing to work on the Port Financial Policies.
- Working to customize reports out of Flybook for monthly reconciliations.
- Follow up with auditor on 2021 audit.
- Continue preparing for the 2022, 2023 & 2024 audits.
- Coordinated with Merina+CO in providing data to make changes to QuickBooks entries, with the objective being to be more efficient.
- Updating outdated SharePoint files. Working with staff to coordinate best practices. Scanning documents going forward, and going through physical files, reorganizing, and scanning in older documents into appropriate folders.
- Commercial Management Property Sheet. Work on updating Insurance documentation.
- Lead Departmental Budget meetings.
- Audit Meeting with Merina+Co

Legislative Update:

- Advocacy at the Oregon Legislature:
 - Significant time at the Capitol on Tuesday and Thursday.
 - Key legislator meeting on:
 - Joint Ways & Means Committee.
 - Capitol Construction Subcommittee.
 - Offices of the presiding officers.
 - Local legislators Rep. Helfrich & Sen. Bonham.
 - Most advocacy work completed; awaiting final funding decisions.

- Optimistic about funding award at requested amount but monitoring for last-minute issues.
- Attended PNWA's Lower Columbia Regional meeting on Wednesday:
 - Received updates on federal work related to:
 - Columbia River Treaty.
 - WRDA bill.
 - Appropriations.
 - USACE, etc.
 - Discussed PNWA's upcoming mission to Washington, DC (March 3rd – 7th).
- Friday lunch meeting in Cascade Locks:
 - Discussed bridge plan and priorities for PNWA Mission to DC.
 - Planned upcoming meeting with ODOT Region 1 in Portland on Monday, February 26th.
- With legislative session winding down, I spent Wednesday and Thursday at the Capitol, meeting with legislators and shepherding our Bridge of the Gods seismic study funding request.
- The session's two major priority packages – Measure 110/drug law updates and the Governor's housing package – have each passed one chamber and head to the other for a final vote.
- Once those items are settled, hopefully early next week, we will have a look at the end-of-session omnibus bill, aka the Christmas tree bill, where our request competes for funding with all the other requests from around the state.
- Based on conversations with legislators, I predict we will not receive the full \$6 million requested. Given a limited amount of cash available, we could end up with a much smaller amount – \$1-\$2 million – or even nothing this session.
- o I've heard estimates that there are \$10 of requests for every \$1 of available funding, forcing legislators to make difficult decisions.
- Legislators predict a full transportation funding package will be considered in the long 2025 session, so there is a chance leadership feels our request is better suited there and will ask us to come back when transportation is more of a priority.
- Washington, DC to attend the Pacific Northwest Waterways Association (PNWA) fly-in.
- Worked with Senator Wyden's office and Congressman Blumenauer's office to schedule standalone meetings with their transportation teams to give updates on Port priorities and actions while I'm in DC next week.

