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Port of Edmonds Commission Meeting – Minutes of Special Meeting

Meeting Date: October 12, 2026

Commissioners Present	Janelle Cass, President Selena Killin, Vice President Jay Grant, Secretary Ross Dimmick David Preston
Staff Present	Brandon Baker, Executive Director Brittany Williams, Director of Economic Development Brian Menard, Director of Facilities and Maintenance John Peterman, Director of Finance and Administration Dennis Halpin, Marina Operations Manager Iliana Minkov, Leasing and Administrative Specialist
Others Present	Emily Guildner, Port Attorney

I. CALL TO ORDER

President Cass called the meeting to order at 10:00 a.m.

II. FLAG SALUTE

All those in attendance participated in the Pledge of Allegiance to the American Flag.

III. MISSION STATEMENT

Commissioner Grant read the Port of Edmonds' mission statement:
The mission of the Port of Edmonds is to provide value to our community through economic development, marina and commercial operations, waterfront public access, and environmental stewardship.

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IV. APPROVAL OF AGENDA

COMMISSIONER GRANT MOVED THAT THE AGENDA BE APPROVED. COMMISSIONER PRESTON SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

V. PUBLIC COMMENTS (Each comment shall generally be limited to 3 minutes or less and shall be limited to Port business)

There were no public comments.

VI. CONSENT AGENDA

A. Approval of September 29, 2026, Meeting Minutes
B. Approval of Payments in the amount of $699,812.24

COMMISSIONER PRESTON MOVED THAT THE CONSENT AGENDA BE APPROVED. COMMISSIONER DIMMICK SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

VII. CITY OF EDMONDS AND TOWN OF WOODWAY REPORTS

VIII. POSSIBLE ACTION

A. Resolution 26-04 Proclamation Declaring the Port of Edmonds as a Purple Heart Port

The Commission approved the proclamation designating the Port of Edmonds as a Purple Heart Port, recognizing and honoring military service members wounded or killed in combat, Purple Heart recipients, Gold Star families, and their loved ones. The meeting was attended by local veterans' organizations and reflects the Port's commitment to supporting veterans and raising awareness of the Purple Heart's significance. The designation connects the Port to the national Purple Heart Trail and will be commemorated through signage in partnership with veteran organizations.

COMMISSIONER GRANT MOVED THAT THE PROCLAMATION BE APPROVED. COMMISSIONER PRESTON SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

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IX. INFORMATION

A. North Portwalk and Seawall Reconstruction Phase III Plaza Restroom Building

Staff updated the Commission on Phase III, noting that permit review by the City requires stamped building plans for the proposed restroom facility. Commissioners discussed options for a prefabricated CXT restroom building, including a larger footprint that could accommodate a small concession space, versus a site-built alternative. Discussion focused on aesthetics, functionality, costs, permitting impacts, and long-term value. Staff advised that the prefabricated option is significantly more cost-effective and efficient to install, while a site-built facility could substantially increase project costs and timelines. The Commission generally supported continuing with the CXT approach and requested additional information on available design options before finalizing plans.

B. American Association of Port Authorities Annual Conference Recap

Commissioner Grant shared a report on the AAPA Annual Conference, including discussions on maritime policy, environmental issues, federal agency engagement, and industry trends. Commissioners also discussed the value of AAPA membership.

C. Northwest Marine Trade Association Marina and Boatyard Conference Recap

Marina Operations Manager Halpin and Executive Director Baker provided a report on the Northwest Marine Trade Association Marina and Boatyard Conference, highlighting sessions on sea level rise, marina operations, environmental permitting, electrical safety requirements, and industry trends. Key takeaways included slowing boat sales, increasing boat prices, continued strong marina occupancy and waitlists, growth in dry storage facilities, and ongoing efforts to streamline environmental permitting. Staff noted the conference provided valuable industry insights and networking opportunities relevant to Port operations and future planning.

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X. EXECUTIVE DIRECTOR'S REPORT

Executive Director Baker reported that the Port finalized contracts for its software modernization project, and implementation is moving toward a February go-live date. The Building 4 atrium window project is substantially complete, with City approval received and only minor punch-list items remaining. Staff also provided an update on the North Port Walk and Seawall Reconstruction Phase 2 project, noting that design and procurement activities continue. A utility coordination issue has been resolved, and while some equipment deliveries may be slightly delayed, the overall project remains on schedule.

XI. COMMISSIONER COMMENTS AND COMMITTEE REPORTS

• Commissioner Killin expressed appreciation for her fellow commissioners and staff, stating that she is proud to serve on what she considers a very well-run Port.

• Commissioner Dimmick had no comments.

• Commissioner Grant reported on the Washington Public Ports Association legislative (WPPA) meeting, noting discussions on legislative priorities, including the Modern Toxics Control Act (MTCA) program and potential impacts of upcoming state elections and tax proposals on the legislative session. He noted that the association is now focused on refining its legislative agenda and commended WPPA for its strong advocacy on behalf of Washington ports at the state level.

• Commissioner Preston reported that he will be attending an upcoming Economic Alliance meeting and the WPPA Small Ports conference and looks forward to providing updates to the Commission. He also noted that he would be unable to attend the Edmonds Yacht Club dinner later in the month.

• Commissioner Cass thanked staff and Attorney Guildner for preparing the Purple Heart Port proclamation and expressed appreciation to the City of Edmonds for its partnership in recognizing veterans. She noted plans to attend the Edmonds City Council meeting for the City's proclamation presentation and the Pacific Northwest Waterways Association (PNWA) annual meeting, where she will represent the Port and report back on key discussions.

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At 11:06 a.m., the Commission announced a 6-minute break, with the meeting resuming at 11:12 a.m.

At 11:14 a.m., the Commission returned from recess and resumed the special Commission meeting.

XII. WORKSHOP

A. 2027 Preliminary Budget

The Commission budget workshop focused on reviewing the 2027 preliminary budget, key revisions since the September draft, and long-term financial planning. Staff highlighted increased revenues from marina and rental property operations, updates to operating expenses, grant-timing adjustments, and anticipated utility cost increases. Commissioners generally supported maintaining marina moorage rate increases at CPI+1% while keeping dry storage increases at CPI, discussed options for the Marina Operations Building renovation with a revised placeholder budget of approximately $600,000 for further analysis, and reviewed membership and conference expenses, including potential future changes to AAPA participation. The Commission also agreed to continue discussions on cash flow projections, major capital projects, and long-term financial sustainability at upcoming budget meetings.

XIII. EXECUTIVE SESSION

There was no Executive Session.

XIV. ADJOURNMENT

The Commission meeting was adjourned at 12:47 p.m.

The next Commission Meeting is scheduled for October 27, 2026, at 10:00 a.m.

DocuSigned by:
Jay B. Grant
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Jay Grant
Port Commission Secretary