Port of Edmonds Commission Meeting – Minutes of Regular Meeting

Meeting Date: October 27, 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 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 Killin 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.

IV. APPROVAL OF AGENDA

COMMISSIONER GRANT MOVED THAT THE AGENDA BE APPROVED. COMMISSIONER DIMMICK 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)

Chris Dufore, owner of Gallaghers Where U Brew, thanked the Port for their support during a recent two-month renovation that included window replacement, praising staff members Brittany, Iliana, and Brian for their assistance.

John Brock, a Woodway resident, thanked Port staff and the Gallaghers Where U Brew community for their support and collaboration in making the remodel project a success. He recognized the volunteer efforts that helped bring the space together and encouraged others to visit and see the results, expressing his appreciation to everyone involved.

VI. PRESENTATIONS

A. Washington Public Ports Association Recognition of Senator Marko Liias with the 2026 Compass Award

The Washington Public Ports Association (WPPA) presented Senator Marko Liias with the 2026 Compass Award in recognition of his leadership and longstanding support of Washington's public ports. Eric ffitch, Executive Director of WPPA, highlighted Senator Liias's bipartisan approach and advocacy for transportation infrastructure, trade competitiveness, and port investment programs that benefit ports across the state. Port commissioners expressed appreciation for Senator Liias's partnership in securing funding and advancing key Port of Edmonds projects, including the Mid-Marina Breakwater restoration, North Portwalk improvements, and port electrification upgrades. In accepting the award, Senator Liias thanked the Port and its partners, emphasized the important economic and community role ports play throughout Washington, and reaffirmed his commitment to supporting future Port of Edmonds initiatives.

B. Freedom Boat Club Update

Keith Lemley, Membership Executive at Freedom Boat Club, provided an update on the club's operations at the Port. He reported significant growth, noting that approximately 13% of all club trips originate from Edmonds and that the location currently supports a fleet of 19 boats.

VII. CONSENT AGENDA

A. Approval of October 12, 2026, Minutes
B. Approval of Payments in the amount of $391,014.64
C. Approval of Port Policy No. 3.50.60 Electronic Funds Transfer (EFT) Policy
D. Approval of Port Policy No. 3.50.70 Fixed Asset Capitalization Policy
E. Approval of Port Policy No. 3.50.71 Small and Attractive Assets Policy and Procedure
F. Approval of Port Policy No. 3.50.72 Subscription-Based Information Technology Arrangements (SBITAs) Policy
G. Approval of Port Policy No. 3.50.20 Public Works Policy
H. Approval of Addendum for Contract 2025-568 Wood Harbinger: Mechanical, Electrical, Plumbing Services
I. Acceptance of Contract 2026-576, Rain Paint Building 1 Upper Windows Replacement as Complete
J. Acceptance of Contract 2022-416, Everett Engineering Industrial Mechanical Fabrication and Repair as Complete

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

VIII. CITY OF EDMONDS AND TOWN OF WOODWAY REPORTS

John Brock, Woodway councilmember, reported that the Town of Woodway's budget process is progressing with few significant changes. He noted that since separating public safety expenses from the rest of the budget in 2024, the Town projects its non-public-safety budget will remain financially sustainable through 2030. Aside from ongoing discussions about replacing the Town's aging police vehicle, Woodway's primary long-term financial consideration remains the periodic voter-approved funding needed to support police, fire, and EMS services.

IX. POSSIBLE ACTION

X. INFORMATION

A. 2026 Quarter 3: Commercial Property Report

Director of Economic Development Williams reported that leasing activity at Harbor Square remained stable during the third quarter. Although two leases expired, tenant expansions and relocations within the complex helped offset some of the vacancy impact, resulting in five lease amendments during the quarter and an occupancy rate of 91.03%. Gross projected revenue totaled $576,293, an increase of 1.36% over the prior year. Williams also provided updates on several completed and ongoing capital projects, including the Building 1 second-floor window replacement, the Building 4 atrium renovation, required Clean Buildings compliance documentation, and a complex-wide cable replacement project completed by Snohomish County PUD. Appreciation was expressed to the project management and maintenance teams for their work and support.

B. Pacific Northwest Waterways Association (PNWA) Annual Convention Recap

Commissioner Cass summarized key topics from the PNWA Annual Convention, including trade uncertainty, federal navigation and transportation infrastructure investments, environmental permitting challenges, and habitat protection requirements affecting ports. Relevance to the Port of Edmonds included discussions on federal dredging capacity, Endangered Species Act permitting, and NOAA's ongoing management of sea lion predation.

C. Washington Public Ports Association (WPPA) Small Ports Seminar Recap

Commissioner Grant and Commissioner Preston reported on several key takeaways from the WPPA Small Ports Seminar, including a new federal website accessibility requirement taking effect in 2028 that may require significant compliance investments by ports. They also highlighted presentations on wildfire response and emergency management, the importance of establishing clear guidelines for port volunteer programs, CERB's successful funding of community-focused economic development projects, and discussions on converting business opportunities and tenant-driven ideas into long-term revenue-generating port assets.

D. North Portwalk and Seawall Reconstruction Phase III: Site Plan and Design Review

Staff reported that the project is in the final stages of permitting after several years of design and regulatory review. The Commission received an overview of the proposed seawall, boardwalk, electrical, landscaping, parking, and plaza improvements, which will replace aging waterfront infrastructure and enhance public access. Following discussion, the Commission supported proceeding with a larger prefabricated restroom building that includes space for potential retail or concession use, citing the flexibility and future activation opportunities it would provide along the waterfront.

XI. EXECUTIVE DIRECTOR'S REPORT

Executive Director Baker announced that the Marina Cleanup Dive is scheduled for November 8, with final dock locations to be determined following a pre-dive assessment. Staff continues to monitor proposed Shoreline Management Act rulemaking and is coordinating with the Washington Public Ports Association (WPPA) on draft comments, with the possibility of submitting Port-specific comments before the November 17 deadline. The Commission was also informed of marina staff transitions, including Luke Brisse's promotion to Moorage Supervisor and Taylor Green's advancement into the Moorage Coordinator role. Phase II project work remains on track despite minor delays, and annual fire extinguisher inspections and certifications were successfully completed. The Executive Director also recognized Marina Operations staff member Tristan Guempel for receiving the Marina Dock Age Young Leader Award, acknowledging his professional growth, leadership, and contributions to the Port.

XII. COMMISSIONER COMMENTS AND COMMITTEE REPORTS

• Commissioner Grant reported attending the WPPA Small Ports Seminar and relayed that he distributed notes from the American Association of Port Authorities conference to the Commission. He highlighted discussions with the newly appointed deputy administrator of MARAD regarding the needs of small ports, including infrastructure and funding challenges. Commissioner Grant noted continued conversations with the Mayor about ongoing emergency management planning.

• Commissioner Preston reported attending the WPPA Small Ports Seminar and noted that key conference updates had already been covered. He recognized Senator Liias and several community and maritime partners for their participation in recent Port events, including representatives from Freedom Boat Club and the Edmonds Yacht Club. Commissioner Preston also expressed appreciation for the positive support and feedback received from community members regarding the Port and its staff.

• Commissioner Killin reported on the recent WPPA Legislative Committee meeting, noting that the draft 2027 legislative agenda supports key port priorities and that she advocated for language acknowledging the unique needs of small ports. She highlighted proposed legislation that would provide ports greater flexibility for personal services contracts and noted that a challenging state budget environment may make grant funding more competitive. Commissioner Killin also expressed appreciation for staff's budget preparation efforts, congratulated staff on their recent promotions, and stated she would keep the Commission informed as the WPPA agenda is finalized.

• Commissioner Dimmick thanked staff for their work on the budget and budget presentation process. He reported attending a recent Edmonds Civic Roundtable session with the City Administrator, who provided an update on the city's administrative structure and budget outlook. Commissioner Dimmick noted that the City plans to implement a 1% property tax increase as allowed by law and that its preliminary budget is balanced for the next two years, although some unmet needs and longer-term financial challenges remain.

• Commissioner Cass expressed appreciation to staff for their extensive preparation for the meeting, including the recognition of Senator Liias and the budget and cash flow discussions. She also congratulated staff member Tristan Guempel for receiving the Marina Dock Age Young Leader Award, recognizing his professional growth and contributions to the Port.

At 11:51 a.m., the Commission announced a 9-minute break, with the meeting resuming at 12:00 p.m.

At 12:00 p.m., the Commission returned from recess and resumed the regular Commission meeting.

XIII. WORKSHOP

A. Preliminary Budget Review

Staff presented updates to the preliminary 2027 budget ahead of the November 9 public hearing, including modest adjustments to operating expenses and a review of short-term and long-term cash flow projections. The Commission discussed key budget considerations and provided consensus direction to include funding for Association of Washington Business membership, administration building branding, waterfront placemaking, lobbying services, a placeholder for an economic impact analysis, and a placeholder for an $800,000 Marina Operations Office renovation project, while opting not to renew AAPA membership for 2027.

XIV. EXECUTIVE SESSION

There was no Executive Session.

XV. ADJOURNMENT

The Commission meeting was adjourned at 12:53 p.m.

The next Commission Meeting is scheduled for November 9, 2026, at 6:00 p.m.

Jay Grant
Port Commission Secretary