



Port of Edmonds Commission Meeting – Minutes of Regular Meeting

Meeting Date: March 31, 2026

Commissioners Present

Janelle Cass, President
Selena Killin, Vice President
Jay Grant, Secretary
Ross Dimmick
David Preston

Staff Present

Brandon Baker, Executive Director
Brian Menard, Director of Facilities and Maintenance
Brittany Williams, Director of Economic Development
John Peterman, Director of Finance and Administration
Dennis Halpin, Marina Operations Manager

Others Present

Emily Guildner, Port Attorney
John Brock, Town of Woodway

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.

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)

Justas Vilgalys submitted a comment via email supporting the inclusion of the former Unocal site into the Port for use as a wildlife buffer with public access and suggested exploring a pedestrian connection across the railroad tracks to the waterfront.

Jamie Holter of My Edmonds News noted that the article on the Unocal property generated significant online commentary and encouraged both the Commission and staff to review the comments.

VI. CONSENT AGENDA

Prior to approval, Commissioner Cass requested that the March 9, 2026, Commission Meeting Minutes be removed from the consent agenda to allow for a correction. The Commission discussed the need to clarify a previously recorded vote by identifying which Commissioners voted on each side of a split decision. A motion was made and approved to adopt the March 9, 2026, minutes with the correction.

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

VII. CITY OF EDMONDS AND WOODWAY REPORTS

John Brock, Town of Woodway Councilmember, reported that police patrol capacity had returned to full service following earlier equipment repairs.

VIII. POSSIBLE ACTION

IX. INFORMATION

A. Master Planning (MP): Review of MP3 Discussion

Executive Director Baker provided a recap of the most recent Master Planning Session (MP3) and described how Commission feedback has been incorporated into the process. He noted strong Commission interest in ensuring that all historical documents and materials from prior master planning efforts are reviewed, confirming that materials collected to date have been compiled and shared with the Commission. An ad hoc committee, consisting of two Commissioners and staff, has been formed to refine the scope of work for the Master Planning RFP, with the full Commission to review and discuss the proposed scope prior to its inclusion in the RFP. Emphasis was placed on incorporating a thorough economic feasibility analysis as a core component of the master planning effort, as well as the importance of ongoing collaboration among the Commission, staff, and the selected consultant. Future public engagement was also discussed, including early pre-engagement efforts and the potential role of a public advisory group. Commissioners affirmed that the staff's summary accurately reflected prior discussions and expressed support for the outlined next steps.

B. American Association of Port Authorities Legislative Recap

Commissioner Grant provided a report on his attendance at the American Association of Port Authorities (AAPA) Legislative Summit, held March 3–6, 2026. He noted that ports from across the country, including many small and mid-sized ports, participated in the event. The summit included meetings and discussions with members of Congress, U.S. Senators, and congressional staff focused on infrastructure funding, legislative priorities, and regulatory challenges facing ports. Commissioner Grant also highlighted ongoing efforts to identify and address federal grant language that may inadvertently limit eligibility for certain port infrastructure and emphasized the importance of continued relationship-building with congressional offices, including Senators Murray and Cantwell and Representative Larsen.

C. Port History and Artwork Preservation

Commissioner Cass discussed the preservation of Port artwork and historical materials currently located in the former administration building. The discussion included a recent review of historical artifacts and artwork conducted with a local historical researcher, as well as interest in holding a future Commission workshop to further review the materials and identify appropriate locations for display in the new administration building and other public areas. Commissioners also recognized the importance of preserving and sharing the Port's history, particularly as part of long-term planning efforts and future milestone celebrations. The Commission expressed general consensus to proceed with additional planning and to schedule a future workshop.

X. EXECUTIVE DIRECTOR'S REPORT

- **Beyond the Breakwater:** A successful event was held on March 26, 2026, with strong attendance and positive community response.
- **Phase II North Portwalk and Seawall Reconstruction (NPSR):** Permits have been received. Staff will prepare the bid documents, with the goal of presenting a contract for approval at the May 26, 2026, Commission Meeting. The availability of electrical equipment was identified as the primary schedule variable.
- **Dry Storage South Cradle:** Delivery and installation scheduled in the coming days.
- **M-Dock Finger Piers:** Re-leveling work completed; boats will be returned to their slips as soon as possible.
- **Harbor Square Building 1 Windows:** The contractor is set to order the windows soon, and the lead time will dictate the remainder of the construction schedule.
- **Harbor Square Building 4 Atrium:** The permits are still pending, and the project is aimed to start after the completion of the World Cup matches to minimize disruption to businesses during the tournament.
- Replacement of aging dry storage steel components underway.
- Dock pressure washing continues.
- Fuel supplier contract has completed its term; bids are scheduled for opening on April 6, 2026, to select the new vendor.
- Staff certifications achieved in forklift operations and ABYC electrical standards to support upcoming electrical upgrades and marina operations.

XI. **COMMISSIONER'S COMMENTS AND COMMITTEE REPORTS**

- **Commissioner Dimmick** reported on a recent presentation provided to the Edmonds City Council, delivered alongside Executive Director Baker and with support from Director Williams. The presentation offered a high-level overview of the Port's authorities under RCW Title 53, current Port operations, and project status updates. Commissioner Dimmick noted that the presentation was well received, with active engagement and questions from City Council members. He emphasized the value of continued collaboration and encouraged ongoing dialogue with the city as the Port moves forward with its master planning efforts.
- **Commissioner Killin** commended Security Supervisor Glenn Merryman for his leadership and ongoing contributions to Port safety and security, noting his role in maintaining readiness and coordination across Marina, upland, and public spaces. Commissioner Killin also shared positive feedback from attending the Beyond the Breakwater event, highlighting its educational value for the boating community and applauding staff and presenters for their efforts. She expressed appreciation for the Port's public outreach initiatives and staff dedication.
- **Commissioner Preston** commented on his attendance at the Beyond the Breakwater event, noting strong participation and the value of hands-on boating safety education. He also shared updates from the Edmonds Yacht Club and community engagement efforts, including discussions related to marina electrical needs and vessel power requirements. Commissioner Preston emphasized the importance of maintaining strong relationships with local stakeholders, city leadership, and maritime organizations, and noted upcoming participation in regional economic and community meetings.
- **Commissioner Grant** echoed appreciation for staff contributions, particularly highlighting Glenn Merryman's experience and leadership in security operations. He reported on meetings with Town of Woodway officials regarding emergency management coordination and noted continued engagement with City of Edmonds leadership and council members. Commissioner Grant emphasized the importance of cultivating strong intergovernmental relationships and shared observations from attending the State of the City address.
- **Commissioner Cass** shared that she attended the State of the City and noted the mayor's strong presentation and a renewed focus on organized

emergency-management meetings. She shared about her upcoming PNWA trip to Washington, D.C., for which she participated in a preparatory Zoom session. She reported positive feedback from WSDOT on recent graffiti-removal efforts and ongoing coordination to expand cleanup to the south side of Highway 104. Commissioner Cass also attended the Edmonds Yacht Club Commodore's Ball with Commissioner Killin and highlighted the club's regional impact and community value. She closed by offering warm wishes for Easter and Passover.

XII. WORKSHOP

A. Jurassic Parliament Training Session

The Commission participated in a Jurassic Parliament Training workshop focused on parliamentary procedure. The training was delivered through a pre-recorded video. Topics covered included the roles and responsibilities of the presiding officer and governing body members, techniques for maintaining order, decorum, and equity in public meetings, and the proper use of motions, points of order, appeals, and public comment procedures. The workshop also emphasized strategies for conducting effective, inclusive, and transparent public meetings.


XIII. EXECUTIVE SESSION

There was no Executive Session.

XIV. ADJOURNMENT

The Commission Meeting was adjourned at 11:36 a.m.

The next Commission Meeting is scheduled for April 13, 2026, at 6:00 p.m.

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Jay Grant

Port Commission Secretary