



Port of Edmonds Commission Meeting – Minutes of Regular Meeting

Meeting Date: July 28, 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
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 Dimmick 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 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)

John Brock, a Woodway resident and councilmember, spoke about the temporary closure of Gallagher's Where U Brew due to the upcoming atrium window replacement project. While expressing appreciation that the Port is working to minimize impacts on the business, Brock acknowledged that the remodeling-related closure will be a difficult period for Gallagher's and urged continued community support during the transition.

VI. CONSENT AGENDA

- A. Approval of June 30, 2026, Meeting Minutes
- B. Approval of Payments in the amount of \$769,359.18 for July 13, 2026, and \$546,106.99 for July 28, 2026
- C. Ratify Washington State Parks and Recreation Commission Clean Vessel Act Program (CVA) Operations and Management Agreement: Subrecipient CVA Grant 527-343

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

VII. CITY OF EDMONDS AND TOWN OF WOODWAY REPORTS

John Brock, Town of Woodway councilmember, announced that the Woodway Town Fair will be held on August 15, 2026.

VIII. POSSIBLE ACTION

IX. INFORMATION

A. 2026 Quarter 2: Commercial Portfolio Report

Director Williams reported that Harbor Square maintained strong occupancy in the second quarter of 2026 at 91.77%, with seven lease extensions completed, including a significant five-year renewal. Quarterly revenue increased 3.4% over the prior year, and several maintenance and capital projects were completed or underway, including window replacements, leak repairs, and parking lot striping. Director Williams also recognized the maintenance team for their efforts and noted that lease negotiations continue for the commercial space at 471 Admiral Way.

B. 2026 Quarter 2: Marina Operations Report

Marina Operations Manager Halpin reported that marina leasing activity remained steady during the second quarter. Dry storage occupancy increased over the previous year, while some launch, guest moorage, and fuel dock activity declined, largely due to a later start to the boating and fishing season. Maintenance improvements and operator training were completed, document compliance rates remained high, and county inspections found no health district violations.

C. 2026 Quarter 4: Travel and Conference Schedule Review

Commissioners and staff reviewed the fourth-quarter travel and conference schedule, including planned attendance at events hosted by the following organizations; Northwest Marine Trades Association (NMTA), Pacific Northwest Waterways Association (PNWA), Washington Public Ports Association (WPPA), and the Pacific Coast Congress (PCC).

D. Washington Public Ports Association (WPPA) Finance Seminar Recap

Director Peterman reported that he and Commissioner Grant attended the WPPA Finance Seminar in late June. Peterman said the conference provided valuable networking opportunities with finance directors from ports throughout the region and helped establish useful professional connections. The event included presentations from Enduris, Pacifica Law Group on Industrial Development Districts, the State Auditor's Office on GASB updates, and several Ports on budgeting processes and financial practices. Peterman noted that the event

offered beneficial finance-related updates and opportunities to share ideas and best practices with peers.

E. WPPA Commissioner Seminar Recap

Commissioners Dimmick and Preston reported on the WPPA Commissioner Seminar, highlighting the Chelan-Douglas Regional Port Authority's economic development initiatives, including business incubators, airport operations, public marketplace investments, and strategic use of grants and tax increment financing. They noted presentations on Washington's economic competitiveness, agricultural industry challenges, Comprehensive Scheme requirements, and the Swinomish Port Authority. Commissioners also discussed the region's growth driven by data centers, the success of small business incubator programs, and potential opportunities for future tribal outreach and partnerships.

F. WPPA Directors Conference Recap

Executive Director Baker reported that the WPPA Directors Conference provided valuable opportunities to network with both new and experienced port professionals from across the state. He noted that while ports vary significantly in size and scope, many share similar challenges and opportunities. Baker reported on sessions covering communication planning, economic development, and legal compliance, noting that the Port of Edmonds is well positioned with its existing planning documents and policies.

G. WPPA Marina Committee Meeting

Dennis Halpin, Marina Operations Manager, reported on attending the WPPA Marina Committee Meeting hosted by the Port of Camas-Washougal. Presentations covered marina operations, finances, and economic development initiatives, including mixed-use redevelopment projects and strong partnerships between the port and local municipalities. Halpin highlighted the port's management of flood-control levees, innovative efforts to remove invasive aquatic weeds through mechanical harvesting, and diverse marina amenities including kayak facilities, jet ski docks, and a port-owned floating Airbnb. He noted the value of networking with marina professionals and sharing operational best practices with staff and commissioners from ports throughout Washington.

X. EXECUTIVE DIRECTOR'S REPORT

Executive Director Baker reported that the World Soccer HQ event at Salish concluded successfully and thanked Director Williams and Salish staff for their support. He noted a successful first Sweet Serenades event and provided updates on ongoing projects, including marina piling assessments, Building 1 window replacement, and the upcoming Building 4 atrium project. Dock repairs continue, and staff are developing a long-term dock investment plan to support future maintenance and address sea lion-related impacts. Director Baker also reported that planning for Phase II of the North Portwalk and Seawall Reconstruction Project remains on schedule, with a pre-construction meeting upcoming and key equipment expected to be delivered on time.

XI. COMMISSIONER'S COMMENTS AND COMMITTEE REPORTS

- **Commissioner Killin** reported attending the Washington Public Ports Association (WPPA) Legislative Committee meeting, where members began developing legislative priorities for the upcoming session. She noted that the Commission may wish to discuss its priorities with its lobbyist and consider potential proposals to bring forward through the committee. Commissioner Killin also expressed pride in being part of a well-run organization.
- **Commissioner Preston** reported attending the Port's Sweet Serenades event and praised the continued success of the program, noting the significant contributions of organizer Pete Bennett and volunteers. He also reflected positively on the WPPA conference, particularly the opportunity to visit Pybus Public Market and learn about successful community economic development partnerships. Commissioner Preston suggested that the Port consider participating in a future grand reopening or ribbon-cutting event following completion of the Gallagher's renovation project.
- **Commissioner Dimmick** emphasized the value of commissioners and staff participating in conferences and engaging with other ports across the state. He noted that while ports often have very different assets and challenges, there are many ideas and strategies that can be adapted locally. He encouraged the Commission to think creatively and consider innovative approaches as the Port moves forward with future master planning and development efforts.

- **Commissioner Grant** reported meeting with South County Fire regarding grant opportunities for a future marine rescue vessel that would enhance emergency response capabilities in the Edmonds area. He also participated in the WPPA Legislative Committee and Legal Committee meetings. Commissioner Grant updated the Commission on regional emergency management planning efforts involving local agencies, healthcare providers, and community organizations, emphasizing the importance of preparedness and resilience planning for potential natural disasters and emergency incidents.
- **Commissioner Cass** reported on ongoing City of Edmonds discussions regarding proposed tree code revisions and expressed concerns about potential impacts on Port properties, future development opportunities, and routine maintenance activities. She noted that while environmental stewardship remains important, the proposed regulations may create additional permitting and operational challenges. Commissioner Cass also promoted the upcoming Edmonds Chamber of Commerce Block Party and encouraged public participation in the upcoming election.

At 11:20 a.m., the Commission announced a 10-minute break, with the meeting resuming at 11:30 a.m.

At 11:30 a.m., the Commission returned from their break and resumed the regular Commission meeting.

XII. EXECUTIVE SESSION

Commission President Cass announced the Port of Edmonds Commission will move into Executive Session pursuant to RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to litigation or legal risks of a proposed action or current practice that the agency has identified, as public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequences to the agency. The Executive Session will start at 11:31 a.m. and will last 10 minutes. The Executive Session will conclude at 11:41 a.m., and the Commission will adjourn the meeting with no related announcements or actions taken.

The Commission reconvened for the regular meeting at 11:42 a.m. and extended the Executive Session by 12 minutes.

The Commission returned to the regular Commission meeting at 11:54 a.m. and adjourned the meeting without any action items or related announcements.

XIII. ADJOURNMENT

The Commission meeting was adjourned at 11:54 a.m.

The next Commission Meeting is scheduled for August 10, 2026, at 6:00 p.m.

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Jay Grant

Port Commission Secretary