PORT OF EDMONDS

Port of Edmonds Commission Meeting – Minutes of Regular Meeting

Meeting Date: August 10, 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 Will Chen, City of Edmonds

I. CALL TO ORDER

President Cass called the meeting to order at 6:00 p.m.

II. FLAG SALUTE

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

III. MISSION STATEMENT

Commissioner Preston 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 TO ADD AN ADDITIONAL AGENDA ITEM UNDER SECTION IX, INFORMATION ITEM E, REGARDING THE CITY OF EDMONDS TRAFFIC IMPACT FEE. COMMISSIONER PRESTON SECONDED THE MOTION, WHICH PASSED WITH FOUR VOTES IN FAVOR AND ONE ABSTENTION (COMMISSIONER KILLIN).

COMMISSIONER GRANT MOVED THAT THE AMENDED 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)

Scott Chelgren, an Edmonds resident, referenced comments made at the previous Commission meeting regarding Commissioner Preston's attendance at an event featuring the President and CEO of the Association of Washington Business. Mr. Chelgren questioned the relevance of remarks related to state budgeting and legislative spending to Port business.

VI. CONSENT AGENDA

A. Approval of July 28, 2026, Meeting Minutes
B. Approval of Payments in the amount of $823,802.00

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

VII. CITY OF EDMONDS AND TOWN OF WOODWAY REPORTS

Will Chen, City of Edmonds councilmember, reported that the City is reviewing the calculations used for the proposed Traffic Impact Fee. Councilmember Chen also provided an update on the Esperance annexation, noting continued community interest and ongoing evaluation of financial impacts, potential state funding, and service levels. Public input from residents and businesses will be considered before any decision is made.

VIII. POSSIBLE ACTION

IX. INFORMATION

A. 2026 Quarter 2: Financial Report

Director Peterman reported that, through June 30, revenues were $285,000 higher than the prior year, while operating expenses were $213,000 lower. Net operating income increased by approximately $400,000, and cash and cash equivalents grew to $35 million. He noted that several maintenance and capital projects are scheduled for later in the year and reported that the Port's overall financial position remains strong and on track with budget expectations.

B. 2027 Budget Meeting Schedule

Director Peterman outlined the schedule for development of the 2027 budget, including Finance Committee review of budget assumptions, preparation of a preliminary budget in September, individual meetings with commissioners, budget workshops in October, and a public hearing and anticipated budget adoption in November.

C. Washington Public Ports Association Legislative Priorities

Commissioner Killin, who currently serves as the Port's representative on the Washington Public Ports Association (WPPA) Legislative Committee, provided an overview of the committee's current policy priorities and led a discussion on their potential impacts on the Port of Edmonds and its operations. Commissioners and staff provided input on Port priorities and areas of focus, which Commissioner Killin will relay to the WPPA committee.

D. Marina Operations Office Remodel Planning Update

Staff provided an update on the Marina Operations Office remodel project and the recently completed condition assessment of the Anthony’s building, which found the structure to be in fair condition and suitable for long-term use. Staff reviewed preliminary project costs and timelines. The Commission discussed funding, project scope, and the benefits of completing the work as a single project to minimize disruption and future costs. No action was taken.

E. **City of Edmonds Traffic Impact Fee**

Commissioners discussed concerns about a proposed traffic impact fee of approximately $107,000 for a prospective tenant in Suite 100 at 471 Admiral Way. Commissioners addressed the fee calculation and expressed concern that it could discourage a business that would complement the Port and contribute to local economic activity. Staff reported that discussions with City staff are ongoing to better understand the fee methodology and explore potential solutions while maintaining a collaborative approach.

X. EXECUTIVE DIRECTOR'S REPORT

Executive Director Baker provided updates on the upcoming budget process, Phase III project planning, and ongoing Harbor Square Building 4 window replacement work. He also reported on discussions with the U.S. Army Corps of Engineers regarding potential Phase III partnership opportunities and funding sources. The report concluded by recognizing Executive Assistant Renae Ebel for her ten (10) years of service to the Port and thanking her for her contributions.

XI. COMMISSIONER'S COMMENTS AND COMMITTEE REPORTS

- **Commissioner Grant** reported that the Edmonds Block Party, hosted by the Edmonds Chamber of Commerce, was well attended and a positive event for the community, featuring great music and strong participation. He expressed appreciation for Port staff and their ongoing work and congratulated Executive Assistant Ebel on her 10-year service anniversary with the Port.

- **Commissioner Killin** expressed appreciation for the effort to align the Port's legislative priorities with those of the Washington Public Ports Association (WPPA) and emphasized the importance of advocating for ports the size of Edmonds. She thanked staff for their work on the financial report, noted her enjoyment in volunteering at the Edmonds Block Party and seeing the community come together, congratulated Executive Assistant Ebel on her 10-year anniversary with the Port, and expressed appreciation for being part of the Port.

- **Commissioner Dimmick** noted the City's ongoing discussions regarding the potential annexation of Esperance and the possibility of paid parking in

Edmonds, both of which could have future implications for the Port. He also commended staff and commissioners for fostering a stronger working relationship with the City and encouraged continued collaboration and communication.

- **Commissioner Preston** thanked staff for their work and expressed appreciation for the reports provided.

- **Commissioner Cass** expressed appreciation for Port staff, recognizing their professionalism and responsiveness in assisting a member of the public who experienced a medical incident on Port property. She also highlighted the success of the Edmonds Block Party and thanked the Edmonds Chamber of Commerce for its contributions to the community and local businesses. Commissioner Cass noted positive feedback regarding Port staff's participation in the event and expressed appreciation for ongoing discussions with the U.S. Army Corps of Engineers regarding potential partnership opportunities for Phase III.

At 7:53 p.m., the Commission announced a 10-minute break, with the meeting resuming at 8:03 p.m.

At 8:03 p.m., the Commission returned from recess and resumed the regular Commission meeting.

XII. WORKSHOP

A. Master Planning Request for Proposal

Staff provided an update on the revised draft of the Master Planning Request for Proposals (RFP), explaining changes made to incorporate feedback from prior Commission discussions. Commissioners and staff discussed the scope, visioning process, consultant selection approach, and the importance of addressing the Port's unique assets and constraints. Staff will continue working with the Commission to refine the next steps for the master planning effort. No action was taken.

XIII. EXECUTIVE SESSION

There was no executive session.

XIV. ADJOURNMENT

The Commission meeting was adjourned at 9:01 p.m.

The next Commission Meeting is scheduled for August 25, 2026, at 10:00 a.m.

DocuSigned by:

Jay B. Grant

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Jay Grant

Port Commission Secretary