PORT OF EDMONDS

Port of Edmonds Commission Meeting – Minutes of Regular Meeting

Meeting Date: August 25, 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 Will Chen, City of Edmonds 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 DIMMICK SECONDED THE MOTION. COMMISSIONER KILLIN MOVED TO AMEND THE AGENDA TO ADD ITEM IX.C, MASTER PLANNING NEXT STEPS. COMMISSIONER PRESTON SECONDED THE MOTION. THREE COMMISSIONERS VOTED IN FAVOR (KILLIN, PRESTON, DIMMICK), AND TWO OPPOSED (GRANT, CASS). MOTION TO AMEND AGENDA PASSED. AGENDA AS AMENDED APPROVED.

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

Gary Ostlund, an Edmonds resident, submitted a written comment thanking Port staff for their assistance following a boatyard accident on June 5. He expressed appreciation for the staff's care and support, including their assistance with his vessel, and requested recognition of their professionalism. Mr. Ostlund also praised the Port of Edmonds and noted his more than 40 years as a satisfied customer.

VI. CONSENT AGENDA

A. Approval of August 10, 2026, Meeting Minutes
B. Approval of Payments in the amount of $1,170,849.82

COMMISSIONER PRESTON MOVED THAT THE CONSENT AGENDA BE APPROVED. COMMISSIONER KILLIN 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 Council is currently on a two-week recess. He shared that the City recently approved 24-hour school traffic camera enforcement to improve public safety around schools, while acknowledging public concerns about potential revenue generation. Chen also noted that 35 applications were received for the Fiscal Sustainability Task Force, work continues on updates to the City's tree code, and discussions on the upcoming biennial budget will begin after the recess.

John Brock, Woodway councilmember, spoke about the Town Fair held on August

15, noting that it was a successful event and likely the largest turnout in its history.

VIII. POSSIBLE ACTION

A. Approval of Transportation Impact Fee Letter

The Commission discussed a letter to the Edmonds City Council addressing the Transportation Impact Fees and their potential impact on small businesses and pedestrian-oriented destinations. The letter encourages the City to review its current fee methodology and consider policy changes that support economic development while reflecting the unique characteristics of businesses that may generate limited additional traffic impacts.

COMMISSIONER CASS MOVED THAT THE PORT COMMISSION ADOPT THE DRAFT LETTER TO THE EDMONDS CITY COUNCIL CONCERNING THE TRANSPORTATION IMPACT FEE (TIF) AND AUTHORIZE ITS SUBMISSION ON BEHALF OF THE PORT COMMISSION. COMMISSIONER PRESTON SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY. THE COMMISSION FURTHER AUTHORIZES THE COMMISSION PRESIDENT TO EXECUTE THE LETTER AND DIRECT STAFF TO TRANSMIT IT TO THE CITY COUNCIL.

IX. INFORMATION

A. Artwork Relocation from Old Administration Building

Commissioner Cass provided an update on efforts to preserve and relocate artwork from the former administration building before demolition. The Commissioners will participate in a workshop regarding placement of historical photos, awards, and artwork in public spaces. The goal is to preserve and showcase Port history.

B. 2026-2027 Dock Investment Plan

The Commission received an update on dock maintenance needs after heavy sea lion activity caused damage to marina infrastructure, including bent rods and damaged dock connections. To protect and extend the life of the docks, the Port plans to accelerate repairs, increase preventative maintenance and inspections, expand wildlife deterrence efforts, and conduct broader infrastructure assessments. The Port spent about $140,000 on repairs in 2026, proposes an additional $63,000 this year, and plans to budget approximately $320,000 for dock maintenance and repairs in 2027.

C. Master Planning Next Steps

Commissioners discussed the next steps for the Port's master planning process, focusing on whether additional preparation is needed before issuing a Request for Proposals (RFP). The Commission decided to hold an additional planning workshop to further define the Port's objectives, constraints, priorities, and expectations before moving forward. Following that workshop, the Commission intends to proceed with the RFP process to select a consultant and begin developing the master plan.

X. EXECUTIVE DIRECTOR'S REPORT

Executive Director Baker suggested adjusting the start time of the October 12 Commission Meeting to allow for greater staff participation in the budget workshop.

COMMISSIONER CASS MOVED THAT THE MEETING TIME OF THE OCTOBER 12, 2026, COMMISSION MEETING BE CHANGED FROM 6:00 P.M. TO 10:00 A.M. COMMISSIONER PRESTON SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

Baker noted that the Port's recent walking tour was highly successful and well attended, with strong community engagement. Baker also provided project updates, reporting that the Harbor Square Building 4 Atrium project remains on schedule and the Building 1 window replacement project is nearing completion. In addition, staff requested commissioners' feedback on the presentation of final Phase III design and engineering information, and the Commission expressed a preference for a staff-led, high-level review.

XI. COMMISSIONERS' COMMENTS AND COMMITTEE REPORTS

- **Commissioner Killin** reported that she and Commissioner Dimmick attended the Port walking tour, which was well attended and positively received by the public. Commissioner Killin provided an update from the WPPA Legislative

Committee, highlighting discussions on legislative priorities, leasehold excise tax reform, and proposed changes to the port commissioner appointment process. She encouraged commissioners to review legislative materials distributed by email, suggested a future discussion on liaison assignments, reminded commissioners about budget request submissions, and expressed appreciation for staff, fellow commissioners, and recent community events.

- Commissioner Preston reminded commissioners to complete and submit their budget request forms and noted that he would be attending the upcoming Economic Alliance meeting. He shared his appreciation for the Woodway Town Fair, thanked staff for the waterfront tour update, and expressed support for the Port's music programming, including the Sweet Serenades and Sea Notes events. Commissioner Preston also thanked staff for the dock maintenance presentation and hardware demonstration.

- Commissioner Grant thanked staff and commissioners for their participation in the Woodway Town Fair and provided updates on ongoing emergency management coordination efforts and recent WPPA legislative discussions. He emphasized the importance of communicating the economic value of port investments and voiced support for the Port's proactive approach to dock maintenance and long-term infrastructure preservation. He concluded by thanking staff and fellow commissioners for their work.

- Commissioner Dimmick emphasized the importance of the dock maintenance program and thanked staff for the dock repair presentation and demonstrations, noting that proactive maintenance is essential to preserving Port infrastructure. He also commended staff for the successful waterfront walking tour and the Port's participation in the Woodway Town Fair, noting positive community engagement at both events. Additionally, he provided an update on the City of Edmonds' proposed partial annexation of the Esperance area and expressed appreciation for the continued success of the Sea Notes music program and other Port-sponsored community events.

- Commissioner Cass shared that she enjoyed attending the Woodway Town Fair and praised the Sea Notes performance, noting the musicians were exceptionally talented. She also appreciated the dock maintenance presentation and demonstration, saying it helped illustrate the infrastructure needs facing the Port. Additionally, Commissioner Cass suggested exploring the possibility of recognizing veterans through signage or a Purple Heart designation on Port property and recommended including the idea as a future budget consideration.

At 11:41 a.m., the Commission announced a 5-minute break, with the meeting resuming at 11:46 a.m.
At 11:48 a.m., the Commission reconvened and resumed the regular Commission meeting.

XII. WORKSHOP

A. **2027 Preliminary Budget Baseline Conditions and Tax Levy (2027 Proposed Open Moorage Rates, Covered Moorage Rates, Dry Storage Rates, Seasonal Rates and Property Tax Levy)**

John Peterman, Director of Finance and Administration, presented preliminary assumptions for the development of the 2027 budget, including the property tax levy and marina rates. The proposed property tax levy assumes the maximum 1% increase allowed under state law, increasing the levy from approximately $644,000 to $651,000. Staff also reviewed marina rate assumptions based on a calculated Consumer Price Index (CPI) of 3.55%. The preliminary budget assumes a 4.55% increase in wet moorage rates, a 3.55% increase in dry storage rates, and no change to trailer storage rates. These rate assumptions are projected to generate approximately $274,000 in additional marina revenue in 2027.

XIII. EXECUTIVE SESSION

There was no executive session.

XIV. ADJOURNMENT

The Commission meeting was adjourned at 11:59 a.m.

The next Commission Meeting is scheduled for September 14, 2026, at 6:00 p.m.

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