



Port of Edmonds Commission Meeting – Minutes of Regular Meeting

Meeting Date: February 24, 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 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 DIMMICK 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)

There were no public comments

VI. CONSENT AGENDA

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

- A. Approval of February 9, 2026, Meeting Minutes
- B. Approval of Payments in the amount of \$512,381.89

VII. CITY OF EDMONDS AND WOODWAY REPORTS

John Brock, City of Woodway councilmember, gave a Point Wells update.

VIII. POSSIBLE ACTION

- A. Approve Contract No. 2025-537 Breakwater Repairs as Complete

The Commission previously awarded Contract No. 2025-537 for the Breakwater Repair Project to Brumfield Construction on September 30, 2025. Substantial completion was reached on February 3, 2026, and the project was certified as complete by the Port's Director of Facilities and Maintenance and CG Engineering. One change order was issued in the amount of \$16,453.18 for additional materials and welding required during construction.

COMMISSIONER KILLIN MOVED THAT THE COMMISSION ACCEPT CONTRACT NO. 2025-537 BREAKWATER REPAIRS AS COMPLETE. COMMISSIONER DIMMICK SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

- B. Approve Contract No. 2026-576 Harbor Square Building One Upper Windows Replacement

The Commission's 2026 budget includes \$75,000 for the Harbor Square Building One Upper Windows Replacement Project. A competitive bid process opened on February 4, 2026, with a pre-bid walkthrough on February 12, 2026, and bid closing on February 18, 2026. Five bids were received, and Rain Paint was identified as the low bidder. Work will begin upon completion of contracting paperwork, and staff will coordinate with affected tenants throughout construction. Substantial completion is anticipated by July 1, 2026. Following the Director of Facilities and Maintenance's acceptance of the work, staff will return to the Commission for authorization to close out the contract.

COMMISSIONER PRESTON MOVED THAT THE COMMISSION AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT NO. 2026-576 HARBOR SQUARE BUILDING ONE UPPER WINDOWS REPLACEMENT. COMMISSIONER DIMMICK SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

IX. INFORMATION

A. 2025 4th Quarter Financial Report

John Peterman, Director of Finance and Administration, presented the 2025 4th Quarter Financial Report. Highlights included an increase in operating revenues and relatively flat expenses, resulting in higher net income compared to the prior year. The Marina income statement reflected revenues above budget and expenses below budget. Director Peterman also reviewed the impact of GASB 87 lease accounting requirements on rental property income.

X. EXECUTIVE DIRECTOR'S REPORT

- **Bellingham Marine Site Visit** – Brian Menard, Director of Facilities and Maintenance, reported that Bellingham Marine conducted a site visit on February 10, 2026, to review marina floats and discuss recommended dock-sealing products, waler through-rods, and general maintenance practices. Feedback from the visit was positive, with Bellingham Marine confirming that the marina is in good working order and that current maintenance practices are appropriate.
- **Phase II Permitting** - Additional comments were received from the City of Edmonds and are awaiting review from CG Engineering, Makers, and Landau. A resubmittal to the City is planned for March 6, 2026.
- **Dry Storage South Launcher Cradle** - Director Menard reported that Everett Engineering is completing repairs to the dry storage south cradle, including

sandblasting and steel restoration. Following fabrication, the structure will be galvanized, and it is expected to return for installation in the third week of March.

- **BUILD Grant** - Brandon Baker, Executive Director, and Brittany Williams, Director of Economic Development, continue to work on the BUILD Grant application and extended appreciation to Jeannie Beckett (The Beckett Group) and David Martin (Elevate Government Affairs) for their significant assistance.
- **Marina Entrance Signage** - Director Menard reported that his team is continuing work on the sign installation; however, tidal conditions have made progress challenging. Installation will start on the south side, with the north side signage to follow.
- **Dock Pressure Washing**— Dennis Halpin, Marina Operations Manager, reported that pressure washing has been completed on docks H, I, J, and K, with work on the north half of the marina scheduled to begin this weekend. Electrical testing across the marina has also been completed, including checks for corrosion, discoloration, pedestal operation, and thermal hot spots.
- **Marina Operations Office Remodel Design** - The Port’s architect, John Jessen, will be on-site on Friday to walk the electrical, mechanical, and plumbing teams through the site. Upon completion of construction drawings, Jessen will present the Marina Operations Office Remodel plans for Commission consideration.
- **Energy Modeling** - No update was available, as Iliana Minkov, Leasing and Administrative Specialist, is currently out of the office.

XI. COMMISSIONER’S COMMENTS AND COMMITTEE REPORTS

- **Commissioner Grant** thanked staff for their continued good work.
- **Commissioner Killin** recognized Travis Cruz for his service since 2012, noting his reliability, leadership on projects of all sizes, and strong focus on customer experience in planning repairs and maintenance. She provided an update on the Pacific Northwest Waterways Association (PNWA) monthly meeting, which consisted primarily of general project updates with limited direct impact on the Port of Edmonds. She noted that the PNWA annual report highlighted statewide momentum around permitting reform, a theme echoed across agencies and legislative discussions. Commissioner Killin concluded by expressing her appreciation for the Port and pride in serving the organization.
- **Commissioner Dimmick** stated that he appreciated the level of detail included in the February 9, 2026, meeting minutes, noting that it will be helpful for both meeting preparation and long-term reference, and commended staff for the improvements. He reported meeting with Edmonds City Council President

Michelle Dotsch to discuss strengthening the relationship between the city and the Port, which aligns with Strategic Plan Goal Community Partnering #1 regarding renewed mayoral, council, and staff engagement. He expressed interest in delivering a 15-minute high-level presentation to the City Council on the Port's role in the community, including Port authorities under RCW 53.08, recent project examples from other ports, and opportunities for collaboration. He will coordinate with the Executive Director and suggested that staff participate in the presentation. Council President Dotsch is tentatively considering March 24, 2026 for the presentation, pending availability.

- **Commissioner Preston** reported attending the Washington Public Ports Association (WPPA) Communications Committee meeting, noting strong engagement and productive discussion regarding communication practices, challenges, and successes among ports. The next meeting will be during the WPPA Spring Conference.
- **Commissioner Cass** expressed appreciation for staff, highlighting the Mid-Marina Breakwater project for being completed on time and under budget, and for its long-term benefits to the marina. She also noted the completion of recent electrical testing and discussed preparations for managing the early return of sea lions, including the use of deterrent streamers installed in portions of the marina. Commissioner Cass shared that Port Attorney Guildner had recommended parliamentary procedure training in advance of upcoming master-planning activities and anticipated public meetings. Port Attorney Guildner proposed using Jurassic Parliament training materials, citing their strong reputation, cost-effective video modules, and the advantage of follow-up Q&A tailored to the Port's meeting practices.

XII. WORKSHOP

A. Master Planning RFP Scope

The workshop focused on developing the scope of work for the upcoming Master Plan Request for Proposals (RFP). Commissioners emphasized the importance of reviewing prior planning documents and incorporating an economic feasibility assessment into the new master plan. The group agreed that the selected consultant will be expected to review all existing documents and deliver a comprehensive analysis of past planning efforts. Staff and the Commission further discussed the importance of ongoing collaboration among the Commission, staff, and the consultant throughout the master planning process. The use of an ad hoc committee, consisting of two commissioners and staff, was proposed to conduct

additional work on the scoping document. The revised draft will be brought back to the full Commission for review and approval, then incorporated into the RFP by staff.

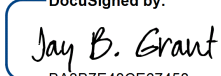
XIII. EXECUTIVE SESSION

There was no Executive Session.

XIV. ADJOURNMENT

The Commission Meeting was adjourned at 11:41 a.m.

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

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Jay Grant

Port Commission Secretary