Whatcom County Council

COUNTY COURTHOUSE 311 Grand Avenue, Ste #105 Bellingham, WA 98225-4038 (360) 778-5010



Minutes - Final

Tuesday, September 23, 2025 6 PM Hybrid Meeting - Council Chambers

HYBRID MEETING (PARTICIPATE IN-PERSON, SEE REMOTE JOIN INSTRUCTIONS AT www.whatcomcounty.us/joinvirtualcouncil, OR CALL 360.778.5010)

COUNCILMEMBERS

Barry Buchanan Tyler Byrd Todd Donovan Ben Elenbaas Kaylee Galloway Jon Scanlon Mark Stremler

CLERK OF THE COUNCIL

Cathy Halka, AICP, CMC

COUNTY COUNCIL

CALL TO ORDER

Council Chair Kaylee Galloway called the meeting to order at 6:02 p.m. in a hybrid meeting.

ROLL CALL

Present: 7 - Barry Buchanan, Tyler Byrd, Todd Donovan, Ben Elenbaas, Kaylee Galloway, Jon Scanlon, and Mark Stremler

FLAG SALUTE

ANNOUNCEMENTS

COUNTY EXECUTIVE'S REPORT

There was no report.

MINUTES CONSENT

Byrd moved to accept the minutes consent items. The motion was seconded by Buchanan (see votes on individual items below).

1. MIN2025-054 Special Council for August 26, 2025

Byrd moved and Buchanan seconded that the Minutes Consent be APPROVED BY CONSENT. The motion carried by the following vote:

Aye: 6 - Buchanan, Byrd, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

Temp Absent: 1 - Donovan

2. MIN2025-055 Committee of the Whole Executive Session for September 9, 2025

Byrd moved and Buchanan seconded that the Minutes Consent be APPROVED BY CONSENT. The motion carried by the following vote:

Aye: 6 - Buchanan, Byrd, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

Temp Absent: 1 - Donovan

3. MIN2025-056 Committee of the Whole September 9, 2025

Byrd moved and Buchanan seconded that the Minutes Consent be APPROVED BY CONSENT. The motion carried by the following vote:

Aye: 6 - Buchanan, Byrd, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

Temp Absent: 1 - Donovan

4. MIN2025-057 Regular County Council for September 9, 2025

Byrd moved and Buchanan seconded that the Minutes Consent be APPROVED BY CONSENT. The motion carried by the following vote:

Aye: 6 - Buchanan, Byrd, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

Temp Absent: 1 - Donovan

OPEN SESSION

The following people spoke:

- Cynthia Sue Ripke-Kutsagoitz
- · Adam Bellingar
- John Westerfield
- Kyle Christensen
- · Chris Heimgartner
- Matt Berry
- Dave Wilbrecht
- Lisa Guthrie

Christopher Quinn, Prosecuting Attorney's Office, answered whether members of the public are able to discuss the Blaine UGA in a context that is not campaigning in nature, given that the matter is on the ballot but has also been before the Council in the context of the Comprehensive Plan and deliberations around UGAs. He stated that is correct.

Open Session continued and the following people spoke:

- Sharman Burnam
- Hank Maleng
- RobRoy Graham
- Todd Lagestee
- Joel VanderHoek
- Jessica Silver
- Lyle Sorenson
- Natalie Chavez

Hearing no one else, Galloway closed the Open Session.

CONSENT AGENDA

(From Council Finance and Administrative Services Committee)

Donovan reported for the Finance and Administrative Services Committee and **moved** to approve Consent Agenda items one through eleven.

Elenbaas stated he would like to consider Consent Agenda item #5 (AB2025-650) separately.

Donovan amended his motion **and moved** to approve Consent Agenda items one through four and six through eleven.

Councilmembers voted on those items (see votes on individual items below).

1. AB2025-595

Request authorization for the County Executive to enter into a contract between Whatcom County and the City of Bellingham for the purpose of providing pass-through funding from the Washington State Military Department to the What-Comm 911 Communications Center, in the amount of \$74,045

Donovan reported for the Finance and Administrative Services Committee and moved that the Interlocal be AUTHORIZED BY CONSENT. The motion carried by the following vote:

Aye: 7 - Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

2. AB2025-647

Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and Washington State Department of Ecology to collect and properly manage household hazardous waste at the Disposal of Toxics Facility, in the amount of \$542,845

Donovan reported for the Finance and Administrative Services Committee and moved that the Interlocal be AUTHORIZED BY CONSENT. The motion carried by the following vote:

Aye: 7 - Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

3. AB2025-648

Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and Washington State Department of Ecology to enforce solid waste codes and monitor solid waste handling facilities for compliance, in the amount of \$237,068

Donovan reported for the Finance and Administrative Services Committee and moved that the Interlocal be AUTHORIZED BY CONSENT. The motion carried by the following vote:

Aye: 7 - Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

4. <u>AB2025-649</u>

Request authorization for the County Executive to enter into a grant agreement between Whatcom County and the Washington State Department of Commerce for climate planning, in the amount of \$283,000

Donovan reported for the Finance and Administrative Services Committee and moved that the Interlocal be AUTHORIZED BY CONSENT. The motion carried by the following vote:

Aye: 7 - Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

5. AB2025-650

Request authorization for the County Executive to enter into a grant agreement between Whatcom County and the Puget Sound Partnership for coordination of the Whatcom Local Integrating Organization, in the amount of \$443,750 (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)

This item was considered separately below.

6. AB2025-651

Request authorization for the County Executive to enter into a joint funding agreement between Whatcom County and the United States Department of Interior Geological Survey for stream flow or water quality data collection at ten Nooksack watershed stream gages, in the amount of \$127,940 (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)

Donovan reported for the Finance and Administrative Services Committee and moved that the Contract (FCZDBS) be AUTHORIZED BY CONSENT. The motion carried by the following vote:

Aye: 7 - Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

7. AB2025-652

Request authorization for the County Executive to enter into a contract between Whatcom County and the Washington State Department of Ecology to perform vegetation maintenance at various riparian and wetland mitigation sites, in the amount of \$109,340

Donovan reported for the Finance and Administrative Services Committee and moved that the Interlocal be AUTHORIZED BY CONSENT. The motion carried by the following vote:

Aye: 7 - Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

8. AB2025-653

Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and United States Geological Survey (USGS) for the ongoing operation and maintenance of the County's 11 stream gages within the Nooksack River early warning system, Jones Creek, and the Sumas River, in the amount of \$176,455 (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)

Donovan reported for the Finance and Administrative Services Committee and moved that the Contract (FCZDBS) be AUTHORIZED BY CONSENT. The motion carried by the following vote:

Aye: 7 - Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

9. AB2025-655

Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and Administrative Office of the Courts to support the Interpreter Reimbursement Program, in the amount of \$102,171

Donovan reported for the Finance and Administrative Services Committee and moved that the Interlocal be AUTHORIZED BY CONSENT. The motion carried by the following vote:

Aye: 7 - Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

10. <u>AB2025-658</u>

Request authorization for the County Executive to enter into a contract between Whatcom County and Summit Food Service to provide commissary services in the Whatcom County Jail and Work Center, in the amount of \$0

Donovan reported for the Finance and Administrative Services Committee and moved that the Contract be AUTHORIZED BY CONSENT. The motion carried by the following vote:

Aye: 7 - Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

11. AB2025-662

Request authorization for the County Executive to enter into a contract between Whatcom County and Harris Engineers for the purpose of Clean Building Performance Assurance Services for Whatcom County Facilities, in the amount of \$449,882.29

Donovan reported for the Finance and Administrative Services Committee and moved that the Contract be AUTHORIZED BY CONSENT. The motion

carried by the following vote:

Aye: 7 - Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

CONSENT AGENDA CONSIDERED SEPARATELY

5. AB2025-650 Request authorization for the County Executive to enter into a grant agreement between Whatcom County and the Puget Sound Partnership for coordination of the Whatcom Local Integrating Organization, in the amount of \$443,750 (Council acting

as the Whatcom County Flood Control Zone District Board of Supervisors)

Donovan reported for the Finance and Administrative Services Committee and **moved** that the Contract (FCZDBS) be AUTHORIZED.

Elenbaas stated he does not like these regional groups because they suck up money and take control from local hands.

Donovan's motion that the Contract (FCZDBS) be AUTHORIZED carried by the following vote:

Aye: 5 - Buchanan, Byrd, Donovan, Galloway, and Scanlon

Nay: 2 - Elenbaas, and Stremler

OTHER ITEMS

(From Council Finance and Administrative Services Committee)

1. AB2025-608 Resolution amending the 2025 Flood Control Zone District and Subzones Budget, Request no. 3, in the amount of \$105,000 (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)

Donovan reported for the Finance and Administrative Services Committee and moved that the Resolution (FCZDBS) be APPROVED. The motion carried by the following vote:

Aye: 7 - Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

Enactment No: RES 2025-028

2. AB2025-614 Ordinance establishing a project-based budget for the Jail Reentry Improvements project

Donovan reported for the Finance and Administrative Services Committee and moved that the Ordinance be ADOPTED. The motion carried by the following vote: Aye: 7 - Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

Enactment No: ORD 2025-046

3. AB2025-628

Ordinance amending the 2025 Whatcom County Budget, request no. 10, in the amount of \$1,820,416

Donovan reported for the Finance and Administrative Services Committee and **moved** that the Ordinance be ADOPTED.

Scanlon asked about how this three percent change in the year-to-date projected ending fund balance changes the overall percent of projected fund balance at the end of the year compared to the twenty percent target.

Aly Pennucci, Executive's Office, stated it would be about twenty one percent so it is consistent with what they assumed when Council adopted the budget. It is holding relatively steady.

Councilmembers and Pennucci discussed the request to fund child support services cases due to taking on Skagit and San Juan cases (using grant funds), whether Council received a presentation on that, and the agenda process they are following that allows them to discuss and pull an item out of the ordinance before it is introduced.

Donovan's motion that the Ordinance be ADOPTED carried by the following vote:

Aye: 5 - Buchanan, Byrd, Donovan, Galloway, and Scanlon

Nay: 2 - Elenbaas, and Stremler

Enactment No: ORD 2025-047

(From Council Public Works and Health Committee)

4. AB2025-640 Resolution relating to the 2025 Whatcom County Coordinated Water System Plan
Update

Scanlon reported for the Public Works and Health Committee and stated they made amendments in committee and then received amendments in between that time and this meeting. The motion in committee was to recommend the "Substitute Resolution (Galloway)" version, and now there is a revised substitute resolution.

The following people discussed the resolution with Councilmembers:

- Kayla Schott-Bresler, Executive's Office
- Sue Sullivan, Health and Community Services
- Andy Dunn, RH2 Engineering
- Michele Campbell, RH2 Engineering
- Christopher Quinn, Prosecuting Attorney's Office
- Chris Heimgartner, Public Utility District (PUD)

Councilmembers and the speakers discussed whether this item should be held in order to evaluate public comment received tonight, that the revised substitute incorporates changes made by the Prosecuting Attorney's Office, that this was an abbreviated update and the timing of it is very intentional to precede and inform the Comprehensive Plan update, and that the PUD was not included in the Coordinated Water System Plan update because they do not currently have a Group A community pubic water system.

Scanlon reported for the Public Works and Health Committee and **moved** to approve the Galloway version of the substitute resolution.

Campbell, answered whether the record shows that they are adopting State standards as it relates to roads and driveways if they adopt the plan, and she spoke about how it does.

Sullivan suggested additional language for the Council to consider as follows:

Whereas, Whatcom County expressly recognizes that municipal water purveyors who hold municipal water rights beyond those identified in the CWSP may be available to serve potable water in the future in Whatcom County;

Christopher Quinn, Prosecuting Attorney's Office, stated he signed off on that language.

Byrd moved to amend the substitute resolution to include the suggested language:

Whereas, Whatcom County expressly recognizes that municipal water purveyors who hold municipal water rights beyond those identified in the CWSP may be available to serve potable water in the future in Whatcom County;

The motion was seconded by Elenbaas.

Cathy Halka, Clerk of the Council, asked where in the document the language should be place and Byrd stated it could be the last whereas statement.

Heimgartner answered whether this amendment is responsive to the PUD's concerns and stated this would satisfy their immediate concerns. He requested that the next time they do an update, they look more universally at the sources of water.

Councilmembers discussed the motion to amend and what it is trying to fix.

The motion carried by the following vote:

Aye: 6 - Stremler, Buchanan, Byrd, Elenbaas, Galloway, and Scanlon

Nay: 0

Abstain: 1 - Donovan

Galloway spoke about another proposed amendment (at the advice of their attorney) to condition 2 under NOW, THEREFORE, BE IT RESOLVED. She stated it would strike the existing language in the substitute resolution and replace it with the following:

2) The existence of a water service area designation in the Coordinated Water System Plan shall not be interpreted as support for, or justification of, Urban Growth Area expansion. Such designations may be considered in a comprehensive planning context but only in conjunction with other mandatory Growth Management Act criteria, including population forecasts, land capacity, environmental constraints, and capital facility planning.

Councilmembers discussed the suggested amendment, and why the original language for that condition (in the proposed resolution) was a problem.

Galloway moved to amend condition 2 under NOW, THEREFORE, BE IT RESOLVED so that it reads:

2) The existence of a water service area designation in the Coordinated Water System Plan shall not be interpreted as support for, or justification of, Urban Growth Area expansion. Such designations may be considered in a comprehensive planning context but only in conjunction with other mandatory Growth Management Act criteria, including population forecasts, land capacity, environmental constraints, and capital facility planning.

The motion was seconded by Byrd.

The motion carried by the following vote:

Aye: 6 - Buchanan, Byrd, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

Abstain: 1 - Donovan

Scanlon's motion that the SUBSTITUTE Resolution be APPROVED AS AMENDED carried by the following vote:

Aye: 6 - Buchanan, Byrd, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

Abstain: 1 - Donovan

Enactment No: RES 2025-029

Motion approved 6-0, with Donovan abstaining, to amend the substitute to add a final whereas statement as follows: Whereas, Whatcom County expressly recognizes that municipal water purveyors who hold municipal water rights beyond those identified in the CWSP may be available to serve potable water in the future in Whatcom County;

Motion approved 6-0, with Donovan abstaining, to amend condition 2 under NOW, THEREFORE, BE IT RESOLVED so that it reads:

2) The existence of a water service area designation in the Coordinated Water System Plan shall not be interpreted as support for, or justification of, Urban Growth Area expansion. Such designations may be considered in a comprehensive planning context but only in conjunction with other mandatory Growth Management Act criteria, including population forecasts, land capacity, environmental constraints, Page 3 and capital facility planning.

(From Council Planning and Development Committee)

5. AB2025-579 Resolution approving a revision to the corporate boundaries of the City of Lynden to include a portion of Flynn Road right-of-way

Elenbaas reported for the Planning and Development Committee and moved that the Resolution be APPROVED. The motion carried by the following vote:

Aye: 6 - Buchanan, Byrd, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

Temp Absent: 1 - Donovan

Enactment No: RES 2025-030

(No Committee Assignment)

6. AB2025-585 Approval of special standing meeting dates for 2026

Buchanan moved and Byrd seconded that the Special Council Only Item be

APPROVED BY THE COUNCILMEMBERS.

Galloway asked if there was interest in scheduling the listed Special Committee of the Whole meetings from 1 p.m. to 4 p.m. as opposed to 9 a.m. to 10 a.m. and councilmembers discussed the suggestion with the following people:

- Cathy Halka, Clerk of the Council
- Aly Pennucci, Executive's Office
- Satpal Sidhu, County Executive

They discussed the need for more time to meet, whether the Health Board time should also be later in the day, and that it would be better to create a set schedule (as opposed to one that is flexible) in order to set a clear expectation for the public.

Donovan moved to amend to meet every Tuesday next year.

The motion was seconded by Byrd.

Donovan withdrew his motion, but Byrd did not withdraw his second.

Councilmembers and the speakers discussed the times suggested, the motion to amend to meet every Tuesday, that the discussion about meeting every Tuesday maybe needs to happen with next year's Council, that it needs to be done with consideration to impacts to staff, and that they should go back to previous recommendations about Council meeting schedules and revisit those.

Donovan's motion failed by the following vote:

Aye: 1 - Byrd

Nay: 5 - Elenbaas, Galloway, Scanlon, Stremler, and Buchanan

Abstain: 1 - Donovan

Galloway moved to amend to have the Special Committee of the Whole meetings from 1 p.m. to 4:30 p.m.

The motion was seconded by Scanlon.

Councilmembers discussed the motion.

The motion to amend motion carried by the following vote: **Aye**: 6 - Galloway, Scanlon, Stremler, Buchanan, Donovan, and Elenbaas Nay: 0

Abstain: 1 - Byrd

Buchanan's motion that the Special Council Only Item be APPROVED BY THE COUNCILMEMBERS AS AMENDED carried by the following vote:

Aye: 6 - Buchanan, Donovan, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

Abstain: 1 - Byrd

Motion approved 6-0, with Byrd abstaining, to amend to have the Special Committee of the Whole meetings from 1 p.m. to 4:30 p.m.

CONFIRMATION OF EXECUTIVE APPOINTMENTS TO ADVISORY GROUPS

1. AB2025-659 Request confirmation of the County Executive's appointment of Andrew Davis to the Whatcom County Bicycle and Pedestrian Advisory Committee (BPAC)

Byrd moved and Buchanan seconded that the Executive Appointment be CONFIRMED. The motion carried by the following vote:

Aye: 7 - Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

ITEMS ADDED BY REVISION

There were no agenda items added by revision.

INTRODUCTION ITEMS

Buchanan moved to introduce items one through three. The motion was seconded by Donovan.

Councilmembers discussed that for **AB2025-575**, they would be introducing the revised substitute.

Cathy Halka, Clerk of the Council, asked that they confirm that for **AB2025-575**, it would be the ordinance as it was revised in committee today.

Councilmembers voted on the Introduction items (see votes on individual items below).

1. AB2025-575 Ordinance amending Whatcom County Code Chapter 3.05, Tort and Damage Claims, to create a risk management committee and clarify the processing of tort claims

Buchanan moved and Donovan seconded that the REVISED SUBSTITUTE Ordinance Requiring a Public Hearing be INTRODUCED FOR PUBLIC

HEARING. The motion carried by the following vote:

Aye: 7 - Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

The Revised Substitute ("Substitute Ordinance revised in committee 9.23.2025") was introduced 7-0

2. AB2025-639 Receipt of final report of the independent study of the countywide fire and Emergency Medical Services (EMS) system from Mission Critical Partners

Buchanan moved and Donovan seconded that the Document(s) be RECEIVED. The motion carried by the following vote:

Aye: 7 - Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

3. AB2025-664 Receipt of Harassment and Complaint Policies and Procedures Evaluation Final Report

Buchanan moved and Donovan seconded that the Document(s) be RECEIVED. The motion carried by the following vote:

Aye: 7 - Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremler

Nay: 0

COMMITTEE REPORTS, OTHER ITEMS, AND COUNCILMEMBER UPDATES

Councilmembers gave committee reports.

Scanlon reported for the Public Works and Health Committee and asked if there was a way to get the Public Works quarterly update on the record (it was emailed to councilmembers as opposed to being scheduled on the agenda).

The following people discussed the question with Councilmembers and concurred that staff could create a "Receipt of Document" file in the agenda management system, to be received by the Councilmembers at the next meeting:

- Aly Pennucci, Executive's Office
- Cathy Halka, Clerk of the Council

Councilmembers continued committee reports.

From Committee of the Whole (AB2025-654)

Donovan moved that Council request the executive to reverse the MDNS designation on these projects (Petrogas West, LLC) that were unpermitted and conduct the full SEPA and EIS.

The motion was seconded by Scanlon.

The following people discussed the motion with the councilmembers:

- Aly Pennucci, Executive's Office
- Christopher Quinn, Prosecuting Attorney's Office

Pennucci stated, in general, the code designates the planning director as the SEPA-designated official and she does not believe the executive has authority to direct that decision-making.

Councilmembers discussed the motion and Pennucci stated she does not think they could respond to that motion.

Christopher Quinn, Prosecuting Attorney's Office, answered whether the executive can direct the planning director on this matter. He stated there is still a process for reviewing the lead agency's (and specifically Personius') decision-making and it sounds like there are going to be a number of appeals by community members, so he encourages Council to allow that to play out. He spoke about scenarios for recourse and stated as far as the request, he would advise Councilmember Donovan that he cannot tell the executive what to do. He can ask the Administration to do something, but they are going to be advised by their attorney as to what authority they have over the SEPA official. There is still a procedure that needs to be followed as far as appeals.

Pennucci answered what the steps are in this process as they are currently running and whether these permits come in front of Council in the process that has been laid out by the SEPA official. She stated she would have to follow up. They discussed coming back in October for follow-up on this topic.

Donovan stated the longer-term issue is the Council needing to have the capacity to look at the code to figure out if they got language wrong as it relates to throughput or capacity and not having a change of use permit requirement, and he spoke about the intent of what the Council was trying to do when it last amended this code.

Councilmembers continued to discuss the motion, whether they should have a future work session on this topic, letting the current process finish, and exploring the question of whether they are looking at a potential failure of policy or not.

Donovan's motion failed by the following vote:

Aye: 1 - Donovan

Nay: 4 - Byrd, Elenbaas, Stremler, and Scanlon

Abstain: 2 - Buchanan and Galloway

Elenbaas moved that Byrd is the only one that gives a councilmember update tonight and the rest of them wait for two weeks.

The motion was seconded by Donovan.

The motion carried by the following vote:

Aye: 5 - Donovan, Elenbaas, Galloway, Stremler, and Buchanan

Nay: 1 - Scanlon Abstain: 1- Byrd

Byrd gave his update.

Motion approved 5-1-1, with Scanlon opposed and Byrd abstaining, that Tyler Byrd is the only one that gives a councilmember update tonight and the rest of them wait for two weeks.

ADJOURN

The meeting adjourned at 8:31 p.m.

The County Council approved these minutes on October 7, 2025.

WHATCOM COUNTY COUNCIL WHATCOM COUNTY, WA

athy Halka, Council Clerk

Raylee Galloway, Council Chair

Meeting Minutes prepared by Kristi Felbinger