

**CITY OF ISSAQUAH
Environmental Board**

6:30 PM
May 10, 2023

MINUTES

Tibbetts Manor, 750 17th Ave.
NW, Issaquah

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:

Jamie Finch, Chair
Don McQuilliams, Vice Chair
Ashwin Manoharan* (Unexcused Absence)
Anne Newcomb
Tom Anderson
Prajakta Ghatpande
Ashwin Kannan*
Nancy Davidson (Excused Absence)

Administration/Staff:

Stacy Vynne McKinstry, Sustainability
Manager
David Reedy, Sustainability Coordinator
Andrea Snyder, Deputy City Administrator
Susie Monsell, Budget Manager

Janet Wall, Alternate
Joy Lewis, Alternate

*Youth members

CALL TO ORDER

JAIMIE FINCH called the meeting to order at 6:31 PM.

APPROVAL OF MINUTES

The Chair introduced the minutes, which were included in the agenda materials. The minutes were approved as presented by unanimous consent.

- a) Minutes of April 12, 2023

PUBLIC COMMENTS

CONNIE MARSH provided public comment on the Capital Improvement Plan (CIP) and discussed the environmental impacts of building new buildings versus retrofitting existing buildings. MARSH highlighted the example of the City Hall project and the potential placement of a new Fire Station. MARSH noted the desire to better understand the application of the environmental criteria for these large infrastructure project.

AGENDA ITEMS

- a) **Board Member Introductions (I)**

Presented by:

Stacy Vynne McKinstry, Sustainability Manager and Board Liaison

VYNNE MCKINSTRY and all board members went through a round of introductions for new board members. VYNNE MCKINSTRY noted that in previous years, the board has had a roster of phone numbers and asked board members to note if they did not want their number included.

- b) **Board Chair and Vice Chair Elections (A)**

Presented by:

Jamie Finch, Board Chair

Board member FINCH introduced the election process. Board member FINCH was reelected Board Chair by unanimous consent after being nominated by board member NEWCOMB with board member MCQUILLIAMS seconding the motion. Board Member MCQUILLIAMS was reelected Vice Chair by unanimous consent after being nominated by board member ANDERSON with board member NEWCOMB seconding the motion.

c) Capital Improvement Plan Criteria Review (D)

Presented by:

Andrea Snyder, Deputy City Administrator

SNYDER presented on the Capital Improvement Plan (CIP), beginning with background on the use of the CIP, the development process, and how this plan connects to and interacts with the budget. SNYDER summarized general themes that were included in this CIP update and discussed the application of the environmental criteria to CIP projects. SNYDER answered a question by board member GHATPANDE regarding the definitions of climate change impacts discussed in the environment criteria of the CIP. In response to board member LEWIS' question, MONSELL noted that project costs are not accounting for staff costs; however, staff costs are considered in criteria to assess CIP projects.

Board members ANDERSON, MCQUILLIAMS, LEWIS, and FINCH provided feedback on the red, yellow, green grading system applied to the CIP projects. The board members felt that providing a grading system was a step forward; however, the process should be improved in future years. Board member ANDERSON noted that the system was difficult for those who are color blind and consideration should be given to new colors or patterns. Board members MCQUILLIAMS and FINCH noted that the red grading was confusing since "no impact" and "negative impact" are not the same and should not be considered as the same grading. Additionally, board member FINCH discussed how the application of the environmental criteria may not be capturing the full emissions impacts (such as embodied construction emissions) associated with each project. Board member LEWIS added that she would like to see additional rationale as to why different projects scored the way they did on the criteria.

Board member FINCH suggested that the environmental criteria be split into separate natural environment and climate criteria as these options are sometimes in conflict. Board member NEWCOMB suggested that when considering space needs, that staff look at the feasibility of renovating existing spaces before building new buildings. Board members GHATPANDE and ANDERSON noted that it would be helpful if there were additional measurements that could be referenced in the CIP. Specifically, board member GHATPANDE explained it could be helpful to provide pollution rates or greenhouse gas emissions while board member ANDERSON discussed the possible application of a decision tool or matrix which could help staff decide which projects end up getting funded. Board Member LEWIS suggested an additional column in the CIP document which notes the planning document that each CIP project is connected to.

d) Sustainable Purchasing Policy (D)

Presented by:

David Reedy, Sustainability Coordinator

REEDY presented on the anticipated Sustainable Purchasing Policy and asked for feedback from the board. Board Member NEWCOMB requested that the SPP address lifecycle costs of products and services as well as to encourage staff to consider upstream and downstream impacts of procurement. Board members FINCH and LEWIS recommended that staff consider economic value statements or means to prioritize criteria and goals when making purchases. Board members FINCH and MCQUILLIAMS noted the importance of working with staff across Issaquah on implementation and setting expectations for what will work for each department. Board member LEWIS also recommended that staff consider end of life disposal of products and an ongoing monitoring system to ensure that guidance is being followed. Board member GHATPANDE expressed that the policy should not require staff to use products that do not fit the needs of those product purchases.

Board member LEWIS recommended that staff present to the Economic Vitality Commission about the SPP.

REPORTS

a) Climate Action Plan Update

VYNNE MCKINSTRY highlighted items included in the ICAP update, including a \$1 million grant received for the Energy Smart Eastside program. VYNNE MCKINSTRY also provided details about the expanded partnership with King County Housing Authority for single family weatherization of households with low-income. Additional updates included the activation of a new electric vehicle charger at the Community Center and a future celebration for expected LEED for Cities certification.

Board Member LEWIS noted that it would be great to consider City Hall Northwest for an EV charging site while the site remains vacant. Additionally, board member LEWIS wants the Environmental Board to address what was included and not included in Title 18 update and to highlight what they believe still needs to be done regarding Title 18.

OTHER BUSINESS / ANNOUNCEMENTS

a.) Environmental Board Recruitment

VYNNE MCKINSTRY provided a recruitment update and discussed a recommendation to expand residency requirements for the Environmental Board to include Issaquah business owners, students in Issaquah School District and those working in Issaquah at nonprofits.

b.) RE+ pledge

VYNNE MCKINSTRY provided RE+ meeting follow-up notes, including that the RE+ pledge was signed by the Mayor and that staff are evaluating additional waste reduction policies and opportunities, beginning with education and outreach.

ADJOURNMENT

The meeting was adjourned at 9:04 PM.

INQUIRIES