

**CITY OF ISSAQUAH  
Environmental Board**

6:00 PM  
March 13, 2024

Tibbetts Manor, 750 17th Ave.  
NW, Issaquah

**MINUTES**

**BOARD AND ADMINISTRATIVE PERSONNEL PRESENT**

*Board members:*

Jamie Finch, Chair  
Don McQuilliams, Vice Chair  
Nancy Davidson  
Anne Newcomb  
Prajakta Ghatpande  
Ashwin Manoharan\* (unexcused absence)  
Tom Anderson  
Alix Lee-Tigner  
Ashwin Kannan\*  
  
Janet Wall, Alternate  
Joy Lewis, Alternate (excused absence)  
Dixie Bair, Alternate

*Administration/Staff:*

Stacy Vynne McKinstry, Sustainability  
Manager  
Nick Horn, Civic Spark Americorps Fellow  
Greg Lucas, Senior Transportation Engineer  
John Mortenson, Transportation Engineering  
Manager  
  
Siena Gould, City Intern and Sustainability  
Ambassadors  
Zoe Dearing, City Intern and Sustainability  
Ambassadors

\*Youth/young adult members.

**CALL TO ORDER**

Board Chair FINCH called the meeting to order at 6:01 PM.

**APPROVAL OF MINUTES**

The Chair introduced the minutes, which were included in the agenda materials

a) Minutes of January 10, 2024

The minutes were approved as presented by unanimous consent.

b) Minutes of January 25, 2024

The minutes were approved as presented by unanimous consent.

c) Minutes of January 31, 2024

Board Member DAVIDSON made a motion to remove the combined environmental element comments from the approval of the January 31, 2024 meeting. Her motion was seconded by Board Member ANDERSON. This motion was passed with unanimous consent.

## **PUBLIC COMMENTS**

There was no public comment.

## **AGENDA ITEMS**

### **a) Student Request for Issaquah School District (ISD) Sustainability Policy Letter of Support (A)**

*Presented by:*

*Siena Gould and Zoe Dearing, Sustainability Ambassadors*

GOULD and DEARING spoke on their efforts to encourage the Issaquah School District to implement a district wide sustainability policy. GOULD asked the Environmental Board to draft a letter to the Issaquah School District to encourage the adoption of a sustainability policy in alignment with the Issaquah Climate Action Plan (ICAP)

Board Member DAVIDSON made a motion for VYNNE MCKINSTRY to draft a letter to the ISD to support the efforts presented by GOULD and DEARING. Board Member MCQUILLIAMS seconded. DAVIDSON asked whether it would be possible to include a school board member on the Environmental Board. GHATPANDE and NEWCOMB expressed support for the motion brought by DAVIDSON. DAVIDSON amended her motion to include a request for a school district member to be involved in the Environmental Board in some way. MCQUILLIAMS seconded this amendment. The amendment was voted on and approved with unanimous consent. VYNNE MCKINSTRY restated the motion to draft a letter on behalf of the Environmental Board for the Issaquah School Board to support the sustainability initiative presented by the Sustainability Ambassadors with an inclusion of a request for participation of a school board member on the Environmental Board. The motion was voted on and passed with unanimous consent.

*Following the meeting, it was determined that it was not the role of an advisory board to provide a letter to the school district. Instead, the Vice Chair wrote City Council to express support for the student initiative and to request regular engagement by the School District on sustainability related topics. The Council wrote a letter to the School District expressing support for the student initiative.*

### **b) Transportation Improvement Program (D)**

*Presented by:*

*John Mortenson, Transportation Engineering Manager*

*Greg Lucas, Senior Transportation Engineer*

LUCAS presented the six-year Transportation Improvement Program (TIP) to the Board including the TIP purpose, Capital Improvement Plan, programs involved, and focus on the environmental criteria of new priority projects. Board members provided feedback on the environmental criteria and recommendations for more alignment with the Issaquah Climate Action Plan. Board members

asked VYNNE MCKINSTRY to prepare a letter summarizing recommendations to TAB for review and approval by DAVIDSON and Vice Chair MCQUILLIAMS.

**c) Board Retreat Follow Up (A)**

*Presented by:*

*Jamie Finch, Board Chair*

*Stacy Vynne McKinstry, Staff Liaison*

FINCH presented a document to respond to input from the Environmental Board Retreat on goals and steps that can be taken to meet those goals. LEWIS suggested that the New Member Process include a mentor support aspect as written in the Youth Member Process. DAVIDSON suggested that the mentor program for new members should be considered ongoing, as needed.

Board members discussed the possibility of changing term length for youth members. LEWIS suggested that with a mentor program in place, youth members may not need as much time to adjust to Board duties and processes. KANAN expressed that the duration of the term is acceptable, but that youth members that add most value are juniors and seniors in high school who are likely to move away to college. KANAN discussed the need for flexibility and the benefit of having a second youth member. VYNNE MCKINSTRY noted that the Park Board youth members are Youth Advisory Board liaisons to the Park Board (as opposed to full members).

VYNNE MCKINSTRY will make modifications to the process document and post on a SharePoint site for Board member access. Board members also supported the development of a resource guide that will summarize previous Board action on various plans, policies and topics brought to the Board for discussion. The resource document will also be made accessible to Board members via SharePoint.

VYNNE MCKINSTRY presented the draft Environmental Board workplan with tentative topics for Board discussion in 2024. The Board provided suggestions for modifications to the workplan for VYNNE MCKINSTRY to incorporate. The Board provided a "thumbs up" approval of the workplan.

**REPORTS**

VYNNE MCKINSTRY provided an update on sustainability related topics that have recently come to Council. VYNNE MCKINSTRY provided an update on climate program and project implementation and reminded the Board of the upcoming Sustainability Fair.

**ADJOURNMENT**

The meeting was adjourned at 8:37 PM.