

**CITY OF ISSAQUAH  
Environmental Board**

6:30 PM  
May 8, 2024

**MINUTES**

Tibbetts Manor, 750 17th Ave.  
NW, Issaquah

**BOARD AND ADMINISTRATIVE PERSONNEL PRESENT**

*Board members:*

Don McQuilliams, Chair  
Alix Lee-Tigner, Vice Chair  
Jamie Finch  
Nancy Davidson  
Prajakta Ghatpande  
Ashwin Kannan\* - unexcused absence  
Tom Anderson  
Mina Jun\*  
Dixie Bair

*Administration/Staff:*

Stacy Vynne McKinstry, Sustainability  
Manager  
David Reedy, Sustainability Coordinator  
Nick Horn, CivicSpark Fellow

Jonathan Smith, Alternate  
Keith Gonzalez, Alternate  
Anne Newcomb, Alternate – excused  
absence

\*Youth/young adult members.

**CALL TO ORDER**

Board Chair JAMIE 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 10, 2024

**PUBLIC COMMENTS**

CONNIE MARSH provided public comment on the structure of the ICAP midpoint check-in presentation, the history of the Environmental Board, and recommended topic areas for future board focus.

**AGENDA ITEMS**

- a) **Welcome and Introductions (I)**  
*Presented by:*  
*Jamie Finch, Environmental Board Chair*  
*Stacy Vynne McKinstry, Staff Liaison*

Board members and staff introduced themselves and highlighted their background and interest in environmental issues.

- b) **Chair and Vice Chair Elections (A)**  
*Presented by:*  
*Stacy Vynne McKinstry, Staff Liaison*

Board Chair FINCH nominated Vice Chair DON MCQUILLIAMS for Chair of the Environmental Board. Vice Chair MCQUILLIAMS was elected Chair by unanimous consent.

Board Chair MCQUILLIAMS nominated Board Member ALIX LEE-TIGNER for Vice Chair of the Environmental Board. Board Member LEE-TIGNER was elected Vice Chair by unanimous consent.

**c) Issaquah Climate Action Plan Mid Point Check In (D)**

*Presented by:*

*Stacy Vynne McKinstry, Sustainability Manager*

*David Reedy, Sustainability Coordinator*

*Nick Horn, Civic Spark Fellow*

Staff provided a preview of the ICAP mid-point check-in presentation that will be given to City Council in July 2024. During the presentation, staff covered progress towards ICAP targets and highlighted projects, programs, and policies completed or underway that were identified as actions in the ICAP. At the conclusion of the presentation, staff asked for feedback on the tone, structure, and slides in the presentation.

Board Members provided overarching and specific comments on the presentation. Board Members GHATPANDE, LEE-TIGNER, and DAVIDSON suggested adding more information on how the budget for sustainability projects is being spent. Board Members felt that data could be better represented in the presentation by including additional numbers on slides, clarifying targets, updating and clarifying charts and graphs, and better connecting metrics presented with ICAP targets.

Board Members FINCH and BAIR requested that the presentation act as more of a “report card” on progress towards targets versus a description of actions taken. Board Members LEE-TIGNER and MCQUILLIAMS recommended including materials and images from the ICAP Dashboard to provide clarity on implementation actions.

Board Members DAVIDSON, MCQUILLIAMS, FINCH, and BAIR expressed that the presentation more clearly reflect areas where the City is not on track to meet ICAP targets and highlight the importance of increased efforts and the consequences of not meeting targets.

Board Chair MCQUILLIAMS asked staff to revise the presentation, incorporating recommendations by the Environmental Board, and bring the presentation back for Environmental Board review prior to presenting to City Council.

## **REPORTS**

VYNNE MCKINSTRY provided updates on topics coming to Council as well as recent grant applications the City has submitted for climate projects.

## **OTHER BUSINESS / ANNOUNCEMENTS**

## **ADJOURNMENT**

The meeting was adjourned at 8:43 PM.

## **INQUIRIES**