

**CITY OF ISSAQUAH  
Environmental Board**

6:30 PM  
July 10, 2024

**MINUTES**

Tibbetts Manor, 750 17th Ave.  
NW, Issaquah

**BOARD AND ADMINISTRATIVE PERSONNEL PRESENT**

*Board members:*

Don McQuilliams, Chair  
Alix Lee-Tigner, Vice Chair  
Nancy Davidson  
Mina (Alexandra) Jun\*, excused absence  
Prajakta Ghatpande  
Dixie Bair  
Tom Anderson  
Jamie Finch  
Kiran Pan\*

*Administration/Staff:*

Stacy Vynne McKinstry, Sustainability  
Manager  
David Reedy, Sustainability Coordinator

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

\*Youth/young adult members.

**CALL TO ORDER**

CHAIR DON MCQUILLIAMS called the meeting to order at 6:33 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 June 6, 2024

**PUBLIC COMMENTS**

CONNIE MARSH from Squak Mountain gave a supportive review of the City Council presentation on the ICAP Mid-Point Report.

**AGENDA ITEMS**

- a) **Proposed Increase to Administrative Fee to Support Sustainability Fund (D)**

*Presented by:*

*Stacy Vynne McKinstry, Sustainability Manager*

STACY VYNNE MCKINSTRY reported on the COM 0018 – Solid Waste Contract Administrative Fee, a proposed increase in the solid waste fee from 6% to 9% to provide revenue to the City Sustainability Fund.

VYNNE MCKINSTRY responded to questions and comments from Board Members SMITH, MCQUILLIAMS, GHATPANDE, ANDERSON, FINCH, and NEWCOMB about: communication methods to the community for the fee increase, water filling stations, prioritization of funding for Sustainability projects, project visibility to community members, reasoning behind the specific solid waste fee source of funding, policy wording clarification, solid waste ecosystem impacts, alternate funding sources, varying political perspectives, and more.

The Board was supportive of an increase in fee as a reasonable course of action.

#### **Process for Providing Park Plan Input**

- b) *Presented by:*  
*Stacy Vynne McKinstry, Sustainability Manager*

VYNNE MCKINSTRY updated the Board on options for providing comments on the Park Plan to staff.

Board Member DAVIDSON commented that the turnaround time for providing comments on the Park Plan is too short. She also noted her preference to provide feedback as a Board rather than as individuals. Board Members FINCH and MCQUILLIAMS agreed that the timeline was unreasonably quick.

Next Steps: VYNNE MCKINSTRY will request an extension in review time. Board members will send feedback on the Park Plan by a to-be-determined date. VYNNE MCKINSTRY will combine all comments into a memo for review by the Chair and Vice Chair prior to submitting to Park staff.

#### **REPORTS**

- a) Youth Report
- b) ICAP Presentation to Council - Report Out
- c) Urban Forest Management Plan Update
- d) City Facility Decarbonization Assessment Update
- e) Student Research on Employee Travel Offset Programs
- f) Environmental Board Workplan

VYNNE MCKINSTRY reported brief updates on each of the above developments on work involving the Sustainability Office.

#### **OTHER BUSINESS / ANNOUNCEMENTS**

Board Member FINCH updated the Board on the City Strategic Plan task force process. Staff will present to Council in late July on their recommendations.

VYNNE MCKINSTRY updated that Energy Smart Eastside received additional funding for heat pump home installations for adult family homes in Issaquah. She gave other updates on Council developments, Strategic Plan, Transit Oriented Development, Solid Waste Administrative Fee, and budget priorities.

#### **ADJOURNMENT**

The meeting was adjourned at 7:44 PM.

#### **INQUIRIES**