

**CITY OF ISSAQUAH  
Environmental Board**

6:30 PM  
February 12, 2025

**MINUTES**

Tibbetts Manor, 750 17th Ave.  
NW, Issaquah

**BOARD AND ADMINISTRATIVE PERSONNEL PRESENT**

*Board members:*

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

*Administration/Staff:*

Stacy Vynne McKinstry, Sustainability  
Manager  
David Reedy, Sustainability Coordinator  
Stephen Padua, Assistant Planning Director  
James Gray, Building Official

*Consultants:*

P.J. Tillman, Cascadia Consulting

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

\*Youth/young adult members.

**CALL TO ORDER**

VICE CHAIR LEE-TIGNER called the meeting to order at 6:35 PM.

**APPROVAL OF MINUTES**

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

- a) Minutes of January 8, 2025

**PUBLIC COMMENTS**

ANN FLETCHER provided public comment regarding a desire to see more emphasis on existing building decarbonization as part of the Sustainable Building and Infrastructure agenda item. FLETCHER noted that People for Climate Action have put together recommended actions for Cities to implement to address existing building decarbonization.

**AGENDA ITEMS**

- a) **Sustainable Building and Infrastructure (I, D)**  
*Presented by:*  
*Stephen Padua, Assistant Planning Director*  
*James Gray, Building Official*  
*David Reedy, Sustainability Coordinator*  
*P.J. Tillman, Cascadia Consulting*

GRAY and PADUA provided an overview of state and local laws and codes which govern sustainable building. GRAY began by highlighting the State Building Code, the 2021 Washington State Energy Code and current state litigation on the 2021 Energy Code. PADUA described how sustainability principles can be found in the Title 16 Building Code and Title 18 Land Use Code. Board Members DAVIDSON, SMITH, GHATPANDE, and ANDERSON asked for clarifications on inclusions in Title 18 and upcoming updates. Board Member FINCH asked if there were any recommended additions to Title 18 to advance Sustainability. PADUA clarified how the Issaquah Title 18 operates differently than some nearby cities. Responding to a question from Board Member ANDERSON, PADUA said staff would review how many new buildings are going through the permitting process that fall above the 10,000 sq ft threshold for LEED Platinum. VYNNE MCKINSTRY noted that staff would be speaking with the Board later in Spring 2025 regarding Title 18 updates.

REEDY and TILLMAN presented on the analysis to update the existing City of Issaquah Sustainable Building and Infrastructure Policy. The presentation covered background, process, findings, and draft recommendations. Staff asked the board for feedback on the draft recommendations.

Board Members ANDERSON and FINCH asked for staff to focus on easy win building retrofit projects to be included that can help the City meet decarbonization goals. Board Members DAVIDSON and Vice Chair LEE-TIGNER requested staff focus on existing processes such as the Capital Improvement Plan and support efforts to prioritize sustainability in Capital Project selection. Board Member GHATPANDE and Vice Chair LEE-TIGNER appreciated a phased approach but encouraged reviewing opportunities to go above and beyond incorporating sustainability into project planning.

**b) 2026 ICAP Update & Committee Formation (D)**

*Presented by:*

*Stacy Vynne McKinstry, Sustainability Manager*

VYNNE MCKINSTRY provided an overview of the ICAP update process and described the anticipated role of the committees in that process. REEDY provided clarification on the metrics committee to answer questions from Board Member GHATPANDE. Board Members volunteered for the three committees and staff noted that they would reach out via e-mail to confirm.

## REPORTS

- a) Environmental Board Workplan

## OTHER BUSINESS / ANNOUNCEMENTS

Board Members expressed commitment to having an Environmental Board table at the 2025 Sustainability Fair.

## ADJOURNMENT

The meeting was adjourned at 8:36 PM.