CITY OF ISSAQUAH
Environmental Board

6:30 PM
August 13, 2025

MINUTES

Tibbetts Manor, 750 17th Ave. NW, Issaquah

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:
Don McQuilliams, Chair
Alix Lee-Tigner, Vice Chair – excused absence
Nancy Davidson
Mina (Alexandra) Jun*
Prajakta Ghatpande – excused absence
Tom Anderson
Keith Gonzales
Kiran Pan*
Tommy DuBeau

Anne Newcomb, Alternate
Jonathan Smith, Alternate
Dixie Bair, Alternate – excused absence

*Youth/young adult members.

Administration/Staff:
Stacy Vynne McKinstry, Sustainability Manager
David Reedy, Sustainability Coordinator

CALL TO ORDER

CHAIR MCQUILLIAMS called the meeting to order at 6:30 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 11, 2025

PUBLIC COMMENTS

AGENDA ITEMS

a) **Clean Buildings Incentive Program (I)**
Presented by:
Stacy Vynne McKinstry, Sustainability Manager
Shelby Adams, MacDonald Miller Facility Solutions

VYNNE MCKINSTRY provided an update on the Clean Buildings Incentive Program implementation following a summary of the program structure and background. ADAMS shared program participation metrics and highlighted organization examples. Following questions from Board Members SMITH, ANDERSON, GONZALES and DUBEAU, ADAMS clarified program terms and gave additional details on efficiency actions. VYNNE MCKINSTRY noted that City Council extended the contract with MacDonald Miller on August 11th. ADAMS and VYNNE MCKINSTRY summarized the compliance timeline and associated fines if buildings do not meet the compliance deadlines.

Board Chair MCQUILLIAMS expressed support for a public facing dashboard for the Clean Buildings Program that highlights data. Board Member NEWCOMB asked about a process for rewarding buildings that have gone through the program with a plaque.

b) **Community Engagement and Role of Environmental Board (D)**
Presented by:
Stacy Vynne McKinstry, Sustainability Manager

VYNNE MCKINSTRY presented on outreach and engagement efforts by the City as it relates to sustainability and climate action. Board Chair MCQUILLIAMS asked about regional jurisdiction coordination. VYNNE MCKINSTRY noted that partner will coordinate messaging on specific projects but not on broad messaging. Board Members recommended the following to increase environmental outreach with the community specifically focused on climate action:

- Develop a calendar of sustainability events that Board Members could volunteer to support.
- Strengthen existing partnerships and develop new partnerships with local organizations and visible community groups.
- Develop visual tools to communicate sustainability programs such as reader boards, displays, and large banners
- Conduct additional outreach focused on youth and schools
- Review materials to ensure they are more understandable and accessible to community members. Break down complex climate language.
- Support rental population engagement with ICAP topics
- Support citywide communication efforts such as a printed newsletter or newspaper
- Incorporate volunteering into Environmental Board participant description
- Identify additional events to have an increased presence such as the Polar Plunge and Run with the Fishes.

Generally, Board Members were appreciative of the outreach efforts by the sustainability team but recommended an increased presence to communicate the value of sustainability and engage a wider array of community members. Board Members supported a citywide effort to improve communication with community members where possible. VYNNE MCKINSTRY noted staff would review recommendations and develop an outreach plan moving forward.

REPORTS

a) Municipal Building Decarbonization

OTHER BUSINESS / ANNOUNCEMENTS

VYNNE MCKINSTRY provided a summary of upcoming Council actions.

a) Updated Board Workplan

ADJOURNMENT

The meeting was adjourned at 8:01 PM.

INQUIRIES