

**CITY OF ISSAQUAH
Environmental Board**

6:30 PM
October 8, 2025

Tibbetts Manor, 750 17th Ave.
NW, Issaquah

MINUTES

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:

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

Administration/Staff:

Stacy Vynne McKinstry, Sustainability
Manager
David Reedy, Sustainability Coordinator

Anne Newcomb
Jonathan Smith
Dixie Bair, Alternate – absent

*Youth/young adult members.

CALL TO ORDER

VICE CHAIR LEE-TIGNER called the meeting to order at 6:32 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 September 10, 2025

PUBLIC COMMENTS

AGENDA ITEMS

- a) **Sustainable Building and Infrastructure Policy (A)**
Presented by:
David Reedy, Sustainability Coordinator

REEDY presented proposed updates to the Sustainable Building and Infrastructure Policy. REEDY highlighted the purpose of the policy, background of policy development, and changes made since the September Environmental Board meeting.

Board Members DAVIDSON and NEWCOMB asked for reorganization and clarification of policy goals and purpose to center the importance of City leadership in sustainable practices for infrastructure and building projects. Board Vice Chair LEE TIGNER and Board Members DAVIDSON and NEWCOMB requested discussion with City Council Mobility and Infrastructure Committee on ways to strengthen the

policy, specifically as it relates to infrastructure projects. Specific questions for the Council Committee included:

- Should the policy specify a certification level required for any project that uses Envision?
- Should the policy require the use of the Envision toolkit for all infrastructure projects if adopted?

REEDY noted that staff would make changes related to reorganization and purpose clarification prior to bringing the policy to the Mobility & Infrastructure Committee. Board Member SMITH asked for clarifications on the use of the LEED requirements for upcoming projects. REEDY noted that the City did expect to have projects in the next 5-10 years that would be required to comply with the building related requirements of the policy. In response to a question from Board Member GHATPANDE on policy timing, VYNNE MCKINSTRY expressed that the policy would need to be reviewed by Council Committee soon to stay on track for policy adoption in 2025.

Board Member DAVIDSON stated that she would not vote to move the policy forward without more work on the infrastructure aspects of the policy. Board Member DAVIDSON proposed a motion to have staff make changes and bring the policy back to the Environmental Board in November. This motion did not receive a second.

Board Member GHATPANDE proposed a motion that the proposed updates to the Sustainable Building and Infrastructure Policy move forward to Council Committee review with the changes discussed at the Environmental Board meeting as well as with questions posed to the Committee members. Additionally the motion requested that staff update the Environmental Board in November on the outcome of the Committee discussion. Board member ANDERSON seconded the motion. The motion passed with 7 votes for and 1 vote opposed.

Next Steps: Staff will present the draft policy to the Committee on October 14 and will share the concerns raised by Board members. Staff will share the results of the Committee meeting with the Board at the November 12th meeting.

b) Climate Action Plan Update - Initial Input on Overarching Items (D)

Presented by:

Stacy Vynne McKinstry, Sustainability Manager

VYNNE MCKINSTRY presented staff progress on recommended updates to the ICAP. VYNNE MCKINSTRY highlighted initial questions for Board Members to consider. The questions board members discussed included:

- What is the preferred length of the plan?
- How should we address redundant actions?
- Should we expand “community” to include wildlife and the natural environment?
- Should we specify the frequency of greenhouse gas emission inventories?

Board Members split into three different breakout groups to discuss the questions and then summarized their points to the full Environmental Board.

All three groups were comfortable with a longer timeframe plan so long as there were opportunities to review and update the plan in the interim if it was deemed necessary. The Board Members all discussed “trigger” conditions that would result in a review or update of the ICAP on an earlier timeframe. Board Members were not comfortable moving forward with a longer timeframe without a process for interim updates.

Board Members expressed support for efficiencies in the ICAP through changing how redundant actions are handled. Board Members noted that staff could look into the use of strong cross references, improved language related to redundant actions in narratives, or appendixes that allow for the redundant actions to be captured without adding to reporting burdens. One of the groups suggested retaining redundant

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actions and having the ICAP be the overarching guide for actions that exist in other plans (e.g. MAP, UFMP), and possibly taking an action-by-action approach on whether to remove from the 2026 ICAP.

Board Members all expressed support for a more expansive definition of “community” to include wildlife and our natural system within the context of climate action. Board Members expressed some concerns about the implications of going too broad right away and the importance of focusing the effort to expand the definition of community on climate actions.

Board Members expressed that they were comfortable with flexibility on the GHG inventory timelines. One group mentioned that it could be a better use of City funds to spread out GHG inventories and align as much as possible with regional partners. Another group supported adding a maximum timeframe to ensure that the GHG inventory occurs at least every 5 years.

Staff noted that they would take this feedback to consider as the ICAP is being updated.

c) **Annual Report and Self-Assessment (D)**

Presented by:

Stacy Vynne McKinstry, Sustainability Manager

VYNNE MCKINSTRY introduced the annual report and self-assessment and asked if any Board Members has revisions. Board Members did not propose revisions.

REPORTS

- a) PFAS Update (Written Memo)

OTHER BUSINESS / ANNOUNCEMENTS

VYNNE MCKINSTRY highlighted existing and upcoming events including the Mayor’s Town Hall on Climate, upcoming Council Committee meetings, and the ongoing Issaquah Tree Giveaway program. VYNNE MCKINSTRY also noted that updates to the Tree Code were adopted by Council but would likely come back to the Environmental Board in 2026 for additional updates.

ADJOURNMENT

The meeting was adjourned at 8:32 PM.

INQUIRIES