

**CITY OF ISSAQUAH
Environmental Board**

6:00 PM
December 16, 2025

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 – excused absence
Mina (Alexandra) Jun*
Prajakta Ghatpande – excused absence
Tom Anderson
Keith Gonzales
Kiran Pan*
Tommy DuBeau – excused absence

Administration/Staff:

Stacy Vynne McKinstry, Sustainability
Manager

Anne Newcomb, Alternate
Jonathan Smith, Alternate

*Youth/young adult members.

SPECIAL MEETING

- a) *The Board held a social gathering from 6pm to 6:30pm.*

CALL TO ORDER

CHAIR MCQUILLIAMS called the meeting to order at 6:32 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 November 12, 2025

AGENDA ITEMS

- a) **2025 Board Report & Self-Analysis (D, A)**

Presented by:

*Stacy Vynne McKinstry, Sustainability Manager/ Board Liaison
Don McQuilliams, Board Chair*

VYNNE MCKINSTRY shared the 2025 Environmental Board Report & Self-Analysis. The Board supported retaining sections at the end of the report related to the Annual Workplan as well as Gaps/Concerns raised by the Board. The Environmental Board voted to approve the Board Report & Self-Analysis. Staff will submit the Report to the Mayor prior to the end of the year and to Council for their January 5, 2026 meeting.

b) Preliminary 2026 Board Workplan (D)*Presented by:**Stacy Vynne McKinstry, Sustainability Manager/Board Liaison*

VYNNE MCKINSTRY highlighted the 2026 Preliminary Board Workplan and asked for comments and feedback. Board Chair MCQUILLIAMS requested that the Environmental Board have a discussion on the classification of streams vs ditches. Board Members PAN, NEWCOMB, and ANDERSON mentioned for further incorporation of more wildlife topics into the workplan such as wildlife and garbage. Board Member GONZALEZ asked for the inclusion of resilience efforts and City reactions to storms. Board Member GONZALEZ also requested information on how federal changes are impacting City policies, code, and decisions.

VYNNE MCKINSTRY asked for any feedback from the Board on additional ways to engage with the community. Board Member SMITH and Board Vice-Chair LEE TIGNER noted that it could be helpful to have business owners consult and share expertise on how policies would impact local businesses. Board Member PAN, SMITH and ANDERSON suggested opportunities for the Environmental Board to engage with youth through established courses.

VYNNE MCKINSTRY will incorporate the input from the Environmental Board and bring back the workplan to the Board for approval.

c) ICAP Update: Overarching Actions and Materials & Consumption (D)*Presented by:**Stacy Vynne McKinstry, Sustainability Manager*

VYNNE MCKINSTRY provided a progress summary of the ICAP Update and presented on specific ICAP focus areas for the board to consider. For the Overarching focus area, staff asked the Environmental Board to consider a proposed renaming of the focus area, a new municipal target, and proposed revisions to actions. For the Materials and Consumption focus area, staff asked for the Environmental Board to consider revisions to the actions.

Board Member GONZALEZ asked for clarification as to why the municipal section would be incorporated into the Overarching Focus area. VYNNE MCKINSTRY noted that including these actions in the Overarching Focus area was proposed as an easy solution as this focus area already hosted most municipal actions. Board Members GONZALEZ, NEWCOMB and Board Chair MCQUILLIAMS asked for staff to consider opportunities to be clear as to which overarching actions relate to municipal operations and which relate to the community. Board Member NEWCOMB suggested expanding the action related to climate legislation to include comments and advocacy to the state Utilities and Transportation Commission. Board Member GONZALEZ encouraged the City to consider ways to reduce transportation emissions from municipal operations from methods other than electrification. Board Chair MCQUILLIAMS asked if staff have calculated the cost to achieve the proposed municipal greenhouse gas emissions target. VYNNE MCKINSTRY highlighted that the target was developed based on the community targets and the desire to have the City lead by example and achieve goals prior to the community target deadline. Board Chair MCQUILLIAMS expressed support for the municipal targets but encouraged staff to consider how to build in resilience for electrification.

VYNNE MCKINSTRY highlighted the suggested revisions to the Materials and Consumption focus area. Board Chair MCQUILLIAMS noted that when the City is renegotiating our solid waste contract would be a good time to request additional action from the waste hauler to support the targets. Board Member Anderson asked if the City can require the collection of hard-to-recycle items at commercial businesses or at partner collection points. VYNNE MCKINSTRY noted that the City can look into options to support this goal. Board Member SMITH asked for the City to consider requiring recyclable or compostable election signs. Board Members asked for more clarifications on the policies highlighted in the Materials and Consumption section. VYNNE MCKINSTRY concluded by noting which sections of the ICAP would be brought to the board at the next meeting.

REPORTS

VYNNE MCKINSTRY summarized the reports for the Environmental Board to consider.

- a) 2025 Issaquah Climate Action Report
- b) Solid Waste Programming Update
- c) Tree Giveaway Report

OTHER BUSINESS / ANNOUNCEMENTS

Board Member SMITH suggested the City incorporate a program supporting tree planting with Children.

Board Vice Chair LEE-TIGNER shared about 6PPDQ sampling work that has been ongoing in Issaquah Creek.

ADJOURNMENT

The meeting was adjourned at 8:15 PM.

INQUIRIES