

Executive Board Meeting

Friday, September 18, 2020; 10:00am - Noon

Telephone Conference Call ONLY

Join Zoom Meeting <https://cityofbellevue.zoom.us/j/92703598083> 1 253 215 8782

US (Tacoma)

Meeting ID: 927 0359 8083

Passcode: 335454

Meeting Minutes

1. **Introductions and Roll Call:** The chairperson, Rick Rudometkin, called the meeting to order at 10:06am
 - a. **Members in attendance:** Nathan McCommon - City of Bellevue (arrived 10:12), John Traeger - City of Issaquah, Nancy Ousley - City of Kenmore, Kirk Triplett - City of Kirkland, Jim Hominiuk - City of Sammamish, Rick Rudometkin - City of Snoqualmie
 - b. **Members absent:** None
 - c. **Non-Voting Members:** Barb Mock - Snohomish County, Warren Chaney - King County
 - d. **Other attendees:** Tyler Running Deer – Executive Director eCityGov Alliance, Amanda O’Connor - eCityGov Alliance PM with City of Bellevue, PJ Rodriguez - ITD Assistant Director; City of Bellevue, M’Lisa Marks - eCityGov Alliance secretary

2. **Approve Agenda:**
 - a. **Motion:** Kirkland made a motion to approve the agenda
 - b. **Second:** City of Issaquah
 - c. **Discussion:** No discussion
 - d. **Approval:** Motion carried unanimously

3. **Approve August Minutes:**
 - a. **Motion:** Kirkland moved to approve the August 2020 minutes
 - b. **Second:** City of Issaquah

- c. **Discussion:** No discussion
- d. **Approval:** Motion carried unanimously

4. **eCityGov Alliance Updates:**

- a. 2021-2022 Budget Final Rate: The Executive Director reviewed the decision from board to revise the final rate to 1.4% MBP subscriber fees.
- b. 2018-2019 State Audit Summary: The State Auditor's Office (SAO) completed the 2018-2019 eCityGov Alliance audit and presented no issues or findings. The eCityGov Alliance Executive Director reviewed the SAO administrative recommendations.
- c. Service Delivery Team Staff Update: The Executive Director reviewed the following changes at the City of Bellevue and discussed impact on the Alliance:
 - i. The City of Bellevue fiscal manager, Evan Phillips, has been temporarily moved to the finance team within COB.
 - ii. The service delivery team manager has changed from Enzhou Wang to PJ Rodriguez
- d. Orthophotography Update: The Executive Director reported that the Orthophotography Update (aka 2020 Arial mapping project) is going very well and expects the project to close at by the end of 2020.
- e. Executive Director Performance Review: The Board was informed that the Executive Director Annual Performance Review is due before the end of 2020. The Chairperson agreed to have an executive session to complete the Executive Director Performance review at the next Board meeting.

5. **GovJobsToday Update:**

- a. The Executive Director continues to work with the City of Bellevue to procure a replacement system for City of Snoqualmie and City of Kenmore. The Director cautioned that there may be a transition delay for Snoqualmie and Kenmore, but all other subscribers will transition off GovJobsToday before the end of 2020.

6. **MBP Business Development Updates:**

- a. Onboarding Jurisdictions
 - i. The Board was updated on the most recent jurisdictions that are in process of being onboarded: Auburn, Federal Way, and

Woodway.

- ii. The Alliance is expecting revenue in 2021 from Auburn and Federal Way.
- b. Potential Subscribers
 - i. The Executive Director provided an update on the discussions with Washington State Department of Transportation, City of Edgewood (Pierce County), and the North Shore Utility District.
 - ii. The Chairperson and the Executive Director will reach out to the City of Redmond regarding their possible use of MBP in the future

7. MBP Work Plan Updates:

- a. MBP eCheck: The service delivery team has completed delivery of the eCheck project, which is getting positive feedback from participating jurisdictions.
- b. MBP Jurisdiction Dashboard 2: The Service Delivery Team is refining & improving the MBP Jurisdiction Dashboard 2.
- c. MBP ePermit Redesign: The Executive Director provided an update on the redesign which includes refreshed front end graphics, improved Q&A logic pathways, validation of addresses and possible real time mapping.

8. MBP Annual Meeting: After discussions with many stakeholders, it has been decided to cancel the MBP Annual Meeting for 2020.

9. Future eCityGov Alliance Executive Board Meetings:

- a. The Executive Director reviewed the Open Public Meeting Act (OPMA) of Washington State exceptions and how that affects the Alliance Executive Board meetings moving forward.
- b. The Board agreed to continue meeting on Fridays from 10am – 12pm, five times per year and add special meetings as needed. When the OPMA exceptions are lifted by the Washington State Governor, the Alliance meetings will be a hybrid of in-person and virtual.
- c. Executive sessions within eCityGov Alliance Executive Board meetings will be publicized with the both the duration and a reason for the session.
- d. The Board thanked Tyler Running Deer, eCityGov Alliance Executive

Director, for his leadership.

10 . Adjourn:

- a. Motion: City of Bellevue moved to approve the adjournment
 - b. Second: City of Issaquah
 - c. Discussion: No Discussion
 - d. Approval: Motion carried unanimously
- The chairperson, Rick Rudometkin, adjourned the meeting at 10:56am.