

**Executive Board Meeting**  
**Friday, February 19, 2021; 10:00am - Noon**

Virtual Meeting ONLY

Join Zoom Meeting

<https://cityofbellevue.zoom.us/j/92545352315>

Phone: 1 253 215 8782 US (Tacoma)

Meeting ID: 925 4535 2315

Passcode: 356481

**AGENDA**

**1. Introductions and Roll Call**

The chairperson, Rick Rudometkin, called the meeting to order at 10:05am

**Member attendees:**

City of Bellevue – Nathan McCommon

City of Issaquah – John Traeger

City of Kenmore – Nancy Ousley

City of Kirkland – Tracey Dunlap

City of Snoqualmie – Rick Rudometkin

City of Sammamish – Jim Hominiuk

**Members absent:**

**Non-voting members:**

Warren Cheney, King County

Mike McCreary, Snohomish County

Barb Mock, Snohomish County

**Other attendees:**

Tyler Running Deer, Executive Director of eCityGov Alliance

M’Lisa Marks, Secretary eCityGov Alliance

Amanda O’Connor, City of Bellevue eCityGov service delivery team

JoAnn Wykpisz, City of Bellevue IT Senior Budget Analyst

John Backman, former eCityGov Alliance Executive Director and founding member

Mike Brennan, City of Bellevue Director of Development Services

PJ Rodriguez, City of Bellevue IT Chief Operating Officer, Interim Service Delivery Team Manager for the Alliance

- a. Farewell Barb Mock and welcome Mike McCreary, Snohomish County

- b. Rick Rudometkin is moving out of state and has resigned as chairperson of the eCityGov Alliance effective at the conclusion of the February 15, 2021 executive board meeting. John Traeger of the City of Issaquah has agreed to take the role of interim chairperson until May 1, 2021.
2. Approve Agenda
  - Motion:** City of Kenmore made a motion to approve the agenda with the addition of item 1B
  - Seconded:** City of Issaquah
  - Discussion:** no discussion
  - Approval:** Motion carried unanimously
3. Approve December Minutes
  - Motion:** City of Issaquah made a motion to approve the December 2020 minutes.
  - Seconded:** City of Sammamish
  - Discussion:** no discussion
  - Approval:** Motion carried unanimously
4. eCityGov Alliance Executive Board
  - a. Officer Schedule
    - a. Change of officers effective in May 1, 2021: (resolution 2019-03)
      - i. Chair: City of Bellevue Nathan McCommon
      - ii. Vice Chair: City of Kenmore: Nancy Ousley
      - iii. Treasurer: City of Kirkland: Tracey Dunlap
  - b. Non-Voting Representatives
    - a. Non-voting representatives to the Executive Board have a 2-year term. As of May 1, 2021, new representatives will be chosen.
    - b. The Management Committee will present the board with the representative for the small subscribers and the large subscribers.
  - c. Strategic Planning Session
    - a. Tyler Running Deer will survey the Executive Board to establish a date and time for a virtual planning session before the end of 2021.
    - b. A third-party facilitator was strongly recommended by board members.
5. eCityGov Alliance Finances
  - a. 2020 Actual Budget – Tyler Running Deer presented a high-level review.

- b. 2021 Service Level Agreement – Tyler Running Deer reviewed the status of the SLA. A final version for board review is scheduled to be completed within the next few weeks.
  - c. CPA Services Contract
    - a. The eCityGov Alliance Executive Board approved a resolution delegating the act of finding a new CPA to Tyler Running Deer.
    - b. After completing an RFP, and receiving three proposals, Tyler Running Deer has chosen Francis & Co LLC
- 6. MBP Business Development Updates
  - a. Onboarding Jurisdictions: Auburn Federal Way and Woodway still onboarding. Auburn was expected to onboard in 2020 but did not.
  - b. Potential Subscribers:
    - 1. Northshore Utility District – Northshore UD serves Kirkland and Kenmore. Both cities have a very good working relationship with the utility district
    - 2. WSDOT will start as a regional service then reevaluate expansion.
- 7. MBP Work Plan Updates – Due to lack of time in the meeting, the update from Amanda O’Connor will be revisited at the next meeting. Tyler Running Deer reported that at a high-level summary, everything on track thanks to Amanda’s project management skills.
  - a. Plumbing Contractor Validation
  - b. MBP Jurisdiction Dashboard 2
  - c. MBP ePermit Redesign
- 8. GovJobsToday Update
  - a. GovJobsToday sunset project is complete. Thank you to Amanda O’Connor for the completion of the data transfer to subscribers.
- 9. Orthophotography Project Closeout:
  - a. The Ortho Project is officially closed out.
  - b. 12 jurisdictions participated and surveyed afterward. The Alliance scored very high on overall satisfaction.
- 10. Executive Session (30 minutes) breakout room via Zoom
  - a. Staff Salary Survey
  - b. Executive Board returned to the meeting at 11:58 reporting no action to be taken.
- 11. Adjourn at 12:00pm

**Motion:** City of Kirkland  
**Seconded:** City of Bellevue  
**Discussion:** no discussion  
**Approval:** Motion carried unanimously