

**Executive Board Meeting Friday, June 18,
2021; 10:00am - Noon**

Virtual Meeting ONLY Join Zoom
Meeting

<https://cityofbellevue.zoom.us/j/93541587469>

Phone: 1 253 215 8782 US (Tacoma)

Meeting ID: 935 4158 7469

Passcode: 342858

AGENDA

1. Introductions and Roll Call (5 min)

The “sitting in” chairperson, Nancy Ousley, called the meeting to order at 10:03

Member attendees:

City of Issaquah – John Traeger

City of Bellevue – Sabra Schneider

City of Kenmore – Nancy Ousley

City of Kirkland – Tracey Dunlap

City of Sammamish – Jim Hominiuk

Members absent:

City of Snoqualmie – Mark Correria

Non-voting members:

City of Woodway - Tom Phillips

Warren Cheney, King County

Other attendees:

Tyler Running Deer, Executive Director of eCityGov Alliance

M’Lisa Marks, Secretary eCityGov Alliance

Michele Miller, City of Bellevue eCityGov service delivery team

Sarah Asher, City of Bellevue eCityGov service delivery team

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

PJ Rodriguez, City of Bellevue IT Chief Operating Officer, eCityGov service delivery manager

2. Approve Agenda – VOTE (1 min)

Motion: City of Kirkland made a motion to approve the agenda

Seconded: City of Sammamish

Discussion: no discussion

Approval: Motion carried unanimously

3. Approve April and May Minutes – VOTE (3 min)

Motion: City of Issaquah John Traeger made a motion to approve the April and May 2021 minutes.

Seconded: City of Sammamish

Discussion: no discussion

Approval: Motion carried unanimously

4. eCityGov Alliance Staff Resources (45 min)

a. Service Delivery Team Presentation by PJ Rodriguez

- Overview
- Alliance services
- Accomplishments
- Challenges Change:
- Challenges Competition
- Opportunities, options & next steps
- Questions
 - Tyler Running Deer answered questions from the board regarding rate impacts, funding strategy, estimated costs, possible additional staff to consider.

5. eCityGov Alliance Executive Board Strategic Workshop (15 min)

a. The Executive Board completed a SWOT analysis with the board and facilitator Marilynne Beard.

- They reviewed 5 options and focused on 4 of those options.
- TRD agreed to work on business cases for the first 4 options and bring back to the board. The Service Delivery Team presentation was the beginning of this analysis.

6. eCityGov Alliance Finances (10 min)
 - a. 2021-2022 Adopted Budget was briefly discussed. There are currently no changes.
 - b. 2022 Subscription Rates
 - The Executive Board will discuss options to change rates at its September meeting.
 - c. 2021 Service Level Agreement (SLA) – VOTE
 - Thank you to PJ for assistance in process; changes were in section 8 and 12 of the process change document; added 5-year automatic extension with 1 year notification for services the board chooses
 - **Motion:** City of Issaquah made a motion to approve the SLA
 - **Seconded:** City of Kirkland
 - **Discussion:** no discussion
 - **Approval:** Motion carried unanimously

7. Business Development Updates (3 min)
 - a. Onboarding Jurisdictions: Auburn is live, Federal Way recently delayed looking at August for go live, Woodway go live by end of year hopefully
 - b. Potential Subscribers – Tyler continues to work with Washington State Department of Transportation (WSDOT), Northshore Utility District and Alderwood Water and Wastewater District.

8. 2021 Work Plan Updates (15 min)
 - a. Second Staging Site - VOTE
 - City of Bellevue is going through a major upgrade with back end system (Amanda). They would like a separate site (staging) to do their testing.
 - Program team and management committee both voted yes for the alliance to build a separate test site for them.
 - Management Committee recommended Bellevue pay full initial cost then full cost be allocated to all MBP jurisdictions equitably in next budget cycle.
 - **Motion:** City of Bellevue to approve the Secondary Staging Site
 - **Seconded:** City of Issaquah
 - **Discussion:** no discussion
 - **Approval:** Motion carried unanimously

- b. Jurisdiction Dashboard 2
 - c. Plumbing Contractor Validation
 - d. ePermit Redesign
 - e. Bellevue has agreed to pay the initial one-time cost. Tyler will present the cost breakdown by jurisdiction at a future Executive Board meeting.
9. MBP Annual Meeting (1 min) delayed until October:
- a. It will be a virtual meeting, for subscribers and members only, real estate speakers are confirmed, committee presentations, and recognition will be presented.
10. Nancy plans to update Kenmore's City Council on Alliance matters, the rest of the board may want to consider that as well.

Executive Session: Personnel Matter (11:40pm = 20 min) RCW 42.30.110(1)(g), to review the performance of a public employee.

11. Adjourn at 12:02 pm
- Motion:** City of Issaquah
 - Seconded:** City of Sammamish
 - Discussion:** no discussion
 - Approval:** Motion carried unanimously