

Executive Board Meeting

Friday, November 19, 2021; 10:00am - Noon

Virtual Meeting ONLY

Join Zoom Meeting

<https://cityofbellevue.zoom.us/j/92575359227>

Meeting ID: 925 7535 9227

Passcode: 590878

Phone: 253 215 8782 US (Tacoma)

AGENDA

1. Introductions and Roll Call

The chairperson, Nathan McCommon, called the meeting to order at 10:03am

Member attendees:

City of Bellevue – Nathan McCommon

City of Issaquah – John Traeger

City of Kenmore – Nancy Ousley

City of Kirkland – Beth Goldberg

City of Sammamish – Jim Hominiuk

Members absent:

Mike McCreary, Snohomish County

City of Snoqualmie – Mark Correia

Non-voting members:

Warren Cheney, King County

Tom Phillips, Town of Woodway

Other attendees:

Tyler Running Deer, Executive Director of eCityGov Alliance

M’Lisa Marks, Secretary eCityGov Alliance

Michele Miller, City of Bellevue Technology Business Analyst

Julie David, City of Bellevue IT Business Operations manager

2. Approve Agenda – VOTE

- a. **Motion** – City of Kenmore made a motion to accept the eCityGov Alliance Executive Board agenda for November 19, 2021.

- b. **Second** – City of Issaquah
 - c. **Discussion** – no discussion
 - d. **Approval** – motion carried unanimously
- 3. Approve September Minutes – VOTE
 - a. **Motion** – City of Issaquah made a motion to approve the September 2021 eCityGov Alliance Executive Board minutes.
 - b. **Second** – City of Kirkland
 - c. **Discussion** – A question was addressed regarding the absence of the budget within the packet.
 - d. **Approval** – motion carried unanimously
- 4. eCityGov Alliance Finances
 - a. 2021-2022 Adopted Budget
 - a. The Executive Director reviewed the budget including the secondary staging site costs, staff vacancies and changes in revenue.
 - b. The City of Issaquah (current interim Alliance treasurer) will meet with the City of Kirkland (Alliance treasurer) to transfer treasurer responsibilities. The Executive Director will meet with Kirkland to review the budget.
 - c. The Executive Director reviewed the annual budget timeline.
 - d. The Executive Director confirmed regular meetings with the Service Delivery Team management to review new proposals.
- 5. 2021 Work Plan Updates
 - a. ePermit Redesign
 - a. The Executive Director provided a description of ePermit including upcoming changes.
 - b. ePermit redesign is currently behind schedule due to the work with WSDOT
 - b. MBP Customizations
 - a. The Executive Director reviewed the current negotiations with WSDOT.

- b. If WSDOT wants to move forward, that may cause further delays in the ePermit redesign work due to the customizations WSDOT is requesting.
 - c. This opportunity to work with a state agency may provide opportunity to work with more state agencies and provide a new revenue stream.
 - d. The Executive Director has met with the committees regarding WSDOT and conveyed his believe that the change in bringing on WSDOT will have little affect on them. The impact will be on the volume of business and logic flow changes.
 - e. It was reported that the Committees have some outstanding questions to be addressed.
6. Business Development Updates
- a. Onboarding Jurisdictions
 - a. Staff gave the Board an update on current onboarding projects, including Federal Way and Woodway.
 - b. Potential Subscribers
 - a. Staff gave the Board an update on various jurisdictions interested in using MBP.
7. 2022 Aerial Mapping Project – VOTE
- a. The Executive Director gave an overview of Aerial Mapping Project from 2020 as well as the upcoming project in 2022.
 - b. **Motion** – The City of Kirkland made a motion to have the Alliance serve as services agreement manager, fiscal agent, contract manager and executive coordinator for the project following City of Bellevue procurement policies.
 - c. **Second** – City of Sammamish
 - d. **Discussion** – no discussion
 - e. **Approval** – motion carried unanimously
8. MBP Annual Meeting
- a. The MBP annual meeting was held virtually in October for subscribers and members only.
 - b. The Executive Director highlighted survey results, which were positive.

9. 2022 eCityGov Alliance Executive Board Meetings – VOTE
 - a. **Motion** – City of Kenmore made a motion to accept the Executive Board meeting dates, times, and venue for 2022.
 - b. **Second** – City of Kirkland
 - c. **Discussion** – There was discussion regarding in-person meetings.
 - d. **Approval** – motion carried unanimously

10. Executive Session: Personnel Discussion (11:00am = 30 min)
 - a. **Motion** - City of Issaquah made a motion to move into executive session for board members only.
 - b. **Second** - City of Kirkland
 - c. **Discussion** – no discussion
 - d. **Approval** – motion carried unanimously
 - e. 11:30 am Executive Board requested an additional 10 minutes.

11. The Executive Board returned from executive session at 11:38am
 - a. No action was taken during the executive session.
 - b. **Motion** – City of Kirkland made the motion for the Executive Board to move back into the broader board meeting.
 - c. **Second** - City of Kenmore
 - d. **Discussion** - no discussion
 - e. **Approval** – motion carried unanimously

12. The Executive Board recommends compensation to the eCityGov Alliance Executive Director in accordance with the policy of Alliance and the City of Bellevue.
 - a. **Motion** – City of Sammamish made a motion to adjust the Executive Director’s salary in accordance with CPIW (5.67%) and, in addition, offer a one-time bonus of 2% of the Executive Director’s salary.
 - b. **Second** – City of Issaquah
 - c. **Discussion** – no discussion
 - d. **Approval** - motion carried unanimously

13. Adjourn 11:42am