



Executive Board Meeting
Friday, April 17, 2020; 10:00am - Noon
Telephone Conference Call ONLY

Parking: NOTE: Meeting will be via telephone conference call ONLY
Call in info: For audio and/or, please use the Skype link in the appointment

AGENDA

1. Introductions and Roll Call
2. Approve Today's Agenda – VOTE
3. Approve February Minutes –VOTE
4. COVID-19 Impacts
 - a. Operations Changes
 - b. Customer Feedback
 - c. Service Interest
 - d. Governor's Letter from Building Officials – POSSIBLE VOTE
5. eCityGov Alliance Website Demonstration
6. Finances
 - a. 2021-2022 Budget Development Schedule
 - b. Fee Methodologies – POSSIBLE VOTE
 - c. GovJobsToday Update
 - d. Product Planning – GovJobsToday – POSSIBLE VOTE
 - e. Financial Policies

7. MBP Work Plan Updates
 - a. MBP Work Prioritization Update
 - b. MBP eCheck Delay

8. Business Development Updates
 - a. Onboarding Jurisdictions (Edmonds and SeaTac)
 - b. Agreements in Process (Federal Way, Auburn, Monroe, WSDOT)
 - c. Fee Calculation – POSSIBLE VOTE
 - d. Competitors and Partners

9. Jurisdiction Technical Assistance Updates
 - a. Sammamish
 - b. Bothell

10. Orthophotography Flight Project Updates
 - a. Flight Success
 - b. Project Schedule
 - c. Project Budget – Supplemental Products

11. Service Delivery Team Staffing Updates
 - a. Business Analyst
 - b. Part-time Developer

12. Adjourn

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Meeting called to order: The chairperson, Rick Rudometkin, called the meeting to order at 10:08am

Member attendees: Nathan McCommon City of Bellevue, John Traeger City of Issaquah, Nancy Ousley City of Kenmore, Tracey Dunlap City of Kirkland, Rick Rudometkin City of Snoqualmie

Members absent: City of Sammamish

Other attendees: Michele Miller City of Bellevue, Enzhou Wang City of Bellevue, Barb Mock Snohomish County, Don Cole City of Mercer Island, Warren Cheney King County, Sarah Asher City of Bellevue, M’Lisa Marks eCityGov Alliance secretary

Motions:

1. Approval of Agenda:

- a. **Motion:** Nathan McCommon made a motion to approve the agenda
- b. **Seconded:** Rick Rudometkin
- c. **Discussion:** Due to time constraints, we will postpone until next meeting items #4 and #5 from the agenda
- d. **Revised motion:** Nathan McCommon made a motion to approve the agenda postponing items #4 and #5 until next meeting
- e. **Approval:** Motion approved by all

2. Approval of February Minutes:

- a. **Motion:** Rick Rudometkin made a motion to approve the February 2020 minutes
- b. **Seconded:** Nathan McCommon
- c. **Discussion:** Tracey Dunlap would like the board to move to action only minutes in the future.
- d. **Approval:** Motion approved by all

3. Letter to the Governor’s office from building officials

- a. **Motion:** Rick Rudometkin made a motion to not support the letter to the Governor’s office.
- b. **Seconded:** John Traeger
- c. **Discussion:** After careful consideration, the Board decided not to support the letter to the Governor’s office. The Board would like to thank the building officials for taking the initiative and working together on this issue. However, the Board was not comfortable signing or supporting a letter that described the

MBP jurisdictions as enforcers of the Governor's order. The Board also wanted to know why the letter to the Governor's office was not coming from WABO, a local government advocacy and lobbying organization that seems designed to communicate issues like this with the State.

d. Approval: Motion approved by all

Actions:

1. Tyler Running Deer will communicate with the building officials that the Board is happy the building officials are working together, but that it was not interested in officially signing or supporting their draft letter to the Governor's Office.
2. The Board would like Tyler Running Deer to add a May meeting to discuss the next budget cycle in light of COVID-19 ramifications. Tyler will poll the board for the best times and date.
3. The Board agreed that the current MBP annual fee methodology using a % of actual revenues for each subscriber be continued into the next biennial budget.
4. The Board agreed that there will be a Service Level Agreement with the City of Bellevue for the next Alliance budget, which will continue to be a biennial budget.
5. The Board requested that Tyler change the COLA plan to track with the City of Bellevue's schedule.
6. Tyler Running Deer will prepare a couple different budget scenarios for the next Executive Board meeting.
7. The Board recommended that eCityGov Alliance continue to use GovJobsToday to allow support through 2021 with no new development. Thus, allowing jurisdictions more time to move to another product. Tyler will revisit the budget with this decision in mind.
8. The Board understood and supports the delayed schedule for the eCheck project, which estimates its new launch date for the middle of August 2020.
9. The Board agreed that the calculation for MBP annual fees would include any jurisdiction's current technology or automation fees, which is currently included in other MBP subscriber revenue calculations, and which is a standard business practice to include "the cost of doing business" when calculating percentage-based fees.

Adjourn:

1. **Motion to adjourn:** Rick Rudometkin made a motion to adjourn the meeting at 12:05pm
2. **Second:** Nathan McCommon

3. **Discussion:** No discussion
4. **Approval:** Motion approved by all