

Agenda

Executive Board Meeting

Monday April 28th 2014 • 9:00-1:00 pm
1E-120, Bellevue City Hall, WA

Consent Items

Approval of March 21st, 2014 Executive Board Meeting Minutes (attached)

Executive Director's Report

1. Open data discussion – Brenda Cooper and Dan Borgen (Consultant) (30 minutes)

Strategic Issues, Planning and/or Action Items

1. **Recruitment for Director Position** - Rich Conrad (30 minutes) **Executive Session**
2. **Post-ILA Items** – Rich Conrad (30 minutes)
 - a. **Motion** to approve the Revised_Resolution to elect Joe Guinasso as Treasurer – Revised Resolution 2014-02
 - b. Resolution on meeting times
Motion to confirm the dates and times of Regular Board meetings – Resolution 2014-08
 - c. **Motion** to approve to remove the term “Ex Officio” from the ILA – Resolution 2014-09
 - d. **Motion** to select Pacifica Law Group to serve as legal counsel for the eCityGov Alliance and authorize the Executive Board Chair to sign an engagement letter for legal services.
 - e. Verbal update on Accounting Firm – Rich Conrad
 - f. Confirm operations Board Members:

Rick Berman	Bellevue	Co-Chair
PJ Rodriguez	Snoqualmie	Co-Chair
Mike Kaser	Mercer Island	
Brenda Cooper	Kirkland	
Autumn Monahan	Issaquah	
Joe Guinasso	Sammamish	
Joe Sherman	Bothell	
NO REP	Kenmore	

3. **SPP Financials** – Rick Berman (30 minutes)
 - a. **Motion** to approve cash payment
4. **MBP Follow up from March 21 meeting** – Neil Watts & Rich Conrad (30 minutes)
 - a. **Motion** to direct the Interim Executive Director and Alliance staff to utilize a financing methodology for MyBuildingPermit.com as generally described as Option #2 in the Draft Business Plan and consistent with the methodology illustrated in the attached spreadsheet entitled "Analysis of Option 2: Five (Year) Averages".
5. 2015-16 Budget (90 minutes)
 1. Introduction to the Budget Information – Brenda Cooper
 2. Review Budget Roadmap - Rick Berman
 3. Early Look at Budget – Rick Berman
 4. MBP Workplan and Investment Proposals – Rick Berman and Neil Watts
 5. Other Investments Overview – Rick Berman
 6. Fiscal Policies – Rick Berman
 7. Performance Measures – Carol Harper

Performance Reporting (written report only)

1. Contracts and Agreements
 - a. Subscriptions
 - i. None
 - b. Recent Contacts
 - i. Kent inquired about MPR membership
 - c. Contracts
 - i. None
 - d. Accounts Receivable
 - i. None

Other Information (written report only)

1. None

Pending Work (written report only)

1. Operations Board Liaison Roles and Responsibilities

Meeting Minutes

Executive Board Meeting

Friday March 21st 2014 • 9:00 -11:00 am
Rose Hill, Kirkland City Hall, WA

Please note the conference call info below if you wish to join by phone:
Access Number – 1-877-848-7030
Access Code – 1185381

Executive Board Attendees: Bob Larson, Snoqualmie; Toni Cramer for Brad Miyake, Bellevue; Bob Harrison, Issaquah; Lyman Howard for Ben Yazici, Sammamish (Called-in); Mike Kaser for Noel Treat, Mercer Island; Bob Stowe and Peter Troedsson, Bothell; Kurt Triplett, Kirkland; Nancy Ousley, Kenmore.

Operations Board Attendees: PJ Rodriguez (Co-Chair), Snoqualmie; Rick Berman (Co-Chair), Bellevue; Brenda Cooper, Kirkland; Adam Urbaniak (Called-in), Woodinville;

Committee Chairs and Other Staff: Angela Ferguson (MPR Chair), Bellevue; Neil Watts (MBP Chair), Renton; Katie Knight (City Attorney), Mercer Island; Mike Brennan (Director of Development Services), Bellevue; Karen Reed, Consultant; Rich Conrad, Consultant; Dan Thomason (Building Official/Code Enforcement Officer)(Called-in), Snoqualmie.

Election of a Temporary Chair

Under the new By-Laws Board needed to choose a new Chair.

Action: Toni moved a motion to elect Bob Larson as the Chair, Kurt seconded the motion and all were in favor.

Consent Items

Approval of December 2nd, 2013 Executive Board Meeting Minutes (attached)

Action: Toni moved the motion to approve the minutes from December 2nd, 2013, Kurt seconded and all were in favor.

Strategic Issues, Planning and/or Action Items

5. MBP Business Plan Draft Presentation and Discussion – Neil Watts

Neil presented the MBP Business Plan Draft to the Board and shared the business plan that the MBP Management committee has been working on which includes:

- Revisiting the MBP mission and vision in light of the progress made and where MBP is headed as a line of business in the future.
- Develop a growth and marketing strategy.
- Revisit the governance and management structure to ensure it is appropriate for the proposed growth of MBP.
- Develop a fiscal strategy that supports the components of this plan
- Ensure that other stakeholders, beyond just the MBP Management Committee, are involved. Some involvement with end customers was specifically requested.

There was discussion of the “marketing strategy” and it was clarified that this meant both marketing to end-users and to local jurisdictions. There is no current interest in marketing to jurisdictions that do not share our customer base.

Kurt mentioned that he really appreciates the work that the MBP Committee has put into the business model and although he is very pleased with the success of the MBP portal and the direction it is going towards, he would like to know what the end goal is and get more clarity what the MBP team is trying to achieve.

6. Recruitment for Director Position

Rich handed out the Draft recruitment schedule and shared his concern that the number of applicants did not result in what he had expected. Only 5 candidates are in the pool so far. The Board decided to give Rich permission to leave the position open for another two weeks in hope to get more applicants if that looks necessary.

Action: A motion was moved by Kurt to allow leaving the Executive Director position Open until filled for next two weeks. Motion was seconded by Nancy and was favored by all.

Kurt Triplett, Bob Larson, Bob Harrison, Lyman Howard and Toni Cramer agreed to be a part of the Executive Board interview panel once the initial screening is completed by Prothman Company. The other two panels will be from the Operations Board and the eGov Staff.

7. ILA Follow-Up – Rich Conrad

a. Update on filing with State of Washington (complete!)

Neelam visited the Secretary of State office in Olympia to register the Articles of Incorporation for eCityGov Alliance.

b. Correct terminology and delete the words “Ex Officio”

A Motion to remove the word “Ex Officio” from ILA’s will be added to the Agenda in the next meeting.

c. Post-ILA Items

In the presence of City Administrators or their representatives, the following Motions were approved:

8. **Motion #1 to Approve By-Laws:** Resolution 2014-01
Action: A motion was moved by Kurt to approve *Resolution Res. 2014-01 adopting the By-Laws*, Bob Harrison seconded and all were in favor.
9. **Motion #2 to Elect Chair, Vice Chair, Treasurer and Secretary:** Resolution 2014-02
Action: A motion was moved by Kurt to approve *Resolution Res. 2014-02 electing Bob Harrison as Chair, Brad Miyake as Vice Chair and Neelam Sharma as Secretary*, Bob Larson seconded and all were in favor.
10. **Motion #3 to Elect eGov Interim Executive Director:** Resolution 2014-03
Action: A motion was moved by Kurt to approve *Resolution Res. 2014-03 electing Brenda Cooper as Interim Executive Director*, Bob Larson seconded and all were in favor.

Recommended Motion #3.1: “Direct the Interim Executive Director and Consultants to apply for and obtain a Federal Tax Identification Number on behalf of the Alliance.”

Action: A motion was moved by Kurt to approve the above recommendation, Nancy seconded and all were in favor.

Recommended Motion #3.2: “Direct the Interim Executive Director and Consultants to undertake a selection process for Legal Counsel Services.”

Action: A motion was moved by Kurt to approve the above recommendation, Bob Howe seconded and all were in favor.

Recommended Motion #3.3: “Direct the Interim Executive Director and Consultants to undertake a selection process for Accountant, Audit and Financial Statement services; such services to be acquired in cooperation with in conjunction with City of Bellevue “fiscal agent services”.

Action: A motion was moved by Kurt to approve the above recommendation, Nancy seconded and all were in favor.

11. **Motion #4 to Adopt a Public Records Policy:** Resolution 2014-04
A minor typographical error was fixed under Procedure #3.6.10 from ‘deferral law’ to federal law.
Action: A motion was moved by Kurt to approve *Resolution Res. 2014-04 approving The Public Records Inspection and Copying Procedures*, Bob Larson seconded and all were in favor.

12. **Motion #5 to Confirm WCIA as the Alliance’s Insurer:** Resolution 2014-05

Action: A motion was moved by Kurt to approve *Resolution Res. 2014-05 confirming The Washington Cities Insurance Authority (WCIA) as eCityGov Alliance's Insurer*, Mike seconded and all were in favor.

13. Motion #6 to Confirm Approval of the Previously Approved 2014 Budget:
Resolution 2014-06

Action: A motion was moved by Kurt to approve *Resolution Res. 2014-06 ratifying the previously approved Budget for 2014*, Mike seconded and all were in favor.

14. Motion #7 to Confirm the 2014 Fiscal Year and Budget Period and Set Future Fiscal Years and Budget Periods: Resolution 2014-07

A minor typographical error was fixed in the title of the Resolution # 2014-07: The Ending date of the budget period is December 31, 2014.

Action: A motion was moved by Kurt to approve *Resolution Res. 2014-07 confirming the eCityGov Alliance 2014 Fiscal year and "Budget Period" as beginning January 1, 2014 and ending December 31, 2014 and subsequent "Budget Periods" comprising of two successive years*, Mike seconded and all were in favor.

15. Discuss and approve search process for permanent legal advisor

The Board unanimously approved the search process to find a permanent legal advisor.

8. SPP Financials – Rick Berman

After a brief review of the challenges with SPP by Rick Berman, action on this item was moved to the next meeting.

Executive Director's Report

2. Report out on Parks Retreat

Angela shared that the MPR retreat was held on January 9. Much of the discussion was about the next phase of MPR and whether to eliminate the portal or keep it. The group decided to keep the Parks and Trails functionality and set an action plan to discontinue the Recreation functionality within MPR. Collaboratively cities will go through an RFP process to get a new Registration and POS system.

3. Report out on NWMAP's Retreat

Brenda reported that the NWMAPS retreat went well and as planned, the NWMAPS group will bring back an investment proposal and workplan.

4. Report on Open Data Project

Brenda is working on an Open Data investment proposal which will be presented at the next Executive Board meeting.

5. Budget Calendar Review

This item was not discussed.

Performance Reporting (written report only)

2. Contracts and Agreements
 - a. Subscriptions
 - i. SPP- Addition of Capitol Hill Housing
 - ii. NW Properties: loss of the City of Mukilteo
 - b. Recent Contacts
 - c. Contracts
 - i. Contract with DB Borgen Consulting for the Open Data analysis consulting.
 - d. Accounts Receivables
 - i. AR for Shoreline Fire (SPP) and Port Townsend (SPP)

Other Information (written report only)

2. Program status reports (attached)

Pending Work (written report only)

2. Operations Board Liaison Roles and Responsibilities
3. Confirm Ops-Board Members
4. Other Post-ILA Approval tasks