

Agenda

Executive Board Meeting

Monday May 19th 2014 • 10:00 – 11:30 pm
1E-112, Bellevue 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

Consent Items

Approval of April 28th, 2014 Executive Board Meeting Minutes (attached)

Approval of Clark Nuber contract as Alliance Financial Services Vendor (forthcoming)

Strategic Issues, Planning and/or Action Items

1. **Recruitment for Director Position** - Bob Harrison (30 minutes) **Executive Session**
2. **2015-16 Budget** (60 minutes)
 - a. Introduction to the Budget Information – Brenda Cooper
 - b. Review portal requests
 1. MyParksandRecreation.com work plan and investments
 2. NWProperties work plan and investments
 3. NWMaps work plan and investments
 4. Mybuildingpermit.com Preferred (new) option for work plan and investments.
 5. GovJobsToday work plan (no investments)
 6. Shared Procurement Portal work plan (no investments)
 - c. Budget next steps discussion - Rick Berman and Brenda Cooper

Meeting Minutes

Executive Board Meeting

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

Executive Board Attendees: Bob Harrison, Issaquah (Chair); Bob Larson, Snoqualmie; Toni Cramer for Brad Miyake, Bellevue; Lyman Howard for Ben Yazici, Sammamish; Mike Kaser for Noel Treat, Mercer Island; Kurt Triplett, Kirkland.

Operations Board Attendees: PJ Rodriguez (Co-Chair), Snoqualmie; Rick Berman (Co-Chair), Bellevue; Brenda Cooper, Kirkland; Joe Sherman, Bothell.

Committee Chairs and Other Staff: Neil Watts (MBP Chair), Renton; Rich Conrad, Consultant; Neelam Sharma, eCityGov; Kim Dowden, eCityGov; Ted Reijonen (Finance Specialist), Bothell; Dan Borgen, Consultant (Open Data)

Call to Order & Consent Items

The meeting was called to order at 9:05am by Bob Harrison, Chair.

***Motion** was moved by Kurt Triplett to approve the minutes from March 21, 2014 meeting, Lyman Howard seconded and all were in favor.*

Executive Director's Report

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

Dan gave an overview of the Open Data Services Assessment handout which was part of the agenda packet and covered the topics such as Open Data Business Environment, Information Needs, Implementation Requirements and Preliminary Cost Estimates. This information was presented for the Board's understanding of this proposal, no action was taken.

***Action:** A Motion was moved by Kurt to receive the report about Open Data from Dan Borgen. It was seconded by Lyman and favored by all.*

Strategic Issues, Planning and/or Action Items

2. **Recruitment for Director Position - Executive Session**

***Action:** A Motion was moved by Kurt to go into the Executive Session to discuss about the final candidates for the Executive Director position; it was seconded by Lyman and favored by all.*

3. **Post-ILA Items**

a. **Motion** to approve the Revised_Resolution 2014-02 to elect Joe Guinasso as Treasurer

***Action:** A Motion was moved by Lyman to approve the Revised_Resolution 2014-02 to add Joe Guinasso as a Treasurer; it was seconded by Bob Larson and favored by all.*

- b. **Motion** to approve Resolution 2014-08 to confirm the Board meetings dates and times for year 2014
Action: A Motion was moved by Kurt to confirm the dates and times of Regular Board meetings – Resolution 2014-08; it was seconded by Lyman and favored by all.
- c. **Motion** to approve to remove the term “Ex Officio” from the ILA – Resolution 2014-09
Action: A Motion was moved by Kurt to approve Resolution 2014-09 to remove the term “Ex Officio” from the ILA; it was seconded by Toni and favored by all.
- 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.
Action: A Motion was moved by Bob Larson to select Pacifica Law Group to serve as the Legal Counsel for eCityGov Alliance; it was seconded by Kurt and favored by all.
- e. Verbal update on Accounting Firm – Rich Conrad
Rich gave an overview of the newly selected law firm Pacifica Law Group to the Board and handed out Exhibit A: Description of Pacifica Law Group and Qualifications.
- 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	

The above Operations Board members were confirmed by the Executive Board.

4. SPP Financials

- a. **Motion** to approve cash payment
Actions: Kurt moved a motion to approve 1. A Cash payment for the SPP funding shortfall with a due date of January 31, 2015. 2. To hold the repayment of MBP Acceleration funds in 2014 and conduct an assessment to determine if these funds could be used to help recover the \$215,000 SPP gap by Jan 31, 2015. Lyman seconded and all were in favor.

5. MBP Follow up from March 21 meeting

- 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".

Action: A motion was moved by Bob to approve the above statement, seconded by Kurt and was favored by all.

6. 2015-16 Budget

Rick presented the following budget items to the Board for discussion only (no action or direction occurred at this meeting):

- d. Introduction to the Budget Information
 - e. Review Budget Roadmap - Rick Berman
 - f. Early Look at Budget – Rick Berman
 - g. MBP Workplan and Investment Proposals – Rick Berman and Neil Watts
 - h. Other Investments Overview – Rick Berman
 - i. Fiscal Policies – Rick Berman
 - j. Performance Measures – Carol Harper
- This item was not discussed.

Rich shared with the Board that his contract with eGov is about to end in May. The plan for his unused contract hours is to apply them to orienting the new Executive Director.

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

Adjournment

A **Motion** was moved by Lyman to adjourn the meeting, seconded by Toni and favored by all at 1:00pm.