Minutes
Executive Board Meeting

Friday, June 21, 2019 ● 9:30am – 11pm
Bellevue City Hall, room 1E-109

Call in only: Audio - 1-877-848-7030 and then Access Code 8765293.

Executive Board Attendees: Tyler Running Deer, eCityGov Executive Director; Rick Rudometkin (phone), Sammamish; Tracey Dunlap, Kirkland; Nathan McCommon, Bellevue; John Traeger, Issaquah; PJ Rodriguez, Snoqualmie; Nancy Ousley, Kenmore

Subscriber Board Attendees: Barb Mock, Snohomish County, Warren Cheney, King County; Mark Rowe, King County; Don Cole, Mercer Island (phone)

Other
Michele Miller, City of Bellevue; M'Lisa Marks, Secretary eCityGov; Evan Phillips, City of Bellevue; Enzhou Wang, City of Bellevue; Amanda O'Connor, City of Bellevue

Call to Order
There was an error in the meeting invite resulting in a late start to the meeting and several attendees joining late.
The meeting was called to order by PJ Rodriguez at 9:31am.

Approval of Agenda
PJ Rodriguez made a motion to approve the agenda, seconded by Tracey Dunlap. Motion passed unanimously.

April Meeting Minutes
Nathan McCommon made a motion to approve the April meeting minutes, seconded by Tracey Dunlap. Motion passed unanimously.

Executive Director Monthly Update May 2019
- SLA Status Report
- Budget Monitoring Report
- Executive Board Planning
- Alliance Committee Activities
- Business Development
- General Activities

Alliance Staff Changes

Amanda O'Connor has joined the City of Bellevue team as a project manager focusing on eCityGov Alliance projects.

Finance Updates

- The final 2018 consolidated financial report has been sent to the State Auditor
- Back in approximately 2013, there was a monetary investment in MBP of approximately $174,000 made by the eCityGov Alliance partners and a 5-year payback plan established. The last payment should have been in 2018 but was not completed until 2019. There will be an amendment to the budget to account for the payback in 2019 instead of 2018.
- Q1 Billing corrections:
  - Woodway was included in the billing scheduled when it should not have been included.
  - Tyler will send an explanation email to the AP department, building officials and executive board team member of affected jurisdictions June 28th.
  - Q2 billing will be sent out the week of July 8th and will include a line item for Q1 correction.
- Tyler and Evan continue to simplify and clarify the monthly budge report.
- Financial Policies – Alliance Policy
  - Per Alliance policy, a mid-biennium review is required, and an update provided to the board no later than June 30.
  - The Executive board shall review, revise and approve the mid-biennium budget no later than August 31.
  - Subscribers are notified of any mid-biennium fee changes by September 15.
  - Tyler recommends no action to change the 2019-2020 adopted budget
  - Woodway will be added by September

2019 Work Plan Update

- The Alliance Executive Board requested clarification on project terminology. Project terminology has been defined in the attached project update packet.
- eCheck Project update
  - Tracey Dunlap, Warren Cheney, and John Traeger thanked the COB team for breaking ground on the eCheck process. They were also very appreciative of the process document that was created by COB and shared with all Alliance partners.
  - Tyler reported that it was a major milestone to reach an agreement with various City of Bellevue departments: development, IT, finance, city attorney, and city manager.
  - In piloting the eCheck, COB has learned that there are 2 required fields for the consumer: residential users must provide driver's license (or state ID#) and check routing number and commercial users must provide tax ID number and a check routing number.

- Amanda O'Connor stated that they anticipate high usage of eCheck by commercial builders rather than residential users.
- Warren suggested that this might appeal to jurisdictions that are hesitant in using a system that processes payment by credit card.
- Michele Miller stated that the 2 forms of ID are required by the 3rd party vendor, Telecheck.
- The COB team will create verbiage that all jurisdictions can use to explain the requirement of 2 forms of ID
- Michele stated that the data from the ID is encrypted and sent to PayPal then destroyed. We will not store the data.
- Barb Mock cautioned that the Alliance Executive Board should have policy discussions regarding absorption of fees associated with eCheck.
- Next Steps:
  - Early proof of process code development
  - Testing
  - Answering Policy questions
  - Finalizing full requirements
  - eCheck is scheduled for development later in 2019

May Workshop Notes
- Tyler highlighted the major themes of the workshop
  - Additional theme brought up by Warren; Invest in MBP to keep it competitive and relevant in the industry
- Tyler noted the priorities set forth in the workshop in order of urgent and important
  - Already addressed: Tyler and Michele will be attending the MBA meetings
  - Barb noted that we should know why jurisdictions choose to leave the Alliance, so we can move forward with developing a retention strategy. She suggested something akin to an exit interview.
  - Amanda suggested more frequent checking in with jurisdictions before they get to a point of wanting to withdraw.
  - The Board suggested that group meetings across jurisdictions to share what each does with their business processes could help strengthen relationships, commitment to MBP and help the Alliance better understand customer needs.
  - Tracey suggested the executive board and the management committee members should meet with new council members to discuss MBP use and benefits. They should also meet with new directors any time there is a change in their jurisdictions.
  - Rick said it was very helpful to meet with Nathan and Tyler separately, to discuss the Alliance and his role within the Alliance.

Workshop Strategic Plan

- Conduct on-site focused business and tech support. This was done at the staff level at Snohomish County and was very well received.
- Sometimes issues are with the backend system, but the perception is that the issue is with MBP. When the eCityGov team is on-site, they can address questions, identify issues and create solutions.
- There is an opportunity to make more connections between the management committee and other committees.
- The board discussed what it means to be "fully implemented" and how some jurisdictions are further along than others.
- The board suggested to add *learning from other jurisdictions to identify the process* to the strategic plan
- MBP Marketing: Barb suggested that the last 3 items under *Develop MBP Marketing Strategic Plan and Materials* should include land use, drainage, environmental areas, etc. in addition to traditional building/structure activities. Tracey agreed and suggested that these be prepared for delegation or "syndication" to others, so that Tyler and Alliance staff can focus on higher priorities.
- Nathan suggested making available pre-recorded informational videos, perhaps even a YouTube channel
- The last item under *Develop MBP Sustainability and Innovation Plan* does not need to focus on Oregon model, but more generally any larger government model – states, multi-county, federal, etc.
- The board suggested that Tyler make one more sort on the priorities: separating strategic and implementation steps.

Resolution 2019-04 Clyde Hill GovJobsToday agreement
- Motion to accept Resolution 2019-04 made by Tracey Dunlap, 2nd by John Traeger
  - Discussion: Tyler verified that Clyde Hill was aware that changes to GJT are planned for the near future.
  - Motion to accept Resolution 2019-04 unanimously passed by the board.

Resolution 2019-05 Retire NWP
- Motion to accept Resolution 2019-05 made by Tracey Dunlap, 2nd by Nathan McCommon. Motion passed unanimously.

Resolution 2019-06 New meeting Location
- Motion to accept Resolution 2019-06 made by Tracey Dunlap, 2nd by Nancy Ousley.
  - Discussion: Tyler reported that the Alliance bylaws state that the board is required to submit the location and dates of the board meetings to the state. Tracey suggested that the board look at the bylaws to change this requirement. She suggested publicizing the meetings on the website instead of requiring submission to the state.

- o Motion to accept Resolution 2019-06 unanimously passed by the board.

Barb Mock and Mark Rowe left the meeting at 11am.

Nathan revisited the discussion on the workshop succession planning. He asked if it would be helpful to have a "sponsoring jurisdiction" as part of the onboarding process. The board agreed this would be helpful to new Alliance members.

MBP Technology Path Proposal and the Draft proposal with ARCH
- The board discussed these two proposals and decided to table the discussion for a future meeting.
- The board enthusiastically supports eCitGov and ARCH building a relationship.

Business Development Update – Michele Miller
- Washington State Department of Transportation
  - o Michele met with their staff (including their IT staff)
  - o COB security staff attended the meeting as well to address WSDOT security concerns.
  - o MBP is the only solution they're considering
- Thurston County
  - o Michele completed a Skype demo that was heavily attended
  - o TC is currently using Amanda but they are considering changing
  - o TC would like to start now even though they may be changed backend systems
- Chelan County
  - o A Change in building officials has slowed progress
  - o They're currently considering other options
  - o Their backend system is lacking customer service
- Federal Way
  - o Currently using Amanda and a POS system that they built
  - o They want a plug and play system like MBP
  - o Michele has a demo on Tuesday, June 25
- Puyallup
  - o Michele recently received an email expressing interest in MBP
- Pierce County
  - o They have their own system they built. Currently they have little interest in MBP.

Resignation
- PJ Rodriguez shared with the board that he is stepping down as Chair person. He has accepted a position with the City of Bellevue.
  - o Bob Larson is considering the Chair Person position.

- o Tracey Dunlap with speak with Bob about the position.

Adjournment

PJ Rodriguez adjourned the meeting at 11:20 am.