

# Minutes

## Special Executive Board Meeting

*Friday, August 30, 2019 • 9:00am – 9:45am Skype meeting*

**Executive Board Attendees:** Tyler Running Deer, eCityGov Executive Director; Rick Rudometkin, Sammamish; Tracey Dunlap, Kirkland; Sabra Schneider, Bellevue; John Traeger, Issaquah; Robert Larson, Snoqualmie; Nancy Ousley, Kenmore

**Subscriber Board Attendees:** Don Cole, Mercer Island

### **Other**

M'Lisa Marks, Secretary eCityGov; JoAnn Wykpisz, City of Bellevue fiscal team

### **Call to Order**

The meeting was called to order by Robert Larson at 9:05am.

### **Approval of Agenda**

Tracey Dunlap made a motion to approve the revised agenda, seconded by Sabra Schneider. Motion passed unanimously.

### **June Meeting Minutes**

June meeting minutes will be reviewed at the September 20<sup>th</sup> meeting.

### **Orthophotography Project**

- Tyler reviewed the briefing paper (attached) that was distributed to the board as part of the special meeting packet.
- The special meeting was called due to the tight timeframe of the orthophotography flight (February/March of 2020).
- Is the Alliance interested in being the administrator for this project? This would include agreement manager, contract manager, and fiscal agent.
- Tyler consulted with project manager Karl Johansn.
  - Karl provided project pre-work pro-bono.
  - Karl has experience with orthophotography and has worked as a contractor with the City of Kirkland and is currently working on completing a project with Kirkland.
  - Based on her experience with Karl as a contractor with the City of Kirkland, Tracey Dunlap is confident that Karl can take on the role of PM for this project successfully.

- Tyler reviewed the roles/bodies of work identified in the briefing paper.
  - Project management (third-party, private consultant)
    - eCityGov Alliance Executive Director Tyler Running Deer will take the role of contract manager to address inevitable challenges and questions from the PM.
    - Tracey Dunlap agreed to be the Board point person.
    - Tyler will present a detailed project manager body of work at the September 20<sup>th</sup> Board meeting.
  - Vendor services (third-party, private vendor)
    - Vendor services include flight plus initial imaging services only, and the agreement for those involved will include a base level of detailed requirements (resolution of imaging, angle of shadows, etc.)
    - The Board will set requirements then interested parties will decide if they want to participate based on those requirements.
    - Past ortho projects did not include analytics. Jurisdictions that wanted the analytics paid extra for that information.
    - Analytics are not included in the initial budget numbers (found on page 2 of the briefing paper). If jurisdictions are interested in analytics, the cost can be built into their billing.
  - Administration (eCityGov Alliance)
    - City of Bellevue will be the fiscal agent for this project.
    - Payment will be made to the flight vendor might be 1/3 before project starts, 1/3 at time of flight, 1/3 at conclusion of project.
- A draft schedule was presented to the Board (found on page 2 of the attached briefing paper)
  - Concern was expressed about the time it will take for the RFP process
  - Tyler has met with both the Alliance attorney and the City of Bellevue's procurement manager regarding the procurement process.
  - The procurement process will initially follow the City of Bellevue's process. However, per the Alliance by Laws, the Bellevue City Manager is replaced by the Alliance Executive Director, and the Bellevue City Council is replaced by the Alliance Executive Board.
  - The flight vendor is on the City of Bellevue's roster
  - The project manager, Karl Johansen, is on the City of Kirkland's roster as a past contractor.
  - Concern was expressed about the impact on the service delivery team.
    - The service delivery team will not be impacted
    - The impact will be on the Executive Director's time
    - There will be minor impact to the fiscal agent team
  - Concern was expressed about the impact on other eCityGov priorities in 2020

- Tyler stated that the strategic future planning would be impacted. Work will still be completed on the strategic future planning, just at a slower pace.
  - Tyler cautioned of scope creep
  - There was discussion regarding intent of ortho flights in the future. Is this a one-time event or ongoing?
    - Bellevue, Kirkland, Snoqualmie and Issaquah expressed an ongoing need; perhaps every 3- 5 years.
    - The Board decided to complete this ortho project then decide regarding ongoing ortho projects.
- A draft budget was presented to the Board (found on page 2 of the attached briefing paper)
  - The draft budget lists the participants currently interested in an eCityGov Alliance orthophotography project.
    - This includes participants that are not currently subscribers of eCityGov Alliance
    - The board recommended a surcharge to those participants that are not Alliance members; 20 – 50% surcharge. However, the Board does not want the surcharge to be excessive enough to deter potential subscribers.
    - Redmond and Shoreline are potential subscribers
  - Budget estimates are based on the King County 2018 ortho project. The King County project has been completed and nothing more is scheduled.
  - PM is not included in this draft budget. Initial estimate for both the PM and eCityGov staff is between \$40,000 and \$60,000
  - Tyler will present a more refined cost estimate to the Board at the September 20<sup>th</sup> meeting.
- The Board discussed the ILA in reference to the ortho project
  - The purpose of the Alliance is to “Create economies of scale among Participants, by coordinating and cooperating in joint purchasing, application development and other projects, from which the Participants benefit.”
  - Tracey stated this will be a test of the ILA to allow benefits of the structure to get things done that are a common interest to all.
- Presentation by Tyler to the Board at the September 20<sup>th</sup> meeting
  - Refinement of budget and schedule
  - Procurement process clarification
  - Non-subscriber pricing
  - Finalized participant list
  - Clarification of project manager role and executive director role
  - Contingency plans for bad weather
  - Refined technical specifications of product deliverables

- Resolution 2019-07 A resolution of the Executive Board of the eCityGov Alliance authorizing the Alliance to serve as contracting, fiscal and administrative agent for an inter-governmental orthophotography survey project.
  - Tracey Dunlap made a motion to approve Resolution 2019-07 with the change of Bob Larson to Robert J. Larson (Board chairperson)
  - Rick Rudometkin seconded the motion
  - Motion passed unanimously

#### **Board Officer Changes**

- Tyler presented 3 options for the eCityGov Alliance Executive board to consider for filling the vacancy left by the prior Board Chair, PJ Rodriguez (see attached Executive Board Chair Option briefing).
- Tyler recommended option 1 to the Board. Option 1 maintains Snoqualmie as chair of the Alliance Executive Board with Robert Larson, City Administrator for the City of Snoqualmie as chairperson.
- The Board agreed to proceed with option 1 to maintain Snoqualmie as the chair of the eCityGov Alliance Executive Board.

#### **MBP Staff changes and challenges**

- Staff turnover (lead developer has left the City of Bellevue, new project manager started recently) has created a change in project timing.
- MBP upgrade was scheduled for October but will not be ready by October
- The team will develop a new timeline and communicate that timeline with MBP committees and the board.
- Tyler received feedback and concern from the program committee and the management committee regarding staff turnover and the impact on the MBP upgrade

#### **Items 5 – 7 of the agenda will be moved to the September 20<sup>th</sup> board meeting**

- Items to be moved to the September 20<sup>th</sup> meeting:
  - MBP project development status
  - Strategic plan document follow-up
  - Miscellaneous updates
    - Federal Way and Monroe interest in MBP
    - NWProperty update
    - GovJobsToday update
    - Bothell, Snohomish County and Sammamish MBP technical assistance
- Sabra Schneider made a motion to move agenda items 5 – 7 to the September 20<sup>th</sup> board meeting
- John Traeger seconded the motion
- Motion passed unanimously

#### **Adjournment**

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Robert Larson adjourned the meeting at 10:01am