

Agenda Executive Board Meeting

*Friday July 25th 2014 • 9:00-12:00 pm
1E-118, Bellevue City Hall, WA*

Consent Items

Approval of June 27th, 2014 Executive Board Meeting Minutes (attached)

Approval of 2015-16 Budget

Strategic Issues, Planning and/or Action Items

1. Priorities and work plan for new Executive Director (60 minutes)
 - a. Review activities and observations over first 30 days
 - b. Discuss priorities and work plan

Meeting Minutes

Executive Board Meeting

Friday June 27th, 2014 • 9:00 – 12:00 pm
1E-118, Bellevue City Hall, WA

Executive Board Attendees: Bob Harrison, Issaquah; Toni Cramer for Brad Miyake, Bellevue; Mike Kaser for Noel Treat, Mercer Island; Kurt Triplett, Kirkland (By Phone); Peter Troedsson for Bob Stowe, Bothell; PJ Rodriguez for Bob Larson, Snoqualmie; Lyman Howard for Ben Yazici, Sammamish.

Operations Board Attendees: Rick Berman (Co-Chair), Bellevue; Brenda Cooper (also interim ED as of this meeting), Kirkland; Joe Sherman, Bothell.

Committee Chairs and Other Staff: Neelam Sharma, eCityGov; Kim Dowden (By Phone), eCityGov.

Tracy Jones, the new Executive Director of eCityGov Alliance also joined the meeting

Call to Order

The meeting was called to order at 10:08am by Chair, Bob Harrison.

Consent Items

Approval of May 19th, 2014 Executive Board Meeting Minutes

Motion was moved by Peter, seconded by Kurt and favored by all.

Executive Director's Report

1. Brief comments on Master Builder's meeting
Brenda gave an update of the meeting she, Kim Dowden and Tom Phillips attended with Master Builders Association. She mentioned that Kim and Tom presented the MBP workplan at the meeting. Kim talked about the new investments in the upcoming two years and a possible increase in the subscription fees due to these functionality upgrades. Master Builders gave a positive response to presentation and appeared supportive of the fee increase although no specific approval was requested. One of the outcome of the meetings was that King County expressed interested in joining MBP as a subscriber.

Strategic Issues, Planning and/or Action Items

2. 2015-16 Budget Goal: provide enough budget direction that the Executive Board is willing to approve the budget on consent at the next meeting
 - a. Introduction to the Budget Information

Brenda asked the Board to provide enough direction to her and Rick about the presented budget so that they could prepare the final budget and bring it back for a final approval at the next Board meeting.

The Board members unanimously decided that they will tentatively approve budget items as they proceed through the presentation.

b. Fiscal Policies

- i. **Motion:** Approve to adopt the Biennial Budget.

Action: Toni moved a motion to adopt the Biennial Budget, Peter seconded and all were in favor.

- ii. **Motion:** Approve the Implementation fees and Practices for MBP.

Action: Toni moved a motion to approve the implementation fees for MBP with a note to fix a typographical error in the Implementation fees paragraph, PJ seconded and all were in favor.

- iii. **Motion:** Approve to develop an Investment Policy for Unrestricted programs.

Action: Toni moved a motion to develop an investment policy for Unrestricted programs by the mid Biennial budget update, Mike seconded and all were in favor.

- iv. **Motion:** Approve the use of Operating Reserves for MBP

Action: Toni moved a motion to approve use of Operating Reserve funds to supplement agreed-upon annual budget allocations by one or more jurisdictions and be repaid over succeeding years, not exceed five years from the year of reserve funds usage. A written proposal will be required for the repayment plan and the Executive Board would need to approve any actual loan. Kurt seconded the motion and all were in favor.

- v. **Motion:** Approve the Policy for the Investment Reserves

Action: Toni made a motion to strike out this part of the policy from the Fiscal Policy documents, Peter seconded and all were in favor.

- vi. **Motion:** Approve the Subscriber Rate Methodologies

Action: Toni made a motion to approve the subscriber rate methodologies, PJ seconded and all were in favor.

c. Review Budget Workbook and recommended budget

The Board went over the Budget Workbook for Executive Board handout and approved the following items:

- i. **Motion:** Approve the MBP “ePlan” payback

Action: Kurt moved a motion to approve the staff recommendation to combine the refund for 2014 and 2015 and distribute it back to the agencies in the first week of January 2015, Peter seconded and all were in favor.

- ii. **Motion:** Approve the Shared Procurement Portal Assessment Payment and Due Date
Action: Toni moved a motion to approve for the Alliance to bill Principle Agencies at the beginning of Q4, 2014 for payment anytime between that time and January 31st, 2015 per the SPP assessment, Kurt seconded and all were in favor.
- iii. **Motion:** Approve one of the two options from the Portal Evaluation for MyBuildingsPermit
Action: Toni moved a motion to approve Alternative 2 Investment Strategy option, Kurt seconded and all were in favor.
- iv. **Motion:** Approve the MyParksandRecreation Recommendation
Action: Toni moved a motion to approve the Operational recommendation but asked to freeze any investments on this portal for a year by just minimally maintaining it, Kurt seconded and all were in favor.
- v. **Motion:** Approve NorthwestProperties' workplan and Investment Recommendation
Action: Kurt moved a motion to approve the workplan and investment recommendation, Toni seconded and all were in favor.
- vi. **Motion:** Approve NorthwestMaps' workplan and Investment Recommendation
Action: Peter moved a motion to approve the workplan and investment recommendation, Toni seconded and all were in favor.

Board took a five minute break and continued back at 10:43am

- vii. **Motion:** Approve GovJobsToday's workplan Recommendation with no New Investment money
Action: Mike moved a motion to approve the workplan recommendation, Kurt seconded and all were in favor.

Shared Procurement Recommendation

There were mixed thoughts about how the Board felt about the SPP portal. Some members shared that their jurisdictions are not using the portal and are having problems maneuvering the site when others are using the portal regularly.

The consensus was to have the Executive Director explore the following options:

- Speak with Web Procure and see if they are willing to work with Alliance to put together a workplan which could address some of the issues this portal is having
- Revive the MRSC partnership discussions to see if there is any alignment with our work

- d. Provide budget direction

- i. Provide direction on MBP choice of options one or two

Motion: Direction on the MBP Base Budget Partner Fee Analysis

Action: Lyman moved a motion to approve the Base Budget Partner Fee Analysis – SMOOTHED option, Nancy seconded and all were in favor.

- ii. Provide direction on any recommended changes to portal budgets as presented. Including proposed marketing funding (new this meeting)
This was approved and a request made to have the new Executive Director bring back a plan for effective use of the funds
- iii. Provide direction in Open Data investment
Board members feel that Open Data is a valuable tool but majority of the members do not want to invest in this vendor at this time.
Motion: Approve the Open Data Investment Recommendation
Action: Toni moved a motion to approve the Open Data investment recommendation, Issaquah seconded; Kirkland, Sammamish, Kenmore, Bothell, Snoqualmie and Mercer Island voted against.
- iv. Other open budget discussion items
None

3. Preparation for new Executive Director

- a. Review Executive Director draft work plan and suggest changes
Brenda handed out the workplan items brainstorm list that was prepared for the new Executive Director's onboarding. Board reviewed and suggested that:
 - The new Executive Director should outreach to Partner cities
 - Bring back 2-3 prioritized items to the next meeting

Motion: A motion was moved by Nancy to approve a 30, 60 and 90 day workplan for the new Executive Director, seconded by Lyman and favored by all.

- b. Other open discussion
None

Performance Reporting (written report only)

1. Contracts and Agreements
 - a. Subscriptions
 - i. Newcastle - GJT

- b. Recent Contacts
 - i. King County re MBP at MasterBuilders
- c. Contracts
 - i. Completed Pacifica Law contract for legal services
 - ii. Completed Clark Nuber contract for financial services
- d. Accounts Receivables
 - i. None

Other Information (written report only)

- 1. Program status reports (attached)

Pending Work (written report only)

- 1. Operations Board Liaison Roles and Responsibilities

Adjournment

Motion was moved by Nancy to adjourn the meeting, seconded by Peter and favored by all at 11:49am.