

Minutes

Executive Board Meeting

Friday, November 15, 2019 • 10am – 12pm
Bellevue City Hall, room 1E-121

Executive Board Attendees: Tyler Running Deer, eCityGov Executive Director; Tracey Dunlap, Kirkland; Nathan McCommon, Bellevue; John Traeger, Issaquah; Nancy Ousley, Kenmore
Note: John Traeger was acting chairperson.

Executive board members not in attendance: Bob Larson, Snoqualmie; Rick Rudometkin, Sammamish

Subscriber Board Attendees: Barbara Mock, Snohomish County; Warren Cheney, King County

Other

M'Lisa Marks, Secretary eCityGov; Michele Miller, MBP/Bellevue; Evan Phillips Bellevue Fiscal Team; JoAnn Wykpisz, Bellevue fiscal team; Amanda O'Connor, Bellevue Project Manager

Call to Order

Beginning at 10:07am, Tyler Running Deer discussed the Director's update and answered questions from the board.

Point of Order Quorum was not reached until 10:12, when Kenmore joined the meeting by phone.

Approval of Agenda

Nathan McCommon made a motion to approve the agenda, seconded by Tracey Dunlap. Motion passed unanimously.

Meeting Minutes

Nathan McCommon made a motion to approve the September 2019 meeting minutes. Tracey Dunlap seconded the motion. Discussion: Change the format of the minutes to be a record of the actions taken, not a transcript of the meeting. Motion passed unanimously.

Executive Director October 2019 update

- The Board would like the Executive Director to continue sending the update via email and to include the update in the board packet.

MBP Work Plan Updates

- 2019 MBP Work Plan Updates were discussed
 - The Board requested a report back on the e-check flat rate fee and percentage fee.
 - Kenmore will report back to the board in February 2020 how their jurisdiction came to the decision regarding fees.
 - A motion was made by Tracey Dunlap to accept the staff recommendation for the development team to work on one fee functionality not defined as a credit card fee but a convenience or service payment fee to be added to e-checks. Each jurisdiction has the authority to opt in or opt out.
 - Motion was seconded by Nathan McCommon
 - Discussion: Use generic language for the fee
 - Motion passed unanimously
- 2020 MBP Work Prioritization
 - The 2020 MBP Workplan prioritization complete by the program team, will be presented to the Executive Board in February 2020.

MBP Organizational Update

- Snohomish County would like to see the MBP Management and Program committee's joint meeting conducted several times a year.
- Management Committee directed the Publications Committee to update the building code revisions by January 2020.
- MBP holiday party has been cancelled.

Business Development Update

- An update on current potential MBP members as well as current onboarding jurisdictions was presented by Tyler Running Deer and Michele Miller.

Budget & Finance Updates

- An end of the year financial report will be presented to the Board in February 2020.
- Financial Policy update will be presented to the board in February 2020.

Resolution 2019-10 A resolution of the executive board of the eCityGov Alliance amending the budget for 2019 and 2020.

- Motion made by Tracey Dunlap to accept the amendment of the eCityGov Alliance budget for 2019 and 2020.
- Motion seconded by Nathan McCommon, motion passed unanimously without discussion.

Resolution 2019-12 A resolution of the executive board of the eCityGov Alliance authorizing an amendment to the service level agreement (SLA) with the City of Bellevue.

- Motion made by Nathan McCommon to accept the amendment to the SLA with the City of Bellevue.
- Motion seconded by Tracey Dunlap.
- Discussion: John Traeger clarified that the amendment is only for \$300,000.00.

- Motion passed unanimously.

Resolution 2019-07 A resolution of the executive board of the eCityGov Alliance authorizing the Alliance to serve as contracting, fiscal and administrative agent of an inter-governmental orthophotography survey project.

- This resolution was approved at the September 20th, 2019 meeting.
- No additional resolutions are required per the Alliance attorney, but Tyler will update the Board in future meetings.
- Tracey Dunlap requested a report back to the Board after the ortho project is complete. Will the Alliance offer a multi-jurisdiction purchase again?

Resolution 2019-11 A resolution of the executive board of the eCityGov Alliance setting and confirming the executive board meeting dates for 2020.

- Motion was made by Tracey Dunlap to accept the Executive Board meeting dates for 2020.
- Motion was seconded by Nathan McCommon. Motion passed unanimously without discussion.

Jurisdiction Technical Assistance

- The Board discussed challenges technical challenges that several jurisdictions are facing.

GJT and NWP

- Tyler presented an update regarding GovJobsToday and NorthwestProperties to the Board.

Executive Session

- The Board went into Executive Session at 11:55am.

Regular Session resumed at 12:15pm

- Nathan McCommon made a motion to provide Tyler Running Deer a one-time bonus of \$2,000.00 to be added to the next payroll, and to apply the City of Bellevue 2020 Cost of Living Adjustment (COLA) to the Executive Director's salary for 2020.
- Tracey Dunlap seconded the motion, motion passed unanimously without discussion.

Adjournment

John Traeger adjourned the meeting at 12:17 pm
