

Minutes Executive Board Meeting

*Friday, April 5, 2019 • 10am – 12pm
Peter Kirk Room, Kirkland City Hall*

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

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

Subscriber Board Attendees: Barb Mock, Snohomish County

Other

Michele Miller, City of Bellevue; M’Lisa Marks, Secretary eCityGov; Evan Phillips, City of Bellevue; Sabra Schneider, City of Bellevue

Call to Order

The meeting was called to order by Aaron Antin at 10:04am.

Tracey Dunlap requested clarification regarding the requirements for a mandatory meeting and missing participants. Tyler confirmed that board can vote on agenda items if there is a quorum.

Consent Calendar

Nathan McCommon made a motion to accept the consent calendar, seconded by PJ Rodriguez. Motion passed unanimously.

February Meeting Minutes

PJ Rodriguez made a motion to accept the February 2019 meeting minutes with the correction of the spelling of his name. The motion was seconded by Nathan McCommon. The motion passed unanimously.

Executive Director Monthly Update March 2019

- Tyler slimmed down the summary to just the highlights and requested feedback from the board
- Tracey and Nathan like the new succinct format
- Tyler thanked Barb Mock for her input. She was instrumental in Tyler’s understanding of the large group perspective.

Final Language for Administrative Policies

- The Executive Board approved Resolution 2019-01 in the February meeting.
- The Board agreed to change, “all participating” to “all principals” under the Goals heading of the administrative policies.

Cyber Security Agreement: Longer-Term Path

- The previous agreement was an attachment to the partner and/or subscriber agreement
- The language in the previous cyber security agreement is no longer relevant.
- The previous cyber security agreement was removed from the Woodway agreement
- The board agreed that a cyber security agreement is necessary, and PJ provided the cybersecurity verbiage they use in Snoqualmie.
- Tyler met with eCityGov Alliance legal counsel, but they do not work on cyber security. They will provide a recommendation for a firm that does cyber security work.
- Tracey suggested the attorney look at the current cyber security agreement to see if it can be amended. It may be too large of a project to start a new cyber security agreement and the jurisdictions’ legal departments may want to review a new agreement.
- PJ suggested that the board, and their legal counsel, look at the cyber security agreements with the partners first.
- John suggested to look for an already existing standard template
- Barb added the subscriber’s perspective; They originally joined with an MOU, not an ILA. She advised against tying the new or updated cyber security agreement to signing a new agreement. This may prove to be too difficult to pass through government entities.
- Tracey suggested approaching the new/updated cyber security agreement with an MOU. Aaron and Nathan both agree that an MOU would be more achievable.
- Tyler will work with the City of Bellevue to discuss the degree of risk regarding architecture.

Resolution 2019-02 MBP and Woodway Agreement

- The Mayor of Woodway has signed the agreement
- The Executive Director has authority to negotiate an agreement without approval from the Board for an agreement under \$5,000.
- Tracey Dunlap made a motion to approve Resolution 2019-02 with the amendment to update to today’s date (April 5, 2019). Nathan seconded the motion. Motion passed unanimously.

Resolution 2019-03 New Board Officer Rotation Schedule

- Tyler presented an updated Board Officer rotation schedule to include Aaron Antin stepping down as Executive Board Chair.
- Treasurer role was added as a separate position from the Vice Chair.

- Nancy Ousley made a motion to approve Resolution 2019-03. John Traeger seconded the motion. Motion passed unanimously.

Budget and Finance Updates

- In December 2018 the State of Washington completed a process and documentation audit (no financials) of the 2016 and 2017 books.
- There were no findings.
- We are moving from an annual to every other year audit cycle.
- The financial team is currently completing a 2018 compilation report for Clark Nuber accounting firm. RCW states that this must be completed by the end of May. This will, most likely, be completed by the end of April.
- Tyler and Evan Phillips (City of Bellevue IT Financial Manager) are continuing the work Marilynne Beard started to simplify the financial reports for eCityGov Alliance.
- 2019 Q1 MBP Billing corrections
 - Addition of Woodway to the spreadsheet affected the other billing rates in the spreadsheet.
 - A correction will go out in Q2: line 1 will be Q2 billing, line 2 will be Q1 correction
- PJ requested that the City of Bellevue IT financial team send an email explaining the circumstances leading to the correction.

2019 Work Plan and eCheck Project Update

- Jurisdiction dashboard project requirements are complete. The project is now in development.
 - The City of Bellevue held a workshop with the City of Seattle to share ideas and learn features.
- The City of Bellevue Development Services team sent the Alliance Executive Board procedural information and policy guidance. Tyler thanked the team and the City of Bellevue for piloting this project.
- PJ and Tracey thanked the team for the helpful documentation.
- Enzhou Wang, from the City of Bellevue dev team, said the coding for this project will be completed by the end of 2019 but may finish earlier than the end of the year. The timing is dependent upon approval from the City of Bellevue to move ahead. It is a matter of balancing availability of resources.
- Once the coding is complete, each jurisdiction will determine their implementation timeline. This is an optional add on for jurisdictions, not mandatory.

Business Development Update and MBP Map

- Tyler thanked Enzhou Wang and his dev team and the City of Bellevue GIS team for the work on the MBP map.
- Active MBP Leads

- City of Medina
- WSDOT – requested a demo of MBP
- Chelan County – they are interested in moving forward quickly. Michele has already presented a demo of the product.
- Covington Water District – Michele and Tyler presented to their board. They should hear back soon with next steps.
- Changes in Mercer Island – the citizens have voted to halt commercial building on Mercer Island which will affect the number of permits that Mercer Island processes.
- Federal Way approached Michele at a recent WABO conference
- Mount Lake Terrace approached Michele at a recent WABO conference
- City of Yakima approached Michele Miller at a recent training.
- Although there have been many contacts expressing interest in MBP, gaining buy-in from the entire jurisdiction is proving difficult. The jurisdiction's permitting department may be interested but their IT may not be interested.
- Growth on the east side of Washington will be slow. Many jurisdictions have poor backend systems and are not ready for MBP.
- Michele will give the Board a list of recent prospects and their contact information. PJ requested this information to use at an upcoming conference.
- Utilities offer a growth area for MBP but also comes with challenges. Barb Mock has close relationships with the Alderwood Water district. She can assist with promoting MBP.
- GovJobsToday leads
 - City of Clyde Hill
 - City of Enumclaw
- Work needed
 - It's time to update the eCityGov Alliance Visioning and Strategic Plan Agreement and create a strategic marketing plan for MBP.
 - What are the plans for GJT?
 - PJ met with Crelate earlier in the year
 - The Board agreed that they need to look at the financial viability of GJT.
 - Enzhou Wang cautioned that GJT is on an aging platform. Beyond 2 years, the Board will have to make a significant investment.
 - Sabra reminded the Board that this discussion came up years ago with the agreement that the Board will give jurisdictions a large advanced notice of sunseting the product.
 - PJ recognizes the value in the name especially with smaller jurisdictions. Someone else will have to take the risk on the back end.
 - The Board agreed to keep GJT through 2020

Adding Non-Traditional Subscribers: Independent Public Utilities

- Covington Water District will sign an agreement with MBP soon
 - Water districts have a different organizational structure; no legislative body, separately elected board, but still governed by public records law
 - MBP fee structure, management and other committee participation is still applicable
 - They are comprised of 6 cities, potentially providing MBP approximately 2 million in revenue per year.
 - They currently do not have a backend permitting system. It'll take months and a large financial commitment to develop a backend system for them. Although there is a way to use MBP without a backend system, Tracey cautioned that the eCityGov agreement states that subscribers and partners must have a backend system.
 - Utilities are quite varied; some are more sophisticated, some less sophisticated.
 - Tracey sees the strategic value but worries about the difficulty of implementation. Tracey also reminded the Board that water districts (Alderwood in particular) are very well funded.
 - PJ and Aaron see this as a great opportunity for expansion and a perfect way to begin the visioning discussion.
 - Barb spoke of the challenge in working with the variety of engineers and their processes as well as working without a backend system.
 - A question was posed to the Board: is MBP a web portal or a permit tracking system? Reminder that eCityGov Alliance is looking to improve the overall service to customers.
 - Nathan reminded the Board that the Alliance was formed as a partnership to provide the best customer service possible.
 - There is also the opportunity to add a utilities committee to the MBP list of committees to foster cooperation
 - The Board agreed that Tyler should continue to explore the relationship. If anyone on the Board has any questions or concerns, please contact him directly.

Staff Changes

- Tyler stated that the Alliance is fortunate to have a good working relationship with the City of Bellevue. The City of Bellevue has recently lost one employee. The position is currently posted The current workplan doesn't include anything new. The SLA defines the work and hours.
- In the past, he has hired interns to assist in the work load. He would like to explore this option with the Alliance.
- He would like to have an intern for up to 12 weeks, 10 – 15 hours per week.
- The intern would work on a marketing strategy plan.
- This requires resources and the Alliance has healthy reserves.

- Tracey stated that we are on the cusp of the intern season. Tyler will have to act quickly, or he will miss the opportunity.
- Nathan, Barb, Tracey and John are supportive of hiring an intern.
- Barb would like to see the intern hired before the visioning workshop, so they can be in on the ground floor.
- Tyler will create a resolution to hire an intern and call a special meeting to vote on the resolution.

Visioning Workshop

- The Board decided a full day workshop with an outside facilitator would be best.
- Tracey will ask if Marilynne Beard is available to facilitate. Marilynne would be the perfect facilitator because she is familiar with eCityGov Alliance but is not on the Board.
- The Board decided on May 17th for the all-day Visioning Workshop. Location TBD

B&O Tax System of Record Opportunity

- By July 2020, all Washington cities must choose to use either State B&O tax system or FileLocal.
- The City of Bellevue developed PRAXIS as a backend system for it's B&O related functions within the city and the data from PRAXIS is then sent to FileLocal. Enzhou stated that PRAXIS is the backend system. FileLocal is the portal.
- Cities in Washington historically have a lack of trust with the State.
- Tracey said that the State addressed many of Kirkland's concerns and questions. She suggested that the jurisdictions talk with the State before making any decisions. It was much easier for Kirkland than they anticipated.
- PRAXIS is a good product but there is currently no support. The Board would like something like the MBP model. This would be very appealing to smaller jurisdictions.
- Sabra stated that PRAXIS is the intellectual property of the City of Bellevue. She questioned whether this is an area of work that the Alliance would like to take it on.
- Some smaller jurisdictions do not have B&O Taxes but would support the alliance decision. Larger jurisdictions have more complex B&O taxes thus need a more complex system to capture that data.

Ortho Aerial Imagery

- Brenda Cooper, Kirkland IT, requested that the Alliance be the administrator for ortho flights for a fee.
- Flights will be in February 2020
- If the Alliance plans on moving forward with this, please contact Brenda. Kirkland's IT/GIS team has a process in place the might be helpful.
- City of Bellevue uses NearMap which is regularly updated.
- John Traeger mentioned that drones may replace planes in the near future for georeferenced ortho imagery.

Action Items

- February 2019 meeting minutes will be amended with the correct spelling of PJ Rodriguez name.
- PJ requested that the City of Bellevue IT financial team send an email explaining the circumstances leading to the correction of the MBP Q1 billing.
- Michele will give the Board a list of recent prospects and their contact information
- Tyler will meet with a firm, recommended by the Alliance legal counsel, that does cyber security work.
- Tyler will work with the City of Bellevue to discuss the degree of risk regarding architecture.
- Resolution 2019-02 will be amended to update the date to April 5, 2019.
- At the request of the Alliance Executive Board, Tyler will create a resolution to hire an intern and call a special meeting to vote on the resolution.

Adjournment

Aaron Antin adjourned the meeting at 12:15 pm.

