eCityGov Alliance Executive Board Meeting
Friday, September 19th, 2025; 10:00am-noon
Hybrid Meeting – Both In-Person and Virtual

In-Person Location
Bellevue City Hall, **Room 1E-112**
450 110th Avenue NE
Bellevue, WA 98004
(425) 452-6800

Virtual Information
Microsoft Teams
Meeting ID: **295 977 633 880**
Passcode: BJ9aC7Bf
Dial in by phone
+1 206-452-7011,,892878901# United States, Seattle
Phone conference ID: 892 878 901#

MINUTES

1. Welcome and Roll Call (5 min)
The chairperson, Autumn Monahan, called the meeting to order at 10:08am.

Member attendees:
City of Issaquah – Autumn Monahan
City of Snoqualmie – Fletcher Lacroix
City of Kirkland – Julie Underwood
City of Kenmore – Samantha Loyuk
City of Bellevue – Joseph Todd

Members absent:
City of Sammamish – Jim Hominiuk

Non-voting members:
Jason Krum, City of Auburn
Leon Richardson, King County

Non-voting members absent:

Other attendees:
Tyler Running Deer, Executive Director of eCityGov Alliance
Oksana Hanson, eCityGov Alliance Secretary
Don Khuong, City of Bellevue IT Product Manager
Julie David, City of Bellevue IT Business Operations Manager
Michele Miller, City of Bellevue Technology Business Analyst
Adam
Tim Goldin, Clark County

2. Approve Agenda – VOTE (2 min)
   Motion – City of Kirkland made a motion to accept the eCityGov Alliance Executive Board agenda for September 19, 2025.
   Second – City of Kenmore
   Discussion – no discussion
   Approval – motion carried unanimously

3. Approve Prior Meeting Minutes – VOTE (2 min)
   Motion – City of Kenmore made a motion to approve the August 1, 2025 eCityGov Alliance Executive Board minutes.
   Second – City of Kirkland
   Discussion – no discussion
   Approval – motion carried unanimously

4. eCityGov Board Meeting Procedures – VOTE (10 min)
   The Executive Director Presented to the Board

   Motion – City of Kirkland made a motion for the Board to adopt a 10-minute public comment period as standard that can adjusted at the discretion of the Board.
   Second – City of Kenmore
   Discussion – no discussion
   Approval – motion carried unanimously

5. Public Comment Period (10 min)
   No members of the public requested to speak during public comment period

6. MBP Service Agreement: Sammamish – VOTE (5 min)
   The Executive Director presented to the Board

   Motion – City of Kirkland made a motion to approve Resolution 2025-10, to accept the MBP Services Agreement between eCityGov Alliance and the City of Sammamish.
   Second – City of Kenmore
   Discussion – discussion held
   Approval – motion carried unanimously

7. Certified Public Accountant – VOTE (5 min)
   The Executive Director presented to the Board

   Motion – City of Kirkland made a motion to approve Resolution 2025-09, to renew a five-year contract with Certified Public Accountants, Francis & Company.
   Second – City of Kenmore
   Discussion – no discussion
   Approval – motion carried unanimously

8. ILA Subcommittee (15 min)
The Executive Director Presented to the Board

  a. New Member Factors
  - The Board requested that the Executive Director amend phrasing of ILA draft to allow the Board to assess new members on a case by case basis.
  - The Board requested that the Executive Director provide the ILA Subcommittee's data slides related to jurisdictional population versus permit volume.
  b. Board Ownership
  c. ILA Timeline

9. 2026 Board Meeting Schedule – VOTE (5 min)
The Executive Director presented to the Board

Motion – City of Kirkland made a motion to approve Resolution 2025-08, to accept the 2026 Board Meeting Schedule.
Second – City of Kenmore
Discussion – discussion held
  - The Board advised that key Board Meeting dates in 2026 should be identified as benefitting from in-person Board attendance.

Approval – motion carried unanimously

10. MBP Frontend Rebuild Project (30 min)
The Executive Director presented to the Board
  a. RFP Status
  - The Board requested that the Executive Director provide a list of subcommittee members and their charter document.
  - The Board advised the Executive Director to hold on hiring a new staff member until further discussion at the October board meeting.
  b. AI Technology
  c. MBP Product Ownership
  d. Timeline

11. MBP AI Pilot Project (20 min)
The Executive Director presented to the Board

12. MBP Backend Project (2 min)
The Executive Director presented to the Board

13. MBP Annual Meeting (2 min)
The Executive Director presented to the Board

14. Staff Evaluation Process (2 min)
The Chairperson presented to the Board

- The Chairperson requested that the Board review the criteria template for staff evaluation in preparation for an Executive Session at the October board meeting.

15. Adjourn 11:57pm – Next Board meeting October 24, 2025.