Minutes

Executive Board Meeting

*Friday, February 21, 2020* ⚫ *10am – 12pm*

*Bellevue City Hall, room 1E-118*

**Executive Board Attendees:** Tyler Running Deer, eCityGov Executive Director;Rick Rudometkin Snoqualmie; Tracey Dunlap, Kirkland; Nathan McCommon, Bellevue; John Traeger, Issaquah; Nancy Ousley, Kenmore

**Executive board members not in attendance:** Sammamish

**Subscriber Board Attendees**: Barbara Mock, Snohomish County; Warren Cheney, King County, Don Cole, Mercer Island

**Other**

M’Lisa Marks, Secretary eCityGov; Michele Miller, MBP/Bellevue; Evan Phillips Bellevue Fiscal Team; JoAnn Wykpisz, Bellevue fiscal team; Enzhou Wang City of Bellevue IT Manager Development and Design

**Call to Order**

Beginning at 10:00am, Tyler Running Deer discussed the Director’s update and answered questions from the board.

**Point of Order** Quorum was reached at 10:08, when Issaquah joined the meeting. At 10:49am Kenmore joined the meeting by phone.

**Approval of Agenda**

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

**Meeting Minutes**

Nathan McCommon made a motion to approve the November and December 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**

* Tyler discussed the executive board status. eCityGov Alliance by-laws state the vice chair can serve as treasurer if the treasurer is not available. The eCityGov Alliance Executive Board agreed to the following changes to the board positions through April 2021:
	+ Snoqualmie will assume the chairperson responsibilities
	+ Vice Chair, Issaquah, will also assume the treasurer responsibilities

**Service Delivery Team Staffing Updates**

* Business analyst position: We will have a new staff member start work March 2nd
* Developer: An offer has been made for a part time developer: possible start in March

**MBP Work Plan Updates**

* Jurisdiction Dashboard was released 1 month earlier than expected
	+ Snohomish County highlighted the huge process improvement this provided to them
* 2020 MBP Work Prioritization Update
	+ Criteria for prioritization was identified through the survey
		1. Jurisdiction Dashboard
		2. Re-architecture & enhancement of ePermit
		3. Mapping – ePermit
		4. Mapping – status site
	+ There was discussion clarifying the prioritization, expectation and reality as well as the two mapping items keeping in mind that we may need to use an ESRI portal in the future.
* Nathan McCommon made a motion to approve the 2020 MBP workplan prioritization with the addition of reviewing the mapping scope and adding a time frame from the eCityGov Alliance program SLA status report 2020 project overview. Tracey Dunlap seconded the motion. Motion passed unanimously.

**MBP Organizational Updates**

* Structural Committee is taking on additional work
* Management Committee’s new chairperson is Leif Bjorback of Edmonds
* All committees are reviewing and updating their charters

**Business Development Updates**

* Onboarding jurisdictions
	+ SeaTac has backend vendor issues: They have TRAKiT but don’t want to upgrade to the most current version
	+ Edmonds is close to completion. They also use TRAKiT
	+ 19/20 revenue assumed revenue from these jurisdictions however, the Alliance will not charge jurisdictions until they are using the product.
	+ The board requested Tyler create procedural guidance regarding when new jurisdictions pay annual fees.
* Agreements in Process
	+ Federal Way has had council action and is moving forward
	+ Auburn
		- Michele Miller has completed several visits
		- TRAKiT does not work as promised.
		- Michele Miller will re-engage with Auburn
	+ Monroe has declined MBP.
		- There was discussion that Monroe and Woodway may proceed non-integrated
	+ City of Seattle – there is potential in the future through their public health department
	+ WSDOT
		- Tyler presented a recap of the WSDOT meetings. They are anxious to move forward and see MBP as an off the shelf product.
		- The management committee submitted written concerns to the executive board.
		- Barb Mock gave an extensive background of Snohomish County’s onboarding process with MBP.
		- There was discussion regarding data capacity, Alliance mission and procedure for onboarding and billing.
		- There was consensus from the eCityGov Alliance Executive Board members to have Tyler move forward with WSDOT and report back to the board at the next meeting.
	+ Backend Vendor Challenges
		- TRAKiT is moving to the cloud
		- There are several smaller backend systems (Bias, Springbrook)

**Finance Status and Actions**

* The Alliance completed 2019 in good standing
* Revenue from SeaTac was budgeted but we are not collecting from SeaTac until the onboarding is complete and they are using the product.
* Upgrade of website was not in the budget which caused an overbudget by approximately $9,000
* Budget Authorization Matrix
	+ John Traeger moved to approve the fiscal agent to be the delegate for approval of expenses in the absence of the Alliance Executive Director, with approval from the eCityGov Alliance Executive Board. Motion seconded by Tracey Dunlap. Motion approved unanimously.
	+ Certified Public Accountant
		- Tyler recommends the Alliance send out a request for proposal. Tyler will bring this vote back to the board for 2021.

**WCIA Delegate and Alternate**

* Delegate responsibilities are in the meeting packet.
* Tracey Dunlap moved to designate the eCityGov Alliance Executive Board chairperson to be the WCIA delegate and Tyler Running Deer the alternate. Nathan McCommon seconded the motion. Motion approved unanimously.

**Data Policy** – tabled until next meeting

**Orthophotography Flight Project Status and Decisions**

* The Alliance has received signed jurisdictional agreements from all participants.
* Shoreline submitted a separate agreement which has been signed by all parties.
* After a review by the Alliance law team, the Alliance Executive Director signed the agreement with Shoreline.
* Tracey Dunlap made a motion to ratify the orthophotography flight agreement with Shoreline. Nathan McCommon seconded the motion. Motion passed unanimously.

**Jurisdiction Technical Assistance Updates** – tabled until next meeting

**NWProperty.net closure** – closed January 31, 2020

**GovJobsToday.com Update**

* Tyler reviewed the possibility of working with Crelate.
* Tyler will meet with Kenmore and/or Snoqualmie to demo a passthrough option with GJT.

**eCityGov Alliance Website Update** – tabled until next meeting

**Adjournment**

Tracey Dunlap made a motion to adjourn the meeting. John Traeger seconded the motion. Motion passed unanimously.