

# Agenda Executive Board Meeting

*Friday, October 7 • 10:00am-12:00pm*

*Bellevue City Hall, Room 1E-109*

*Audio - Please call 1-877-848-7030 and then NEW Access Code 8765293.*

## **Consent Items**

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Approval of June 23, 2016 Executive Board Meeting Minutes (attached)

## **Strategic Issues, Planning and/or Action Items**

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1. Welcome to New MBP Program Manager – Nermina Avdic
  
2. eCityGov Business - Tracy J
  - a. Subscriber terminations for 2017 and impacts
  - b. Roadmap and update on 2016 projects
  
3. Restructure Committee Update – Tracey D
  
4. ED Restructure Recommendations – Tracy J
  
5. Executive Board Discussion
  
6. Elect Treasurer

# Minutes

## Executive Board Meeting

*Thursday, June 23rd • 3:30-4:00pm*

*Bellevue City Hall, Room 1E-120*

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

### **Strategic Issues, Planning and/or Action Items**

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**Executive Board Attendees:** Tracey Dunlap (Chair), Kirkland; Toni Cramer, Bellevue; Bob Harrison, Issaquah; Chris Gianini for Lyman Howard, Sammamish; Nancy Ousley, Kenmore (Attended by phone)

**Operations Board Attendees:** Sabra Schneider, Bellevue

**Other:** Tracy Jones, eCityGov Executive Director; Victoria Michailova, eCityGov Administrative Assistant

### **Call to Order**

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The meeting was called to order at 3:37pm.

### **Consent Items**

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Motion to approve minutes of the May meeting and approved by all.

### **Strategic Issues, Planning and/or Action Items**

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#### 1. Review and Approve the Revised 2017/2018 eCityGov Budget

Tracy presented an overview of the revised 2017-2018 Budget Workbook. Since Mercer Island is withdrawing in 2017, its shares of the ePermit Payback will be re-apportioned to remaining partners.

Page seven (7) of the workbook includes a fee comparison between the current and historic fee methodology. For 2017 and 2018 the budget recommendation is 2.2% on the 5-year average revenue. This initially sounds much higher than previous years (1.3% of current year fees). However, when the actual dollars for 2017 and 2018 payments are compared to 2015 jurisdiction permit revenue, the impact to members is, in most cases, closer to the historic 1.3% of current revenue.

The budget is broken out by Program. MBP is the main program and is funded for two (2) software developers, one (1) Project Manager and one and a half (1.5) business analyst. Both NWP and GJT include 150 hours of maintenance only.

Since there were no comments or questions on the budget, Tracy will allow two (2) weeks for any changes before the Alliance budget is posted online.

Motion for approval of the budget was made by Toni, Bob seconded and it was approved by all.

## 2. Review Restructure Committee Options and Discuss Next Steps

Tracey Dunlap updated the Board on the progress of the subcommittee working on the options for restructuring the Alliance. The team met twice and the two options considered are: 1) Keep the current status 2) Spin off GJT and NWP by partnering with MRSC. MRSC may be interested in partnering and a meeting is being scheduled to discuss.

MBP will keep its current structure but will be more streamlined and flexible. With the changes in place the executive board might meet less frequently. The recommended timeline to vote on changes is by the end of this year. It is expected that a Project Manager or director of MBP would be in place by the beginning of 2018. Next steps include: meet with MRSC and get feedback from Pacifica (Karen Reed) on legal items. The next Executive Board meeting will be in September.

Bob suggested that an incentive plan is needed to make sure the ED sees through the restructure of the Alliance until the very end. This issue is to be discussed further.

## 3. Other Items

Tracy noted that the conversation with King County is going well, MBP will further plan the project and will provide demo to staff.

Tracey thanked Toni for her service and noted that she will be missed after retiring.

## **Adjournment**

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A motion was made at 4:05pm to adjourn and all approved.