

Agenda Executive Board Meeting

Friday, September 15th • 10:00-12:00pm

Kirkland City Hall, Council Chambers

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

Consent Items

Approval of June 30th, 2017 Executive Board Meeting Minutes (attached)

Strategic Issues, Planning and/or Action Items

1. eCityGov Alliance Project Update (5 minutes)

2. Amended Legal and Financial Documents (30 minutes)
 - Board Action: Discuss and Finalize Interlocal Agreement
 - Board Action: Discuss and Finalize Bylaws Agreement
 - Board Action: Discuss and Finalize Financial Policies
 - Resolutions: Discuss and Finalize Resolutions with Legal Documents

3. GJT and NWP Options (40 minutes)
 - Board Action: Discuss and feedback from Board. If additional questions, then final decision can be postponed until Dec 15th Board meeting

4. Strategic Communications Plan – High Level Overview of Draft Plan (35 minutes)
 - Board Action: Board Feedback for plan update

5. Annual Forum – Draft Agenda (10 minutes)
 - Request for help reaching out to Potential Members

Minutes Executive Board Meeting

*Friday, June 30th • 10:00am - 12:00pm
1E-109, Bellevue City Hall*

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

Strategic Issues, Planning and/or Action Items

Executive Board Attendees: Tracey Dunlap, Kirkland; Bob Harrison, Issaquah; Dave Kelly for Nathan McCommon, Bellevue; Nancy Ousley, Kenmore (by phone).

Subscriber Board Attendees: Warren Cheney for Barb Mock, King County; Don Cole, Mercer Island.

Other: Tracy Jones, eCityGov; Gregg Schrader, Bellevue; Michele Miller, eCityGov; Victoria Michailova, eCityGov.

Call to Order

The meeting was called to order by Tracey D at 10:08am.

Consent Items

Approval of April 28th, 2017 Executive Board meeting minutes.

Motion to approve April meeting minutes by Bob, seconded by Nancy and approved by all.

Strategic Issues, Planning and/or Action Items

6. eCityGov Alliance State of Organization

Tracy J presented the state of the Alliance through the first six (6) months of reorganization. She used Rick Berman's 2016 Organizational Assessment as a benchmark. Rick assessed the Alliance at Level 3 on the Carnegie Mellon Maturity Model and Tracy's goal is to move to a Level 4 by mid-2018. Overall, the Alliance has accomplished about 30% of the reorganization tasks and is planning to complete all High and Medium priority tasks by mid-2018.

The Alliance and Bellevue IT have continued to improve relations through the SLA which provided transparency and improved reporting. The improved relationship with Bellevue IT has

resulted in a 40% time savings on the Executive Director position, which is now more focused on reorganization and strategic activities.

MBP is performing exceptionally well with an increase in customers' usage. Permit applications increased by 122% and individual users increased by 183% between 2012 and 2016. The budget is projected to be at 51% reserve by the end of the year. King County onboarding is going well. MBP is continuing to discuss potential membership with Auburn and Edmonds.

The city of North Bend has not signed the MBP Subscription Agreement because the North Bend leadership is currently going through a reorganization.

Tracy said it is important to begin looking at the environment and changing technology so that we are not at risk of too much stagnation. Tracey D pointed that for now the Alliance should focus on restructure and new ideas and initiatives should be discussed in the next budget process. Tracy J agreed that the reorganization and MBP remain the priority, but that it may take a few years to identify the next thing for the Alliance.

7. Amended Legal Documents and Policies

- Board Action: Discuss and Finalize Interlocal Agreement
- Board Action: Discuss and Finalize Bylaws Agreement
- Board Action: Discuss and Finalize Financial Policies
- Resolutions: Discuss and Finalize Resolutions with Legal Documents

Tracy J noted that she met with Pacifica several times to update the legal documents. All changes were tracked and substantial changes highlighted in yellow. Tracey D asked if there were any questions or concerns on specific items. Dave pointed that Bellevue attorneys had not reviewed the legal documents and requested to postpone the approval of changes until each jurisdiction had time to review. This would avoid multiple changes for the jurisdictions later.

After a short discussion, it was decided that each jurisdiction will have the legal documents reviewed internally by their legal staff in July. A conference call with Pacifica would be scheduled in the beginning of August for Board members and legal staff to ask questions. Executive Director will incorporate any additional changes to the legal documents and provide them for review to Board in August. Board will vote on legal document changes at the September Board meeting.

A motion to approve the process of legal document review was moved by Bob, seconded by Dave, and approved by all.

Tracey D suggested that Tracy J provide a memorandum to Council for legal changes, including the benefits of reorganization, note the substantive changes to ILA, and reasons for the changes.

8. Housekeeping – Resolutions

- Board Action: Confirm Prior Actions on Resolutions

Tracy J noted that the purpose of the resolutions was to track Board's decisions. The Board had already acted on the first four (4) resolutions.

Resolution 2017-01: A resolution of the Executive Board of the eCityGov Alliance setting and confirming the reorganization of the Alliance. A motion to approve Resolution 2017-01 was moved by Dave, seconded by Nancy, and approved by all.

Resolution 2017-02: A resolution of the Executive Board of the eCityGov Alliance setting and confirming the Executive Board meeting dates for 2017. A motion to approve Resolution 2017-02 with amendment to move August 25th Board meeting to September 15th was moved by Bob, seconded by Dave, and approved by all.

Resolution 2017-03: A resolution of the Executive Board of the eCityGov Alliance setting and confirming the Board rotation for officer positions. A motion to approve Resolution 2017-03 was moved by Nancy, seconded by Bob, and approved by all.

Resolution 2017-04: A resolution of the Executive Board of the eCityGov Alliance reconfirming Clark Nuber as eCityGov Alliance's independent consultant. A motion to approve Resolution 2017-03 was moved by Dave, seconded by Bob, and approved by all.

Resolution 2017-05: A resolution of the Executive Board of the eCityGov Alliance authorizing and adopting agency bylaws repealing and replacing any prior bylaws adopted by the Board. The vote was postponed pending jurisdictions' review of legal documents.

9. Mid-Bi Budget Changes for 2018 Budget

- Board Action: Discuss and Finalize Budget

Tracy J presented the mid-bi budget. MBP is estimated to be 51% reserve by end of 2017 because of the King County onboarding fee and investment fee. The MBP reserve is expected to continue to exceed 50% reserve next year with King County contributing the annual fee. Before reducing fees to members, the Alliance needs to make sure that King County onboarding goes well and ensure MBP stability. MBP is going through full re-architecture and it is important to keep funds to do that. Depending on what happens with GJT and NWP, MBP might have to fully support the ED position. In 2018 the rates will remain the same, more travel and training is added for the ED and BA. There is an off-cycle adjustment for staffing but this would not affect the rates.

A motion to keep the rates the same and approve mid-bi budget was moved by Dave, seconded by Bob, and approved by all.

Tracy J noted that in preparation of the 2016 audit, a small calculation error in the model was found. The error impacted MBP subscribers only and the Alliance will process a refund.

10. Annual Forum – Draft Agenda

- Board Action: Board Feedback

Tracy J presented a draft of the Annual Forum agenda. The date was chosen based on the Board's availability in the Doodle poll. Tracy J has been working with Sam Senn, a public speaker, strategic advisor and coach, on developing the agenda for the forum. The agenda would include presentation and work groups. MBP management team had been very accommodating with changing the meeting date so it is important for executives to join the forum.

Nancy suggested to have an economic development presentation, member presentation, and Master Builder presentation. After a short discussion, it was decided that having speakers to reenergize and focus on accomplishments would improve the format of the forum. It was agreed that Tracy J would reach out to presenters and revise the agenda.

11. Strategic Communications Plan – High Level Overview of Draft Plan

- a. Board Action: Board Feedback by email for Final Plan to be submitted at September Board Meeting

Tracy J will present a more detailed strategic communication plan at the September Board meeting. Marketing and communication strategy will be developed simultaneously.

12. Cyber Security

By Bob's request the Board discussed cyber security. Small jurisdictions do not have staff to address cyber security and are not able to stay up-to-date. This might create an opportunity for collaboration among agencies, even a meeting of IT professionals would be beneficial. Dave confirmed that cyber security requires a huge amount of money, a lot of monitoring needs to be done. Third party solutions are expensive so there is a room to find efficiencies in collective efforts. Tracy J will start to investigate on the issue and reach out to different organizations, such as MRSC, AWC, WCIA and ACCISS to see what they are discussing and doing in regards to cyber security.

Adjournment

The meeting was adjourned at 11:40am.