

**COMMISSIONERS' MINUTES
KITTITAS COUNTY, WASHINGTON
BOCC CONFERENCE ROOM
REGULAR MEETING – IT STUDY SESSION**

Monday

11:00 AM

August 28, 2017

Board members present: Chair Paul Jewell, Vice-Chair Laura Osiadacz, Commissioner Obie O'Brien

Others: Jim Goeben, IT Director

Regular Meeting

Commissioners

Call to Order: 11:00 AM

VOIP Phone System

Mr. Goeben provided the following analysis to the board. The current phone system averages \$7,563/month for local and long distance, and consists of 349 lines; 117 lines have voicemail and 21 are believed to be fax lines. FairPoint's VOIP solution would cost \$165,000 to implement—approximately 60% for telephone sets—and \$6,169/month for SIP trunks and a voicemail-to-text add-on. The monthly recurring cost savings is expected to be \$1,394 so the return on investment would be 118 months (9Y, 10M). VOIP system maintenance costs are unknown at this time and not included. It is also unknown how upper county lines would integrate with the system. Mr. Goeben recommended, if the board wishes to proceed, IT work with the Auditor and departments to conduct a thorough phone and billing audit to determine the necessary number of phones and voicemail accounts while contacting vendors on state contract for pricing based on the current system. There was discussion about VOIP options and how VOIP works.

Board direction: The board asked Mr. Goeben to contact vendors on state contract to get additional estimates and to work with the Auditor and departments to conduct a thorough phone and billing audit.

Aerial Imagery Agreement with WaTech

On January 30, 2017, the board signed a letter of intent to participate in the statewide imagery data service. Mr. Goeben asked the board to sign the service level agreement provided by WaTech which was been reviewed and approved by DPA Hartung (SR-40085).

Board direction: The board signed the WaTech Service Level Agreement.

Smarsh Order

Mr. Goeben reviewed the Smarsh order form for text message archiving services and asked the board to sign the terms and conditions. The agreement was reviewed and approved by DPA Hartung (SR-40317).

Board direction: The board declined to purchase the Discovery Module at this time and signed the Smarsh Terms and Conditions.

APPROVED
4-19-17

Policy Modifications

Mr. Goeben requested the board approve changes to the following policies:

- Technology Policy 14 Social Media Use
- Technology Policy 13.4.5 Text messaging
- Technology Policy 4.4.6.1 High risk terminations
- Records Management Policy 3.6 Enforcement

Board direction: The board asked for additional conversation about the social media policy changes proposed by DPA Hartung and approved the remaining edits.

SMARTGOV Implementation

The following tasks are in progress:

- Web portal
- Payments online
- Laserfiche integration

Board direction: None.

Security Awareness Training

Mr. Goeben reviewed the training and testing results:

- Phishing Security Test 02/27: 10.8% phish prone (389 recipients, 42 failures)
- Security Awareness Training 04/05
- Phishing Security Text 08/06: 5.9% phish prone (338 recipients, 19 failures)

Board direction: The board asked Mr. Goeben to conduct periodic testing and continue to keep the board informed of results.

Budget 2018

Mr. Goeben let the board know he planned to remove maintenance for the email archive appliance from the draft 2018 budget. The Records Management Committee will be bringing a recommendation to the board later this fall to remove the archive from service.

Board direction: The board approved.

Internal Committees subject to OPMA

There was discussion about which boards and committees the board intended to include in a resolution to require county boards and committees to comply with the Open Public Meetings Act whether or not they meet the RCW designation.

Board direction: The board asked Mr. Goeben to contact internal administrative committee chairs to see if there are concerns with those committees being subject to the act.

Controlling Alternate Travel Routes

Mr. Goeben provided information to the board that, according to

<http://www.gps.gov/support/user/mapfix/truck-traffic/>, roads posted with signs stating no commercial traffic except for local deliveries could be reported online to GPS device/app makers and online maps to

ask they clearly label the restricted routes. He recommended they contact the county Public Works director for sign requirements and reporting to the appropriate map apps.

Board direction: None.

Other business

Mr. Goeben updated the board:

- **Sales tax on MAN**
The City of Ellensburg will not be collecting sales tax on the Metropolitan Area Network (MAN) services.
- **Change to Disclosure Request Tracking (DaRT)**
Based on proposed changes to WAC 44-14-01001 and the opinion of the Prosecuting Attorney's office, the Records Management Committee will be requesting IT change the public disclosure tracking application to remove the ability to include other departments.

Adjourned: 12:25 PM



Jim Goeben, IT Director

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Paul Jewell, Chair



Washington State Technology Services Agency, 800-433-2500

SERVICE LEVEL AGREEMENT

Statewide Imagery Services Contract w/ State & Local Government	Kittitas County Imagery Consortium Contributing Member
CTS Service Level Agreement Number: 2017-001	
CTS Customer Service Agreement Number: 8190-0	
WaTech/CTS Vendor Contract Number: 17-088	

1. Purpose

This Service Level Agreement Number **2017-001 (SLA)** is executed by the Washington State Consolidated Technology Services (CTS), hereinafter referred to as Washington Technology Solutions (WaTech) and Kittitas County. Pursuant to the terms and conditions of Customer Service Agreement Number **8190-0 (CSA)**. The parties acknowledge they have read and understand the terms and conditions therein and by this reference incorporate those terms in this SLA. All rights and obligations of the parties shall be subject to and governed by the terms of the CSA and the SLA. This SLA sets forth the obligations of the parties with respect to WaTech’s provision of Statewide Imagery Services to the Customer.

2. Term and Termination

The term of this SLA is effective upon the date of execution by both parties and shall remain in full force and effect until April 30, 2018, unless extended upon written mutual agreement between the parties or terminated as specified below.
 Either party may cancel or terminate this SLA pursuant to the terms of the CSA or upon *10* business days’ written notification to the other party. In the event the CSA is terminated, this SLA shall also terminate on the CSA termination date.

3. Scope of Work

CTS shall furnish the access to the Web based services, and a hard copy of the applicable State/County/City specific data and otherwise do all things necessary to make access to the data and service possible as defined in the *Technical Specification and Requirements (Schedule B)* and subject to the *End User License Agreement (Schedule A)*.

4. Pricing and Service Fees

The total dollar amount expended under this SLA shall not exceed **\$6,000** per year for (2) two years.

5. Billing and Invoices

Billing and invoicing will be handled by Consolidated Technology Services and invoiced yearly using the Customers assigned Consolidated Technology Services Account Code.