

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
BOCC CONFERENCE ROOM  
REGULAR MEETING**

**Monday**

**11:00 am**

**January 13, 2014**

Board members present: Chair Paul Jewell, Vice-Chair Gary Berndt, and Commissioner Obie O'Brien

Others: Jim Goeben, IT Director, and PW staff

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**Regular Meeting**

**Commissioners**

**Call to Order: 11:00 AM**

**Armory technology equipment update**

Mr. Goeben updated the Board:

- IT will purchase the network equipment in the next two weeks.
- Installation is planned for the beginning of February.
- Microphones and a mixer are needed for recording public meetings.

Board Direction: Commissioner O'Brien asked that IT review the AV specifications as the mixer provided might be sufficient to use for public hearings. Commissioner Jewell said he wants the system ready for use when the Armory is open for business and he prefers desktop over lapel microphones for BOCC use. He doesn't think the hand held recorder they currently have is sufficient. He asked that a solution be provided at the February IT study session.

**Upper District Court connectivity update**

Mr. Goeben updated the Board:

- IT and legal counsel will meet with Noel Communications to draft an agreement and a project schedule.
- Kittitas County will have to pay for installation of small vaults and for cable splicing. IT is getting cost estimates.
- Noel will install fiber connection from the KC vault on Manastash by the Level 3 handhole to the Umptanum building in the lower county, and from the KC vault in South Cle Elum by the Level 3 handhole to the courthouse in the upper county.
- IT plans to complete the project by June 30, 2014.
- Project costs for the county are expected to be under \$20,000.

Board Direction: None

**Datacenter virtualization update**

Mr. Goeben updated the Board:

- Virtualization is complete except for Damion.
- IT is assisting the vendor in the process of virtualizing Damion.

**APPROVED**

2-4-2014

- Mr. Goeben expressed his appreciation for the work Bill Davis, System Administrator, has done to ensure a smooth transition with minimal interruption in service. This project was a success in large part because of Mr. Davis' planning and attention to detail.

Board Direction: The commissioners echoed Mr. Goeben's appreciation of Mr. Davis' work.

#### **Email encryption project**

Mr. Goeben informed the Board:

- KC employees have a need to encrypt email containing sensitive and non-disclosable information.
- Department heads and elected officials have identified over 90 employees who need the ability.
- IT is investigating adding encryption to the hosted email protection service the county use.

Board Direction: None.

#### **Accepting online payments**

Mr. Goeben informed the Board that Matt Anderson, Deanna Panattoni, Jerry Pettit, Judy Pless, and Michael Nigrey met with IT to discuss options for accepting payments online for KVEC Wi-Fi and facility reservations. Deanna Panattoni expressed reservations about providing service while a third party holds funds. Judy Pless noted the Treasurer could provide authorization for the use of PayPal. The Treasurer is reviewing with legal counsel. If PayPal is not authorized by the Treasurer IT will not be able to configure the Wi-Fi to accept payments online.

Board Direction: Commissioner Jewell asked Mr. Goeben to follow up with the Treasurer in one week if IT hasn't received a response.

#### **Permit software replacement**

Mr. Goeben asked the Board for their direction on replacing the permit software stating:

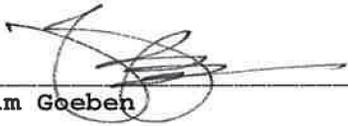
- Requests have been made of IT to develop applications for process already provided by Eden permit software.
- Crystal Reports training for IT staff was removed from the IT budget.
- While IT can create a tailored application for the county, development resources are limited.

Board Direction: IT should not develop applications for processes provided by Eden permit software until a thorough discovery and analysis is performed of available software. Commissioner O'Brien said IT should coordinate the discovery. Commissioner Jewell said the Board needs to fully understand the options before approving a purchase or the development of an in-house application.

**Other business**

- Intern - IT will take on an unpaid intern from CWU.
- Cloud storage - IT plans to propose policy language that would allow staff to install and connect cloud storage on their computers as long as county primary records are not stored in the cloud.
- MAN - Ellensburg has drafted an interlocal agreement for Metropolitan Area Network (MAN) subscribers. IT and legal counsel have reviewed the agreement and requested changes, primarily continuation of policy and technology advisory committees and rewording of termination language.
- PDP - Commissioner O'Brien asked IT to correct reported bugs in the performance development plan (PDP) module on the county's intranet and to be prepared to go live February 1, 2014.

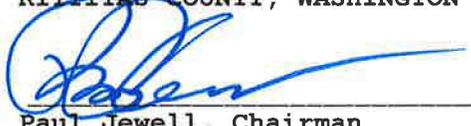
**Adjourned: 12:10 PM**



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Jim Goeben

KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON



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Paul Jewell, Chairman