

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
COMMISSIONER'S AUDITORIUM  
SPECIAL MEETING**

**WEDNESDAY**

**9:30 A.M.**

**JULY 30, 2014**

Board members present: Chairman Paul Jewell & Vice-Chairman Gary Berndt. Absent: Commissioner Obie O'Brien.

Others: Mandy Buchholz, Deputy Clerk of the Board; Kim Dawson, Administrative Assistant III; Angela Bugni, Legal Secretary III; Diana MacKenzie, UDC Administrator; Deanna Panattoni, Treasurer; Judy Pless, Budget and Finance Manager; Candi Blackford, Administrative Assistant; Shelley McClellan, Data Processor; Cindy Adams, Administrative Assistant; Julie Kjorsvik, Clerk of the Board; Jim Goeben, IT Director; Jerry Pettit, Auditor; Marsha Weyand Assessor; Sarah Keith, Administrative Assistant; Karey Connor, Office Manager; Andrew Drain, Application Developer; Margie Alumbaugh, Deputy Prosecutor.

**SPECIAL MEETING**

**RECORDS MGMT PROPOSAL**

**COMMISSIONERS**

At 9:30 a.m. Chairman Jewell opened a Special Meeting to receive a report from the Records Management Committee (RMC) a proposed Records Management solution.

Marsha Weyand, Assessor reviewed the mission statement of the RMC. She reviewed the BoCC's 2015 budget priorities for government and explained how they are aligned with the intent of the RMC. She reviewed the background and explained that they were tasked with compiling the needs and benefits of the County departments. She reviewed the features included in the proposed software and what analysis has been performed. She stated that a majority of Counties are using Laserfiche and that is the program from all 3 demo's that was given the most support from the employees who participated in the software demo's.

Jerry Pettit, Auditor and Jim Goeben, IT Director reviewed the implementation process, initial and re-occurring costs and how it will initially be funded. Jerry Pettit indicated that Laserfiche sells the licenses for the software in package increments, so 25 licenses would cost approximately \$30,000 to implement and the Auditor's O&M fund can pay for it. However, he anticipates there will be more than 25 licenses purchased. He stated there is no impact to the General Fund and that the annual maintenance cost is 20%. He explained that if the Board authorizes the group to move forward with obtaining the software then Kittitas County can do an Interlocal Agreement with Grant County and have the Prosecutor's Office draft one for review by the Board.

**APPROVED**  
8-19-14

There was a brief roundtable Q & A with the Board and the RMC. Commissioner Berndt and Chairman Jewell expressed their support for the proposed software solution. They both stated that they felt this was making a big step and will allow for more streamlining. They authorized the RMC to move forward and directed them to get the Interlocal Agreements and the implementation plan nailed down.

Meeting adjourned at 10:25 a.m.

**DEPUTY CLERK OF THE BOARD**

  
Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
Paul Jewell, Chairman