

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

FRIDAY

3:00 P.M.

AUGUST 15, 2014

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

Others: Mandy Buchholz, Deputy Clerk of the Board; Jim Goeben, IT Director; Marsha Weyand Assessor; Andrew Drain, Application Developer; Jason Eklund, GIS Coordinator; Kirk Holmes, Public Works Director/Building Official; Mike Flory, Plans Examiner; Kelly Bacon, Engineer Tech.I; Candi Blackford, Administrative Assistant (PH); Erin Moore, Permit Tech.; Robin Read, Public Health Administrator; Brenda Larsen, Fire Marshal; Doc Hansen, Planning Official.

SPECIAL MEETING

PERMIT SOFTWARE PROPOSAL

COMMISSIONERS

At 3:05 p.m. Chairman Jewell opened a Special Meeting to discuss a replacement software application recommendation from the Permit Software Committee.

Jim Goeben, IT Director explained that the Board of County Commissioners previously gave direction to form a Permit Software Team to investigate options for replacing Eden Permitting software. He explained that the team was formed with representatives from CDS, DPW, PH, FM, ASSR, and IT. He reviewed the background and stated that the Permit Software Team voted unanimously on July 17, 2014 to recommend to the BoCC that, although all the members would prefer the County develop a solution in-house, the County should investigate other options in order to conduct a thorough evaluation to ensure the County is a good steward of public resources and therefore the team recommended sending a survey to permit software users in local government agencies in WA and then issuing an RFP. He stated that the survey went out to different jurisdictions around the State to get an idea of what permitting software was being used and how well it was or was not working for them. He outlined the types of questions that were asked and stated that there were 42 responses and reviewed the types of positions that were surveyed. Mr. Goeben provided an outline of proposed milestones from 9.2.2014 - 1.1.2015.

The Board expressed their support for a formal RFP process and their support for the proposal. Chairman Jewell indicated that he felt a member of the BoCC should be a member and participate in the process once the Permit Software Committee has narrowed down the choices. The Board provided some recommendations to consider along with the proposal the Permit Software Committee has proposed. They expressed

some concern regarding the milestone outline and felt it was very aggressive. They felt the Committee may want to look at the possibility of slowing things once they get to the 9/30/2014 milestone date.

There was discussion on whether to pay the maintenance agreement with Eden, or to see if it could be billed at a prorated cost or monthly or even a per-incident billing, instead of paying the full amount knowing the County will not be using it for the full time the maintenance agreement is supported. Staff was directed to look into options with Eden.

Meeting adjourned at 3:30 p.m.

DEPUTY CLERK OF THE BOARD


Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS
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Paul Jewell, Chairman