

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

**MONDAY**

**3:00 P.M.**

**JUNE 13, 2016**

Board members present: Chairman Obie O'Brien; Vice-Chairman Paul Jewell & Laura Osiadacz, Commissioner.

Others: Mandy Buchholz, Deputy Clerk of the Board; Jim Goeben, IT Director; Andrew Drain, Application Developer; Jason Eklund, GIS Coordinator; Mike Flory, Plans Examiner; Robin Read, Public Health Administrator; Doc Hansen, Planning Official; Shelley McClellan, Data Processor; Jeff Watson, Planner; Steph Mifflin, Senior Permit Tech; Rose Shriner, Planner; & Candi Blackford, Admin. Assistant.

**SPECIAL MEETING**

**PERMIT SOFTWARE DISCUSSION**

**COMMISSIONERS**

At 3:00 p.m. Chairman O'Brien opened a Special Meeting to discuss with the County's Permit Software Team's recommendation on replacement software.

Jim Goeben, IT Director reviewed the Permit Software Team's selection (SMARTGov-Paladin). He explained that the Permit Software Team (PST) request is that the Board award the request for proposals for permit tracking software (RFP#:KCIT 14-1) to SMARTGov, authorize Staff to negotiate costs and direct Staff to return to the Board with a Contract for services. He briefly recapped the initial process the PST went through, as well as what changes they worked through after the Commissioner's gave them direction throughout previous meetings. He explained why SMARTGov was the final choice vs. in-house developed solutions. He reviewed the cost and the PST's recommendation of how it would be allocated between the departments involved with the software.

There was discussion on software as a service (SaaS, or cloud based).

There was discussion on implementation plan based on lessons learned from Eden.

There was discussion on how training would be incrementally implemented and the proposed six month timeline.

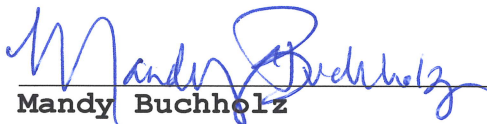
There was discussion on the message the PST would like the Board to relay to County staff while SMARTGov is being implemented. Mr. Goeben provided an implementation timeline to reference as approximate phases, tasks, and milestones.

**APPROVED**  
6/21/16


The Board questioned where the funding would be coming from. Doc Hansen, Planning Official/Interim CDS Director stated that he is looking into it and if they can't find it, then it would need to be from the General Fund. Commissioner Jewell suggested the expense be added to the 2017 budget discussion. Mike Flory, Plans Examiner/Building Official stressed the importance of making this happen now as Staff is extremely motivated and Paladin has a 6 month window to work with the County. Mr. Hansen was directed to look for the funding as well as Public Health and IT. Commissioner Jewell requested that SMARTGov/Paladin do a presentation for the Board.

Meeting adjourned at 3:38 p.m.

**DEPUTY CLERK OF THE BOARD**

  
Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
Obie O'Brien, Chairman