### BOARD OF COUNTY COMMISSIONERS
### DEPARTMENT HEAD MEETING
### MINUTES

#### DATE: January 30, 2006

#### TIME: 9:40 a.m.

#### COMMISSIONERS PRESENT: David Bowen, Alan Crankovich, Perry Huston

#### DEPARTMENT: Computer Services

#### DEPARTMENT HEAD: Duke Senter

#### OTHERS PRESENT: Kirk Eslinger, Darryl Piercy, Megan Calais

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| 1. **TerraScan Update** | a. Problem issues are being resolved on a case-by-case basis  
| | b. 14-day “Acceptance of Conversion” period has started |
| 2. **Website update and access** | a. Our site is hosted locally now which allows the County to put other services on our website (TerraScan, etc.) for public information.  
| | b. Will allow for remote access to email for County employees |
| 3. **Purchasing Procedures** | a. Prosecutor is looking at the purchasing procedures currently followed. Some changes need to be made  
| | b. Neil will present a Resolution for purchasing limits for centralized computer services - suggesting a small purchase roster  
| | c. The State has a contract with Dell computers, however KC has purchased equipment from other vendors at a higher discount rate elsewhere. Must verify that this action will not cause a conflict. |
| 4. **Environmental Issues** | a. Water is still coming into the building  
| | b. Cooling system failure has high potential of damaging expensive equipment  
| | c. Suggestion of a back-up cooling system and upgrade current system  
| | d. Emergency Contact list for the maintenance department needs revision |
| 5. **Travel Authorization** | a. John Phillips will be sent to Santa Monica for specialized training.  
| | b. Employee reimbursement clause not applicable in this situation due to high cost of training and specialized material to be covered necessary to complete his work |
| 6. **Staff Resignation** | a. Andrew Drain has resigned from his position |
| 7. **Permitting RFP** | a. Duke to prepare a draft for the Board to review  
| | b. Need to gather more information from TerraScan  
| | c. City of Ellensburg has expressed interest in partnering with KC |
| ACTION: | 1. Duke will provide additional updates as the TerraScan conversion process continues  
2. Duke will provide additional updates on upgrades to the County’s server and website  
3. Neil Calkins will present a Resolution to the Board to consider to set purchasing limits for Computer Services. Chairman Bowen will follow this process.  
4. Chairman Bowen will contact Maintenance department regarding water and cooling issues creating potential high cost damages to County equipment  
5. Travel Authorization was signed allowing John Phillips to attend specialized training in Santa Monica, California  
6. Duke will request vacancy be filled in Computer Services  
7. Duke will prepare a draft Permitting RFP for the Board’s consideration |