

Electronic Services System Coordinating Committee

Meeting Summary

February 14, 2007

Participants

Joyce Jensen, Cass County Recorder
Deb Winke, Allamakee County Recorder
Denise Meeves, Crawford County Recorder
Megan Clyman, Davis Co. Deputy Recorder
Dwight Reiland, Wright County Recorder
Sue Meyer, Clayton County Recorder
Sue Vande Kamp, Story County Recorder

Tony Colacino, Iowa State Bar Assoc.
Leslie Leager, Dept. of Natural Resources
Jared Baker, ABC Virtual
Phil Dunshee, Enterprise MidAmerica
Julie DenOuden, Iowa Land Records
Lisa Sinclair, Enterprise MidAmerica

Welcome

Members were welcomed to the meeting. It was noted that Mary Jo Vogl recently resigned from her job at Bankers Trust and may step down from her position on the Coordinating Committee. The Project Office will review the bylaws to determine the procedure for selecting a new stakeholder member representing financial institutions. Members suggested nominating someone from an institution that is currently submitting documents to the ESS. The Project Office will forward names of possible candidates to the Executive Board which will make the final selection.

Members reviewed the January 10, 2007 Meeting Summary. Sue Vande Kamp moved to approve the summary and Sue Meyer seconded. The motion was approved.

The new Recorders' photo directory will be distributed at Spring School. Non-Recorders may purchase the book for \$15. It was suggested the ILR logo be placed on the cover of the directory. The Project Office will forward an ILR logo to the appropriate parties as soon as possible.

Project Financial Reports

Finance Committee Report

The Finance Subcommittee held a meeting on February 8th and reviewed all of the documents submitted for discussion and approval today. The Subcommittee Members have given their consent to approve all of the documents. Marilyn Dopeheide was unable to attend the meeting, therefore the Project Manager presented the financial reports.

- **Fund 823 Accounts Payable**

The Fund 823 Accounts Payable table was discussed. The invoices submitted by Osceola, Mills and Lucas Counties were explained. An IKON invoice from Wayne County had to be withdrawn due to a discrepancy with the figures. This invoice may be submitted for approval at the March meeting.

Deb Winke made a motion to approve the Fund 823 Accounts Payable, excluding the IKON/Wayne County invoice. Megan Clyman seconded and the motion was approved.

- **Fund 255 Accounts Payable**

Invoices submitted by ABC Virtual, Enterprise MidAmerica and ISAC were explained. The four ABC Virtual invoices were in regards to WA 13.0, Jared Baker's expenses for traveling to the MISMO Conference, a renewal of the SSL Certificate with Verisign and monthly hosting/bandwidth expenses.

Enterprise MidAmerica submitted two invoices; one for monthly service and one for reimbursement of expenses. The invoice from ISAC was for the subcommittee meeting and lunch at Fall School.

Dwight Reiland moved to approve the Fund 255 Accounts Payable and Deb Winke seconded. The motion was approved.

- **Financial Reports**

Members reviewed the Reconciliation Detail and Balance Sheets for Funds 823 and 255 as well as a Profit & Loss document for Fund 255. Also reviewed were the ICRA Reconciliation Detail, Balance Sheet and Profit & Loss document.

The most current Bank of America statement was distributed and it was noted this document will be reviewed monthly by the Members.

Sue Meyer moved to approve the financial reports and Denise Meeves seconded. The motion was approved.

- **FY 2007 Budget Amendment**

The "Revised Draft ILR FY 2007 Project Expenditures" document was explained. Two sets of activities are illustrated in the document:

1. Pages one and two highlight adjustments or revisions reflecting the actual experiences of the budget.
2. Pages three and four show the anticipated remaining expenses yet to come in FY 2007.

On page three, the *Application Hosting/Equipment* has been changed from \$10,000 to \$6,000. The amount of \$24,586 has been added to the *Application Hosting/Local Software Development*.

Contract renewals for four local service providers do not have a fiscal impact on the budget as they are currently paid through maintenance agreements.

By the end of the fiscal year, there will be enough funds available in the *Equipment Replacement Fund* to replace the current equipment. The three uses for this fund are equipment, repairs and scalability. The monthly amount deposited into this fund will decrease with the difference going towards personnel (associated with the ongoing services of ABCV).

The *Project Management* figures on page four were explained. It was noted that *Travel* expenses will be moved from *Office Operations* and placed within *Education/Training*.

The Members considered the "Revised Draft ILR FY 2007 Project Budget." The Finance Subcommittee has recommended approval of this budget.

Dwight Reiland made a motion to approve the revised fiscal year 2007 project budget. Sue Meyer seconded the motion and it was approved.

- **FY 2008 Budget**

The "Draft ILR FY 2008 Project Expenditures" was discussed along with the "Draft ILR FY 2008 Project Budget." The Finance Subcommittee Members will examine the budget at their next meeting and will offer their recommendations to the Coordinating Committee in March.

Contracts and Work Authorizations
Solutions, Incode, Cott & IMAGETek

Members reviewed the contract extensions for Solutions, Incode, Cott and IMAGETek. The Management Subcommittee has examined the extensions and recommends approval for all. Each contract has been extended in order to align with each service provider's maintenance agreement.

Megan Clyman made a motion to approve the contract extensions for Solutions, Incode, Cott & IMAGETek. Dwight Reiland seconded and the motion was approved.

ACS and Fidlar will have maintenance agreements begin once they have completed the specified deliverables.

ABC Virtual

The ABC Virtual contract extension, "Contract Terms and Conditions / Amendment Number 8," was discussed. The Management Subcommittee has reviewed this contract extension and approves. The extension is dated March 17, 2007 through June 30, 2008, in order to carry through to the end of the fiscal year.

Megan Clyman moved to approve the ABC Virtual contract extension and Sue Vande Kamp seconded. The motion was approved.

Enterprise MidAmerica

Earlier this year, Enterprise MidAmerica submitted a proposal for a contract extension to the Management Subcommittee. The Management Subcommittee determined that it would be to the project's benefit to retain Enterprise MidAmerica and extend the current agreement until the end of fiscal year 2008.

A personnel review or job evaluation will be. Members suggested that non-Recorder opinions should be heard and Jared Baker volunteered to collect comments from other service providers about EMA.

It was decided to ask Enterprise MidAmerica to prepare a draft formal contract extension for the Management Subcommittee to review. The Subcommittee will then make its recommendation to the Coordinating Committee.

ILR Application Development and Installation

2.06 Deployment Update

An update on the status of implementation for Version 2.06 was provided. Issues relating to deployment activities by each local service provider were reviewed.

Version 2.07, an interim release, is scheduled for deployment on February 19th. Ingeo will begin submitting releases on February 20th. A news release will be issued after Ingeo and Simplifile begin using the system.

2.08 Development Issues

Some 2.08 changes have already been completed. During the recent Standards Subcommittee conference call, participants discussed the priority list and responded favorably to the suggested changes.

E-Submission User Guides

UCC E-Submission User Guide

Members reviewed the “ILR / E-Submission / Uniform Commercial Code / UCC Documents” User Guide. Two changes were noted:

1. The UCC document must be submitted with a cover page.
2. The date of instrument will not be required for UCC documents.

ICRA Standard Cover Page

The “Recorder’s Cover Sheet Template” was discussed and serves as an officially approved and endorsed page of the ICRA. This cover page, if approved, will be posted on the website and portal along with a completed example.

Dwight Reiland made a motion to approve the amended UCC User Guide, the amended standard cover page, and for acceptance of UCC documents through the E-Submission service. Denise Meeves seconded and the motion was approved.

Document Types

The Standards Subcommittee will be reviewing the Easement/Condemnation and Surveys, Plats and Condominiums document types, and a proposal to subdivide these categories will be reviewed.

CREEGAC

Activity Report

Kim Painter has resigned from the CREEGAC Board because of her duties as ISAC President. Joan McCalmant will be Kim Painter’s replacement.

During the last CREEGAC meeting, participants discussed the draft affiliate agreement. An updated draft agreement will be presented and discussed at the March 8th meeting.

The Iowa Access Board will host the new portal for one year, after which time they or ISAC will continue the hosting. It is estimated that after the first year, \$3,000 will be requested from each affiliate to pay for hosting expenses. Members discussed this payment and decided it should be a responsibility of the ICRA and not a project expense.

It was reported that \$120,000 is needed to complete the CREEGAC portal design. The Auditors have asked for \$25,000, each Treasurer’s group requested \$10,000, and the Assessors also asked for \$10,000. The Recorders have not requested supplemental funding.

DNR

Representatives from the DNR will make a presentation to the ICRA at Spring School. Leslie Leager was in attendance to meet Members and introduce herself as the new DNR Records Officer.

Groundwater Hazard Documents

The Groundwater Hazard Documents is a DNR priority and their legal counsel is ready to move forward. Members discussed whether a 28E Agreement is necessary. An alternative agreement format will be considered.

The GWH Subcommittee will meet with ISAC legal counsel on March 6th at 3:00 p.m. at the ISAC offices. Leslie Leager was invited to join in the discussion.

Other ILR Activities

“Webinars”

A conference call, supplemented with participant access to an interactive web site, was recently held with the Standards Subcommittee. This method may be used in the future to provide training to customers and stakeholders.

New Officers School

Phil Dunshee presented at the New Offices School in January. Many of the new Recorders have been working closely with the Project Office.

District Workshops

At this time, the Project Office is not planning to schedule Spring Workshops. The ICRA District Presidents have been asked to organize workshops in their areas if they feel it is warranted.

PRIA Conference

Jared Baker, ABC Virtual, will present a pre-conference workshop on Wednesday, February 28th.

Spring School

Phil Dunshee will give an update on the ESS and portal at spring School. Participants will also discuss mapping and Groundwater Hazard documents and may practice e-submissions.

Integration Agreement with Schneider

Warren County is live on the system. Other Schneider counties will be added soon.

Closing

The next ESS Coordinating Committee Meeting will be a teleconference on March 14th at 10:00 a.m.

The meeting was adjourned at 1:50 p.m.