

# Electronic Services System Coordinating Committee

## Meeting Summary

April 11, 2007

### Participants

Joyce Jensen, Cass County Recorder  
Sue Meyer, Clayton County Recorder  
Denise Meeves, Crawford County Recorder  
Megan Clyman, Davis Co. Deputy Recorder  
Dwight Reiland, Wright County Recorder  
Joan McCalmant, Linn County Recorder  
Sue Vande Kamp, Story County Recorder  
Marilyn Dopheide, Carroll County Recorder  
Kris, Colby, Winnebago County Recorder

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

### Welcome

The conference call meeting was called to order. The March 14, 2007 Meeting Summary was reviewed. Joan McCalmant moved to approve the summary and Megan Clyman seconded. The motion was approved.

### Subcommittee Reports

#### **Management Subcommittee**

The Management Subcommittee will meet on April 18<sup>th</sup> and agenda items will include:

- Review of the hosting and equipment options.
- Discussion on the Enterprise MidAmerica pending contract.
- Discussion on the DNR pending agreement with the Association and ESS and pending resolution with each individual county.
- Preliminary review of a draft First American agreement.

#### **Standards Subcommittee**

At their last meeting, Standards Subcommittee Members reviewed the data upload report and a monthly report on the e-submissions. They reviewed and approved the newly revised Groundwater Hazard Statement form and were given an update on the current website enhancements.

Future topics of discussion for the Subcommittee include the possibility of a standard auditor's transfer fee for DOT Purchase Agreements and parcel identification mapping.

#### **Finance Subcommittee**

The Finance Subcommittee has met twice in the last month. Members reviewed and recommend approval of the invoices submitted today. Also, the ICRA 2006 tax returns and financial statements were reviewed.

Members discussed the purchase of IowaLandRecords.com and the status of Ingeo and Simplifile.

The Subcommittee discussed fee policies for exporting bulk data and recommend charging a per document fee instead of a subscription rate. Exports will be tracked and resources allocated to counties accordingly. There may be a supplemental cost charged to customers for portal upkeep.

ISAC legal counsel has approved the policy idea and the Management Office will prepare a fee policy proposal. A summary of the direction to be taken, along with the ISAC legal opinion, will be circulated to the Membership.

The Members' discussion and guidance will benefit the Management Team when negotiating final terms with customers.

### **Project Financial Reports**

#### **Finance Committee Report**

The Finance Subcommittee has reviewed the financial documents submitted and recommends approval.

- **Fund 823 Accounts Payable**

Members reviewed the Fund 823 Accounts Payable and Sue Meyer made a motion for its approval. Sue Vande Kamp seconded and the motion was approved.

- **Fund 255 Accounts Payable**

ABC Virtual has submitted three standard fee invoices. EMA has submitted one standard fee invoice along with and an invoice for several reimbursements, all of which were explained. Enterprise MidAmerica has purchased the domain name IowaLandRecords.com from Online Auction at a cost of \$469 for one year. The ownership will be transferred to the Iowa County Records Association and future one-year ownership extensions will cost \$8. It was suggested that a redirect to IowaLandRecords.org be set-up at this new domain.

A deposit of \$828.54 was made to Bank of America for services supplied in January, February and March. This expenditure is a budgeted item.

The Management Office has registered to exhibit at three conferences; Iowa Mortgage Association, Iowa Land Title Association and Iowa State Bar Association. The fees to attend each were itemized on the invoice.

Dwight Reiland moved to approve the Fund 255 Accounts Payable. Sue Vande Kamp seconded the motion and it was approved.

- **Financial Reports**

Members reviewed the Balance Sheets and Reconciliation Details for Funds 823 and 255 as well as the Profit & Loss document for Fund 255. Also reviewed were the ICRA Profit & Loss document and Balance Sheet and the Bank of America March statement.

The operating account processed more than \$10,000 in transactions in March. The Management Office will be requesting more information from Bank of America in order to complete the monthly financial reports in the future. There is some confusion because of a delay between deposits and payments.

Joan McCalmant moved to approve the financial reports and Sue Meyer seconded. The motion was approved.

### **ILR Application Development and Installation**

#### **Implementation Update 2.07**

The last remaining issues associated with the 2.07 update are being corrected.

#### **Development Update 2.08**

Version 2.08 is scheduled to be deployed on April 23<sup>rd</sup>. This version includes a larger navigation area, a new display of legal descriptions, an Iowa County Records area and a new navigation structure. A new link to the E-submission service will also be added. After discussion,

Committee Members unanimously decided to label the new button “Electronic Recording.” The Project Team will write the hover text (tool tip) for this new button.

Ordering certified copies and a new E-submission indexing form are two enhancements that have been deferred to the next release. Before proceeding, the Management Team will gather input from Recorders about possibilities for the new form.

### **28E Document Type**

The House File 808 Subcommittee has amended the proposal to require posting of 28E agreement minutes. Amendments include requiring the minutes be indexed and then uploaded to the ILR website. Recorders have agreed to index the minutes at no charge. If this is approved, the Committee recommends that the Iowa Land Records and local service providers create a new “28E” document type.

### **DNR**

#### **GWH Subcommittee Report**

- **Revised GWH Form**

The Standards Subcommittee and Groundwater Hazard Subcommittee worked together to revise the “Groundwater Hazard Statement” form which was reviewed by the Members. The form has been condensed and now includes a 3” top margin and space for additional items to be added. It was noted that a few changes have also been made to the “Instructions for Completing Groundwater Hazard Statement.” The Standards Subcommittee recommends approval of the revised form.

Sue Vande Kamp moved to approve the revised Groundwater Hazard Statement form. Dwight Reiland seconded and the motion was approved.

### **CREEGAC**

#### **Activity Report**

The CREEGAC Committee met on April 10<sup>th</sup>. Schneider has proposed giving CREEGAC \$500,000 in order to host the new portal. It is not clear if this monetary amount would be in-kind or cash. CREEGAC had previously decided to be vendor neutral and have Iowa Access or ISAC host the portal.

On April 24<sup>th</sup> & 25<sup>th</sup>, CREEGAC will meet to discuss this proposal and ask questions of Schneider representatives. The CREEGAC Committee will then decide whether to contract with Schneider or a neutral vendor or issue an RFP.

Members discussed this issue at length and decided questions for Schneider representatives should be sent to Sue Vande Kamp who will be attending the meetings. Joan McCalmant will be unable to attend but will confer with other Recorders about who could attend and vote in her absence.

It was noted that Schneider is cooperatively working with Iowa Land Records and this possible business transaction is not a threat to the portal.

### **ILR Educational Activities**

#### **Exhibit Schedule**

Volunteers are needed to assist at the Iowa Land Records booth at the following events:

- Iowa Land Title Association Conference at the Hotel Fort Des Moines  
Monday, May 7<sup>th</sup>, 8 a.m. to 5 p.m.
- Iowa State Bar Association Annual Meeting at the downtown Des Moines Marriott  
Wednesday, June 20<sup>th</sup>, 8 a.m. to 5 p.m.

Thursday, June 21<sup>st</sup>, 7 a.m. to 6:30 p.m.  
Friday, June 22<sup>nd</sup>, 7:30 a.m. to 12:00 p.m.

**Closing**

The next meeting of the Coordinating Committee will be held on May 9th. The June Meeting will be rescheduled due to the ISAC Scholarship Golf Tournament.

The Meeting was adjourned at 12:00 p.m.