

# Electronic Services System Coordinating Committee

## Meeting Summary

May 9, 2007

### Participants

Joyce Jensen, Cass County Recorder  
Sue Meyer, Clayton County Recorder  
Denise Meeves, Crawford County Recorder  
Deb Winke, Allamakee County 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

Scott Williams, Marshall County IT  
Tony Colacino, Iowa State Bar Assoc.  
Jared Baker, ABC Virtual  
Phil Dunshee, Enterprise MidAmerica  
Julie DenOuden, Iowa Land Records  
Lisa Sinclair, Enterprise MidAmerica

### Welcome

The conference call meeting was called to order and roll was taken. The April 11, 2007 Meeting Summary was reviewed. Sue Vande Kamp moved to approve the summary. Deb Winke seconded and the motion was approved.

### Subcommittee Reports

#### **Management Subcommittee**

The Management Subcommittee referred the Enterprise MidAmerica contract to ISAC legal counsel. Amendments and questions were then forwarded to EMA and Subcommittee Members.

The Subcommittee also reviewed and now recommends approval of the "Groundwater Hazard Reporting System Agreement," "Groundwater Hazard Reporting System Resolution" and "CLRIS Hardware Service and Maintenance." The Subcommittee has authored "ESS Management Subcommittee Recommendations" which will be discussed later during this meeting.

#### **Standards Subcommittee**

The Subcommittee recommends approval of the "Groundwater Hazard Reporting System Agreement" and "Groundwater Hazard Reporting System Resolution."

#### **Finance Subcommittee**

The Subcommittee met on May 8<sup>th</sup> and, after review, recommends approval of both accounts payables and all financial reports. Also reviewed were the "Request for Quotation – Financial Auditing Services" and "Request for Insurance Quotation" drafts.

### Requests for Proposals

Changes suggested by ISAC legal counsel are included in the two draft documents; "Request for Quotation – Financial Auditing Services" and "Request for Insurance Quotation." It was noted that the dates will be amended accordingly. Participants were encouraged to review and submit suggestions during the next two weeks to the Management Office. The Management Subcommittee will review the drafts at their next meeting.

## **Contracts and Agreements**

### **DNR Agreement and Resolution**

Members reviewed and discussed the “Groundwater Hazard Reporting System Agreement” and “Groundwater Hazard Reporting System Resolution” which have both been recommended for approval by the Management and Standards Subcommittees. The agreement and resolution would be applicable to all Groundwater Hazard documents, regardless of how they are submitted for recording.

The option of approving the resolution is the discretion of each county. ISAC legal counsel suggested involving County Boards of Supervisors and participants discussed this issue.

During the next 30 days, the DNR will communicate with County Boards of Supervisors requesting intent in the initiative. Recorders will be informed when this communication occurs.

Sue Vande Kamp made a motion to approve the “Groundwater Hazard Reporting System Agreement” and “Groundwater Hazard Reporting System Resolution.” Denise Meeves seconded and the motion was approved.

### **NetApp and Server Maintenance Plan**

The “CLRIS Hardware Service and Maintenance” and “ESS Management Subcommittee Recommendations” were reviewed by the Participants. The Project Manager, an ABC Virtual representative and a Coordinating Committee Member met to discuss maintenance and storage issues, equipment replacement and budgetary factors. The ESS Management Subcommittee also met to review the plan. All parties recommend approval of the plan.

Joan McCalmant moved to approve the “CLRIS Hardware Service and Maintenance” plan and Sue Meyer seconded. The motion was approved.

## **Project Financial Reports**

### **Finance Committee Report**

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

- **Fund 823 Accounts Payable**

Invoices from Pocahontas and Allamakee Counties were reviewed and explained. Joan McCalmant made a motion to approve the Fund 823 Accounts Payable. Dwight Reiland seconded and the motion was approved.

- **Fund 255 Accounts Payable**

The invoices submitted by ABC Virtual, Enterprise Midamerica and Gegner Company were explained. Deb Winke moved to approve the Fund 255 Accounts Payable and Dwight Reiland seconded. The motion was approved.

- **Financial Reports**

The Financial Reports have been reconciled and were reviewed by the Members. The Association transferred \$8,000 to the Bank of America account in order for counties to receive their funds in a timely manner. This transaction is noted as *ICRA Cash Flow Loan* on the “ICRA / Balance Sheet.” This is a temporary solution and will not be necessary once a line of credit is established with Bank of America.

Dwight Reiland made a motion to approve the financial reports. Deb Winke seconded the motion and it was approved.

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

Ingeo has been asked to change the way they enter names into the system. Simplifile is integrated and operational and submitting documents successfully.

### **2.07/2.08 Implementation Update**

An overview of the enhancements was given. It was noted that local service providers have assisted in investigating and resolving LCM and ILR problems.

### **2.09 Development Update**

This development is in process and will be complete by early June.

### **2.10 Development Update**

- **New Document Types**  
Recorders will begin using the new document types on July 1<sup>st</sup>.

### **“Catch Up”**

- **ACS, Fidlar, Pottawattamie, Black Hawk**  
The Project Team will work diligently to connect Pottawattamie and Black Hawk Counties and the counties served by ACS and Fidlar to the system as soon as possible.

### **2.11 Development Update Fall 2007**

The following developments are tentatively planned for Version 2.11.

- **Updated Recorder Workflow**
- **Order Certified Copy**
- **Export**
- **External Re-Submission**

### **CREEGAC**

#### **Activity Report**

It was announced that CREEGAC has been dissolved and CREW has been created in its place. Complete information from the latest meeting will be forwarded to all ESS Coordinating Committee Members.

### **ILR Educational Activities**

#### **Exhibit Schedule**

Julie DenOuden and Sue Vande Kamp staffed the Iowa Land Records exhibit at the Iowa Land Title Association Conference. Please contact the Management Office if you are able to assist at the Iowa State Bar Association booth June 20-22.

### **Closing**

The next meeting of the Management Subcommittee will be held on June 12<sup>th</sup> at 4 p.m.

The Coordinating Committee will meet on June 12<sup>th</sup> at 5 p.m. A group dinner will immediately follow the meeting. The location has not yet been finalized.

The meeting was adjourned at 12:12 p.m.