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Electronic Services System Coordinating Committee

Meeting Summary

August 20, 2008

Participants

Deb Winke, Allamakee County Recorder
Sue Meyer, Clayton County Recorder
Joyce Jensen, Cass County Recorder
Sue Vande Kamp, Story County Recorder
Liz Kenison, Worth County Recorder
Denise Meeves, Crawford County Recorder
Megan Clyman, Davis Co. Deputy Recorder
Joan McCalmant, Linn County Recorder

Marilyn Dopheide, Carroll County Recorder
Deb Roberts, Floyd County Recorder
Scott Williams, Marshall County IT
Jared Baker, ABC Virtual
Phil Dunshee, Enterprise MidAmerica
Lisa Long, Enterprise MidAmerica
Lisa Sinclair, Enterprise MidAmerica

Welcome

Participants were welcomed to the teleconference and the July 9, 2008 Meeting Summary was reviewed. Megan Clyman moved to approve the summary. Liz Kenison seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on August 19th and recommends approval of all July 2008 financial reports.

A/R Aging Summary

Members reviewed and discussed the list of counties that have not yet paid their portion of the service provider maintenance agreements. Audubon and Clayton Counties have not paid because the Fidar contract has not been confirmed. Finance Subcommittee Members have been asked to contact the following counties to inquire about payment status: Butler, Cerro Gordo, Dallas, Delaware, Guthrie and Sioux.

Iowa and Ringgold Counties have decided to use money from their Fund 823 accounts to pay their maintenance agreements.

The Hamilton County Recorder has spent a portion of the county's Fund 823 funds and periodically sends updates to the portal. The E-Submission Service has been installed but the Recorder's office has chosen not to use it. It was agreed that Marilyn Dopheide should contact the Recorder to discuss the situation and to again request the Board of Supervisors to sign the 28E agreement.

Fund 823 Accounts Payable

Two invoices have been submitted for reimbursement from Fund 823 – Payment has been requested to be made to the Iowa County Recorders Association from Lyon County: \$1,610.92 and to the Emmet County Auditor's Office: \$2,725.00. Both of these invoices are for service provider maintenance costs.

The Committee agreed to add two invoices, Iowa County: \$2,000.00 and Ringgold County: \$1,929.40. Both of these counties have requested that payment be made to the Iowa County Recorders Association.

Joan McCalmant made a motion to amend and approve the Fund 823 Accounts Payable table, with invoices from Iowa and Ringgold counties. Sue Meyer seconded and the motion was approved.

Fund 255 Accounts Payable

Five invoices have been submitted for payment from Fund 255 - ABC Virtual: \$22,510.00; Enterprise MidAmerica: \$13,000.00 and \$3,732.94; Property Records Industry (PRIA): \$500.00; Denman & Company, LLP: \$3,000.00.

Bank of America Accounts Payable

A separate Accounts payable table was presented with three invoices for maintenance services to be paid from the Bank of America Account – IMAGETek, Inc.: \$29,725.00; Cott Systems: \$14,000.00; "Solutions", Inc.: \$86,000.00.

Sue Meyer made a motion to approve the Fund 255 and the Bank of America Accounts Payable tables. Deb Winke seconded and the motion was approved.

2007 Audit Report

Members discussed the "Iowa Land Records / Johnston, Iowa / FINANCIAL INFORMATION / December 31, 2007" report by Denman & Company. There were no issues with the audit report. Copies of the report will be sent to the State Auditor's Office, every County Board of Supervisors and every Recorder.

Liz Kenison made a motion to accept the 2007 audit report by Denman & Company. Sue Vande Kamp seconded and the motion was approved.

Financial Reports

The Committee reviewed the reconciled financial documents.

Member discussed the July financial reports. The total e-recording figure for July 2008 was \$85,113.20. The ending July balance in the Fund 255 account was \$326,900.83. The Fund 255 net income in July was \$11,232.14.

Joan McCalmant made a motion to approve the financial reports. Sue Meyer seconded and the motion was approved.

E-Submission Metrics

Members reviewed and discussed the three current metrics documents. The numbers illustrate that the system has gone beyond proof of concept. It was agreed these statistics should be presented and shared with the Membership at the upcoming Summer and Fall Schools.

The "Recording Trends" documents the statewide monthly recordings. This past month was the lowest July in five years due in part to the slow housing market.

The "E-Submission Trends" indicate that the July numbers were slightly below the June numbers.

The "E-Submission Payments" is a new chart for review which illustrates the gross revenue, excluding service fees, received through the ESS beginning with January 2007. The \$1 million mark may be reached in September.

Contracts and Agreements

Fidlar Maintenance and Support Services

The proposed Fidlar maintenance agreement has been reviewed by ISAC legal counsel and the Members discussed its content. The agreement is consistent with most other service provider agreements with a slight compensation variation because Fidlar serves only two counties.

Sue Meyer moved to approve the "Maintenance and Support Agreement / Fidlar Technologies / Iowa County Recorders Association / August 1, 2008." Joan McCalmant seconded the motion and it was approved.

EDS Agreement Services

The Members discussed the proposed EDS agreement amendment which has been reviewed by ISAC legal counsel. The amended agreement continues through December 31, 2010.

Megan Clyman made a motion to approve the "Amendment No. 1 / EDS Services Agreement" and Sue Vande Kamp seconded. The motion was approved.

Domain Registration

Members received a list of domain names, and corresponding renewal dates, which are owned by the Iowa County Recorders Association. The approximate cost for renewing all expiring domain names would be between \$500 to \$600. It was discussed whether or not to renew all of the domain names or to renew and then offer them to other jurisdictions.

Megan Clyman made a motion to renew, for one more year, all of the expiring domain names. Sue Vande Kamp seconded and the motion was approved.

In order to have more time to consider the options before the next renewal dates, this topic will be discussed next spring.

It was noted that *lowalandrerecords.net* and *lowalandrerecords.com* are registered to the ICRA until July 2015. *CLRIS.com* and *CLRIS.org* are owned until March 2009 and need to be retained for basic project purposes.

In September, Joan McCalmant will present information about the ESS to interested parties in Michigan while Phil Dunshee will make a presentation in South Dakota.

E-Submission Promotional Rate

An E-Submission promotional rate was proposed and discussed. The rate would allow customers applying for the ESS, during the IMA convention or any fall workshop, to receive one month of system access without service fees.

The Finance Subcommittee Members discussed the proposed promotional rate at their August 19th meeting and recommend its approval.

Members agreed the promotional rate could encourage participation but should be given only to persons or companies establishing an account with a valid payment.

Sue Vande Kamp moved to establish a promotional rate for new users of the Electronic Services System, giving them 30 days use without service fees. Joan McCalmant seconded the motion and it was approved.

Mileage Reimbursement Rate

Members discussed what an appropriate mileage reimbursement rate would be for the Project Manager and Committee Members when traveling for outreach activities. The current state rate is \$0.39 per mile while the federal rate is \$0.585 per mile.

At their August 19th meeting, Finance Subcommittee Members decided to recommend the use of the federal mileage reimbursement rate.

Members discussed the options and agreed that the federal rate should be used, conforming to the current rate at all times.

Megan Clyman made a motion to use the federal mileage reimbursement rate when traveling on behalf of Iowa Land Records. Denise Meeves seconded and the motion was approved.

ILR Update

Members discussed the operation of LCM. A long-term priority has been to make both the system stable and reliable while remaining current with standards.

- **Search Efficiency**

Improving the search engine is a high priority. No further system enhancements are planned until the search engine issue is complete. The Committee also reviewed several potential initiatives that may be considered in the future.

- **Image Handling**
- **Server and Image Repository Replacement**
- **Security and Penetration Testing**
- **E-Submission UI Redesign Phase I**

ILR Workshop/Webinar Schedule

The fall 2008 Workshop schedule was reviewed. An informational memo and the schedule will be sent to members of the Iowa Mortgage Association, Iowa State Bar Association, Iowa Land Title Association and Iowa Association of Legal Assistants. The schedule has been posted on the ILR portal and ESS website. The schedule will be forwarded to all Recorders who will be asked to distribute it to their clients and customers.

The first electronic newsletter will be sent soon.

In September, a webinar schedule will be organized.

Pottawattamie and Black Hawk Status

Pottawattamie County is working to resolve internal issues and has set a goal of October 1st for connecting with the ESS.

Black Hawk County is in the process of selecting a new service provider.

CREW Update

The Auditors' "Book & Page" and "Reference Numbers" information has been sent to CREW. This data will be compared with the Recorders' information and then shared with the office of Administrative Services.

During the last CREW meeting, it was decided the annual affiliates' fee would be waived. The Assessors' data will be a link similar to the method used for the Recorders' information.

The CREW Committee is planning for the website to be complete and ready for use by the end of October.

Closing

Lisa Long, the new Customer Service Manager, was introduced to the Members.

The next ESS Coordinating Committee Meeting will be held in conjunction with Summer School on Wednesday, September 10th at 3:30 p.m.

The meeting was adjourned at 11:36 a.m.