

Electronic Services System Coordinating Committee

Meeting Summary

September 13, 2006

Participants

Sue Vande Kamp, Story County Recorder
Joyce Jensen, Cass County Recorder
Judy Cosgrove, Webster County Recorder
Marty Minnick, Calhoun County Recorder
Colleen Pearce, Cerro Gordo County Recorder
Dwight Reiland, Wright County Recorder
Marilyn Dopheide, Carroll County Recorder
Joan McCalmant, Linn County Recorder

Scott Williams, Marshall County IT
Tony Colacino, Nyemaster Law Firm
Mary Jo Vogl, Bankers Trust Company
Mark Reynolds, Simplifile
Steve Erickson, ABC Virtual
Phil Dunshee, Enterprise MidAmerica
Julie DenOuden, Iowa Land Records
Lisa Sinclair, Enterprise MidAmerica

Welcome

Joyce Jensen called the meeting to order. Participants reviewed the August meeting summary. Marty Minnick moved to approve the August 2, 2006, ESS Coordinating Committee Meeting Summary and Judy Cosgrove seconded. The motion was approved.

The Project Office has recommended publishing condensed meeting summaries in the "Business Record," a Des Moines-based newspaper. Committee Members agreed that it would be desirable to fulfill the requirements for publishing by posting information on the project web site in the future.

ESS Committee

Subcommittee Appointments (Management, Standards and Finance)

A list of subcommittee volunteers has been assembled. The ICRA Executive Committee will review the volunteers at a meeting on September 20th and recommendations will be submitted to the Coordinating Committee in October. The Committee will be asked to make official appointments to the three subcommittees at the October meeting so that the subcommittees could meet before January, 2007.

For continuity, participants discussed appointing at least one Committee Member to each subcommittee. It was recommended that Scott Williams serve on the Management subcommittee, because technical issues will be addressed in that forum.

Project Financial Reports

Fund 823 Accounts Payable

Invoices for work completed in Madison, Polk and Jackson Counties were explained.

Sue Vande Kamp moved to approve the Fund 823 Accounts Payable for September. Colleen Pearce seconded, and the motion was approved.

Fund 255 Accounts Payable

Specific elements of the Fund 255 Accounts Payable were explained. Two invoices for Cott Systems were included.

Marilyn Dopheide made a motion to approve the 255 Accounts Payable for September. Scott Williams seconded the motion and it was approved.

Financial Reports

The most recent "Iowa County Recorders Association Balance Sheet" and "Iowa County Recorders Association Profit & Loss" documents were reviewed.

The "Iowa County Recorders Association Reconciliation Detail" was discussed. This document details the Bank of America Operating Account. The State Treasurer's Office is modifying its reports for Funds 255 and 823, and they will now send monthly bank statements to the Project Office.

The "Fund 255 Balance Sheet" and "Fund 255 Profit and Loss" documents illustrate that receipts exceeded expenses for the period shown. The Equipment Replacement Fund stands at \$290,000.00, and is estimated to be at \$360,000.00 at the end of the fiscal year. There will be enough money in this fund to buy new equipment when needed. Figures in these documents match the figures reported by the State Treasurer's Office.

The "Fund 823 Balance Sheet" and "Fund 823 Profit and Loss" documents were also reviewed. The Profit and Loss document shows expenditures and how funds are being used by the counties. The Project Office is using spreadsheets to track individual county expenditures. These figures also match those reported by the State Treasurer's Office.

Marty Minnick made a motion to approve all of the financial reports presented. Joan McCalmant seconded and the motion was approved.

Contract and Work Authorizations

Simplifile

Mark Reynolds from Simplifile was in attendance. Simplifile is seeking to be an authorized external E-Submission Service. Simplifile's role would be to provide the customer interface for electronic submission – connecting to the ILR E-Submission service. Customers would pay a fee to Simplifile as well as the e-recording fee. Simplifile would market their business to law firms, title companies, abstractors and others. Simplifile will connect with the ESS, but they are evaluating the extent to which they will actively market in Iowa.

Members reviewed an e-mail from Rob Moore to Phil Dunshee with the subject line: "Proposed Role for Submitting Vendors in Iowa." This e-mail captures what Simplifile would describe as an ideal arrangement. Members also reviewed a draft "Integration Agreement" with Simplifile. It was noted that this agreement is a mixture of our master agreement and Simplifile's proposed agreement.

The Agreement currently includes two "Exhibit A: Coordinated Services" options. The options represent a range of cooperative marketing activities for the parties to the agreement. The Committee Members expressed a preference that any agreement be non-exclusive, and that other external organizations should be provided with similar access.

The Committee directed the Project Office to develop a new version of Exhibit A which represented a combination of elements in the two options. No decision was reached, and this topic will be revisited at the October Meeting.

Treasurer, State of Iowa

Committee Members reviewed a proposed revised "Agreement" between ICRA and Treasurer of the State of Iowa. This agreement will be retroactive to January 1, 2006. The Treasurer's Office had requested some modified language in the Agreement due to recent controversies in the state.

As members of the Executive Board change, a new signature list will be provided to the Treasurer's Office. Members decided the signature list should contain a separate line indicating the Vice President's name and signature and approved this addition. Sue Vande Kamp made a

motion to accept the amended agreement with the Treasurer of the State of Iowa. Colleen Pearce seconded and the motion was approved.

Schneider Corporation Reciprocal Agreement

Members reviewed the "Information Reciprocity Agreement" with Schneider Corporation. This agreement will be used in similar circumstances with other companies. The *External Links - Attachment A* lists specifications for accessing ILR information while the *External Links - Attachment B* lists specifications for accessing Schneider's sites. ILR has completed its development work for this agreement and Schneider Corporation will finish its development work in the fall.

Judy Cosgrove moved to approve the "Information Reciprocity Agreement with Schneider Corporation. Marilyn Dopheide seconded the motion and it was approved.

ILR Application Development and Installation

Portal Update

There are currently more than 14,000 registered users of the portal. The next portal enhancements will include changes to the user interface and the display of search results.

Four counties are not yet live on the portal. Fidlar serves Audubon and Clayton Counties. These two counties should be live by mid-October, after installation of a filter to prevent military records from being sent to the portal. Black Hawk County is in-house and is having issues with converting images to PDF format. Jasper County is not experiencing any technical problems, but is conducting a final phase of parsing index data.

In the near future and after technical difficulties have been ruled-out, counties not uploading in a timely fashion will be listed on the members only area of the web-site.

E-Submission Update

The E-Submission service is working well but there are not a high number of users at this time. Educational activities for the E-Submission service are being planned for the near future. Scott and Dubuque Counties should be on the system by the end of the week.

The Project Office requested final approval for the User Guide and business rules for all Deed and Assignment documents. Joan McCalmant made a motion to grant the Project Office authorization to enable all Deed and Assignment documents on the ESS, and to distribute all related User Guides. Joyce Jensen seconded and the motion was approved.

Draft RFI

The "Iowa County Recorders Association/Request for Information" document was presented for discussion. This RFI is dated October 11, 2006, but could be distributed to interested parties and current service providers at any time. The Committee would hear feedback at a future meeting.

The Committee Members indicated that this draft RFI is complete enough to distribute. Members were asked to thoroughly read the RFI and submit comments or edits to the Project Manager by September 17th in order for it to be distributed shortly thereafter. If there are any major issues, distribution will be deferred until after the October meeting.

The RFI focuses on four main categories; Historical Indexing and Scanning, Redaction, Parcel Identification Number Integration, and Legal Description Parsing (Platted and Unplatted Land). As stated in the introduction, the RFI contains "a brief description of each of the activities, a description of the next possible steps and schedule, and a request for information and comment."

Members discussed the "Redaction" section and determined that "signatures" should not be referenced as a redaction option.

Under "Parcel Identification Number Integration," the service providers will need to be provided with explicit instructions concerning the documents for which parcel identification numbers are applicable. The "ILR/E-Submission Mapping Table" was distributed and reviewed.

Data Tree - First American Activity

Communications between Data Tree/First American and the Project Office were discussed. Data Tree has committed a major transgression by using screen scraping techniques in order to complete large and multiple searches. This is in violation of the Terms of Use and it has affected the performance of the system.

Registered Users associated with Data Tree/First American had previously agreed to the Terms of Use. The Project Office has the capability to deny Data Tree access to the system. The situation is being monitored. Committee Members requested that the Project Office investigate Data Tree's current and recent activity and report their findings to the Committee at the October meeting.

ILR Educational Activities

Operating Policies

The "Portal and E-Submission Service Operating Policies and Procedures" were approved by the Association at Summer School. There had been discussion about modifying the language of item 2 in the *Portal* section but a motion was not offered. Therefore, the phrase "not less than monthly" will remain.

In the *E-Submission Service* section, item 4 relates to Groundwater Hazard documents. Some County Recorders have voiced an interest in being part of a pilot project dealing with Groundwater Hazard documents.

The Committee is in favor of pursuing a pilot project if there is no additional cost. The project should begin in January 2007 with at least one county from each district and each service provider represented. Once an agreement is reached with the Department of Natural Resources, the project will be presented to the Association.

This pilot project will be discussed further at the October meeting.

User Guides - Contracts

The "E-Submission User Guide/Contract or Contract Related" was reviewed and discussed. The Committee will be asked to approve this guide at the October meeting. A purchase agreement from the Department of Transportation will be included with the final revision of the guide.

Iowa Bankers Association & Iowa Mortgage Association Conventions

The Project Office will be exhibiting at the Iowa Bankers Association Convention next week and at the Iowa Mortgage Association Convention later in September. Several Recorders have volunteered to assist with the Exhibit.

MISMO/PRIA Update

Jared Baker, ABC Virtual, is currently attending the MISMO Conference in Colorado on behalf of Iowa Land Records. This is a significant opportunity for Iowa Land Records to help guide national standards. ABC Virtual will be reimbursed for Jared's travel and lodging through Fund 255.

Fall Workshops

Committee Members reviewed a tentative schedule for workshops to be held in October and November.

Closing

The Coordinating Committee Meeting will meet next on October 11th at the ISAC offices.