

Electronic Services System Coordinating Committee

Meeting Summary

October 11, 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

Deb Winke, Allamakee County Recorder
Kim Painter, Johnson County Recorder
Scott Williams, Marshall County IT
Tony Colacino, Iowa State Bar Assoc.
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 September meeting summary. Joan McCalmant moved to approve the September 13, 2006, ESS Coordinating Committee Meeting Summary and Marty Minnick seconded. The motion was approved.

A draft template for a condensed summary was distributed. Per recent legislation, a summary must be published ten days after the ESS Coordinating Committee Meeting. The template will be reviewed by ISAC legal counsel. Publication in the *Business Record* will begin this month.

A full-length summary will continue to be written and posted on the CLRIS website.

ESS Committee

ESS Committee Members & Terms

The "ESS Committee Members & Terms" document was reviewed and discussed. Members verified that representatives in odd numbered districts will begin with a two-year term while the representatives in even numbered districts will begin with one-year terms. The Executive Board Member will have an open-ended term at the discretion of the Executive Board. The Large County Member will initially serve a two-year term.

An amendment to the By Laws clarifying the terms will be made at a future meeting.

The ESS Coordinating Committee currently has three stakeholder member positions. The By Laws state that these appointments are made by the Executive Board. The Executive Board will consider assigning terms to these positions.

Subcommittee Appointments

Subcommittee Appointments are made by the ESS Committee but must be approved by the Coordinating Committee.

Marty Minnick moved to approve the subcommittee appointments and term limits as set forth in the "ESS Committee Members & Terms" document. Sue Vande Kamp seconded the motion and it was approved.

Schedule of Meetings

Subcommittee Members will be encouraged to hold their initial meetings before December 31st and all will be contacted for their availability.

A short meeting for all Subcommittee members may be held at Fall School.

Project Financial Reports

Fund 823 Accounts Payable

Invoices for work completed in Keokuk, Des Moines, Webster and Grundy Counties were explained.

Marilyn Dopheide moved to approve the Fund 823 Accounts Payable. Colleen Pearce seconded and the motion was approved.

Fund 255 Accounts Payable

Invoices from ABC Virtual, Enterprise MidAmerica and Gegner Company were listed on the Fund 255 Accounts Payable and were reviewed by participants. Judy Cosgrove made a motion to approve the 255 Accounts Payable. Dwight Reiland seconded the motion and it was approved.

Financial Reports

The "ICRA Balance Sheet," "ICRA Profit & Loss" and "Fund 823 Balance Sheet" and "Fund 255 Balance Sheet" were reviewed and discussed. Sue Vande Kamp moved to approve the September Financial Reports. Joan McCalmant seconded and the motion was approved.

Contract and Work Authorizations

State of Iowa/CREEGAC Reciprocal Agreement

Legislation created the CREEGAC committee to facilitate affiliates working together to develop a collaborative portal. The CREEGAC committee met several times in recent months and is currently discussing a user interface and how to make its portal useful to customers.

The Auditors, Assessors, Treasurers and Recorders all have different structures for their data. The Recorders have informed the CREEGAC committee they are ready to provide a link to the Iowa Land Records portal. The Members discussed at length whether or not the Recorders should require a reciprocal agreement or written document before delivering data to the new portal. The Project Office provided with a draft agreement. The discussion is expected to continue at future meetings.

Simplifile

Members discussed the "Integration Agreement / Simplifile And County Land Record Information System / November 1, 2006." The Project Office has discussed this agreement with Simplifile, Ingeo and Land Data and the same agreement will be used for each service provider.

Substantive amendments, not yet in place, were reviewed:

- Page 12 7.1 Limitation of Liability will be reworded
- Page 13 third paragraph will be edited
- Page 22 Section 8 will be deleted

The Committee also discussed the language of the agreement, and agreed to edit item 3 on page 25. The Committee also reviewed Simplifile's request to delete the last paragraph on pages 24 and 25. Members discussed the amendments and the suggested "Service Fees" adjustments.

Marilyn Dopheide moved to authorize the Project Office to proceed with the template agreement, as amended, for the three service providers. Joan McCalmant seconded and the motion was approved.

Ingeo

Ingeo representatives have expressed concern about the \$1.50 service fee and they have indicated that they cannot pass this cost onto their customers. They have asked for a lower fee structure.

An E-Submission "Service Fees" document, which illustrates a graduated scale of service fees based on the number of documents generated by each service provider, was reviewed and discussed. Tiered pricing will be possible with the next development and the prices are scaled so fees would cover the Merchant, Treasury Management, Banking, and Accounting Fees and related payment services costs.

ILR Application Development and Installation

Portal Update

The portal has almost 20,000 registered users, including over 16,000 public users.

Members reviewed a users list and discussed limiting searches. It was determined that usage would continue to be monitored and that a fee be considered in the future in order for companies to buy information in large volumes.

E-Submission Update

The E-Submission Service log in page will be changed to more resemble the look and feel of the portal. Work continues on the API interface for external submitters.

The "Upload Activity Report" dated October 10th was discussed. Members discussed counties which were delinquent in uploading. The Project Office has encouraged the service providers to suggest automatic uploading to the Recorders.

Redaction, Back-scanning, Legal Descriptions, Parcel ID integration

- **RFI Responses and Comments**

Cott Systems was the lone respondent to the RFI. Members decided to extend the response deadline to January in hopes that Recorders and other service providers will respond.

- **Redaction**

A hard copy of the definition of "redaction," printed in the PRIA newsletter, will be circulated to Association Members at Fall School.

ILR Educational Activities

Ground Water Hazard Statement

The Department of Natural Resources is interested in a Ground Water Hazard Statement Pilot Project and would like as many counties as possible to be involved. The DNR has requested that all counties scan the Ground Water Hazard Statements in the same way.

Beginning January 1, 2007, either all interested counties could begin participating in the project or one county from each district could take part. Howard and Pocahontas Counties do not have imaging and therefore cannot participate. At the November meeting, the Project Office will present an interagency agreement with the DNR that would confirm that the Recorders' Offices would not have to send any paperwork to the DNR.

User Guides - Contracts and Modifications

Members reviewed and made changes to the Contract and Contract Related Documents User Guide and the Modification of Mortgage Documents User Guide.

Joan McCalmant made a motion to give the Project Office authorization to enable all Contracts and Contract Related Documents and Modifications of Mortgage Documents on the ESS and to distribute all related User Guides. Marty Minnick seconded and the motion was approved.

It was agreed that the Department of Transportation examples may have to be modified in the future. The Project Office requested an example of a memorandum of contract.

A draft Affidavit of Transfer User Guide will be reviewed at the November meeting.

ILR Workshops

Several workshops have been scheduled between October 13th and November 10th. Members were asked to share this information with customers and interested parties.

Title Guaranty Annual Conference

The Title Guaranty Conference will be held November 15th.

Internal Revenue Service

Representatives from the IRS office in Cincinnati, Ohio have contacted the Project Office about the possibility of the Iowa Land Records system integrating with the federal lien system.

Closing

The Coordinating Committee Meeting will meet next on November 8th at the ISAC offices. The meeting was adjourned at 2:35 p.m.