

Electronic Services System Coordinating Committee

Meeting Summary

December 12, 2007

Participants

Deb Winke, Allamakee County Recorder
Denise Meeves, Crawford County Recorder
Sue Meyer, Clayton County Recorder
Sue Vande Kamp, Story County Recorder
Joyce Jensen, Cass County Recorder
Marilyn Dopheide, Carroll County Recorder
Dwight Reiland, Wright County Recorder
Scott Williams, Marshall County IT
Tony Colacino, Iowa State Bar Association

Deb Roberts, Floyd County Recorder
Jared Baker, ABC Virtual
Phil Dunshee, Enterprise MidAmerica
Julie DenOuden, Iowa Land Records
Lisa Sinclair, Enterprise MidAmerica

Welcome

Members and Participants were welcomed to the 9 a.m. teleconference. Dwight Reiland moved to approve the November 14, 2007 Meeting Summary. Denise Meeves seconded and the motion was approved.

Subcommittee Reports

Management Subcommittee

The Management Subcommittee has not held a meeting recently and had no news to report. A meeting may be scheduled later in the month to discuss insurance proposals and the service provider maintenance agreements.

Standards Subcommittee

The Standards Subcommittee had no news to report.

- **E-Submission Metrics**

This month, the Project Office has produced three documents to illustrate how the system is currently being used. The November e-submission counts by county and by number of documents were distributed but not discussed.

Late e-submission processing is not a persistent problem but it is being tracked. Counties taking more than one business day to process an e-submission were displayed.

A document illustrating recording fee trends was reviewed and discussed. The November count of 1504 was down from the October count of 1572.

Finance Subcommittee

The Finance Subcommittee convened via conference call on December 6th. Operating Account reports for November 2007 were reviewed and Members recommend their approval by the Coordinating Committee. Prior to the Finance Meeting, the State Treasurer had not completed the reports for Fund 255. The reports have since been received and reconciled.

Service Provider Maintenance

The recent RFQ process was reviewed. Only Cott and Incode submitted quotes by the November 30th deadline. IMAGETek has communicated with the Project Office and Solutions has queried ABC Virtual about technical issues.

A cost analysis was explained and will be distributed to Coordinating Committee Members. During the first three-year maintenance agreement, each county was responsible for paying \$1,650 per year. Preliminary estimates for the next maintenance agreement are \$2,500 per county per year for indexing services and \$1,250 per county per year for imaging services. It had been suggested to Recorders to expect to pay as much as \$3,000 for one service provider or \$4,000 for two service providers.

Members were presented with three possible options for paying for the maintenance agreements:

1. Counties pay for their own service providers.
 - This could be difficult for some, especially small, counties. There are counties that could use their remaining Fund 823 money.
2. Counties and ILR (Fund 255) evenly divide the cost.
 - This could be both beneficial and detrimental to counties and the system.
3. ILR (Fund 255) pay for the total sum of the maintenance agreements. Recorders not responsible for any amount.
 - This would not impact county budgets. System development work would cease and would continue only with basic maintenance.

Members expressed the belief that if counties pay for a portion of the maintenance agreements, Recorders will appreciate and use the system more because of the local investment.

Members agreed to the following:

- The Project Office will rework (decrease) the proposal maintenance figures and Scott Williams will review.
- The Project Office will submit a counter proposal to Incode and will continue to treat all service providers consistently.
- Counties and ILR will share the service provider expense (proportions will be decided at the January meeting).
- The Project Office will schedule follow-up conversations with service providers and will request users (Recorders) to attend.
- A message from both the Association President and Coordinating Committee Chair will be sent to Recorders requesting they budget money for maintenance agreement payments.

Project Financial Reports

The Financial Reports for November 2007 (Operating Account) have been recommended for approval by the Finance Subcommittee.

Fund 255 Accounts Payable

The invoices submitted by ABC Virtual, Enterprise MidAmerica and Gegner Company were reviewed and explained.

Dwight Reiland made a motion to approve the Fund 255 Accounts Payable table. Sue Vande Kamp seconded and the motion was approved.

Financial Reports

Participants reviewed and discussed the current financial reports. The "Profit & Loss" showed \$40,000 in e-recordings in November. The "Balance Sheet" listed assets at \$22,000, and the "Fund 255 / Profit & Loss" revealed a net income at \$5,691.00

It was noted that overall Fund 255 income is down because of the current real estate market.

Deb Winke moved to approve the financial reports and Sue Meyer seconded. The motion was approved.

Contracts and Agreements

EDS Payment

The three year agreement with EDS expires today. A 30-day extension has been implemented in order to negotiate new terms. EDS has requested a multi-year agreement while the Project Office has asked for a better per document (transaction) rate.

Members will be presented with a formal proposal at the January meeting.

Insurance RFQ Phase 2 Status

Conference calls with both Marsh and True North have been scheduled for the week of December 17th. Financial and Management Subcommittee Members are invited to participate in the calls. An informative e-mail will be sent to these subcommittee members along with a request for an RSVP.

At the Coordinating Committee January meeting, Members will be presented with recommendations for insurance coverage.

First American / Data Tree Draft Agreement

Data Tree representatives initially objected to the "Most Favored Terms" as specified in the latest agreement submitted for their approval. Negotiations are continuing and it is not known when this agreement will be finalized.

Placer County, California

Communications are continuing with Placer County representatives. Some California Recorders are interested in replicating the ILR System but must first decide what specifications to implement.

Any agreement must be approved by the Coordinating Committee.

Iowa State Department of Revenue

The Project Manager will attend a meeting today with Department of Revenue representatives to discuss a possible Declarations of Value project.

ILR Version 2.11 Development Update

The Project Staff provided an update on development activities. The service providers must complete testing in the next few weeks to meet the tentative release date of January 7, 2008.

ESS Bylaws Amendments

Sue Vande Kamp moved to approve the ESS Bylaws Amendments and Denise Meeves seconded. A grammatical error was noted and will be corrected. Sue Vande Kamp and Denise Meeves agreed to modify their motion. The motion, with the amendment, was approved.

Deb Roberts will distribute the revised bylaws to all Association Members.

ESS Subcommittee Nominations and Terms

Members discussed ways to communicate Subcommittee Membership openings and term expirations to Association Members and current Subcommittee Members. It was agreed that Subcommittee Members should serve a two-year term with the possibility for multiple terms.

During the January Coordinating Committee Meeting, Members will be asked to appoint new Subcommittee Members.

Closing

Members scheduled the next Coordinating Committee meeting for January 16, 2007.

The meeting was adjourned at 11:05 a.m.