

Electronic Services System Coordinating Committee

Meeting Summary

December 13, 2006

Participants

Joyce Jensen, Cass County Recorder
Deb Winke, Allamakee County Recorder
Judy Cosgrove, Webster County Recorder
Marty Minnick, Calhoun County Recorder
Joan McCalmant, Linn County Recorder
Marilyn Dopheide, Carroll County Recorder
Sue Vande Kamp, Story County Recorder

Dwight Reiland, Wright County Recorder
Tony Colacino, Iowa State Bar Association
Steve Erickson, ABC Virtual
Phil Dunshee, Enterprise MidAmerica
Julie DenOuden, Iowa Land Records
Lisa Sinclair, Enterprise MidAmerica

Welcome

Participants were welcomed to the conference call meeting of the ESS Coordinating Committee. The November 8, 2006 Meeting Summary was reviewed. Judy Cosgrove made a motion to approve the Meeting Summary. Sue Vande Kamp seconded the motion and it was approved.

Project Financial Reports

Fund 823 Accounts Payable

Invoices from four counties were divided into two Fund 823 Accounts Payable tables. Dwight Reiland moved to approve the Fund 823 Accounts Payable for Madison and Story Counties. Sue Vande Kamp seconded and the motion was approved.

Invoices for work completed in Buchanan and Sioux Counties were listed on a second Fund 823 Accounts Payable. Both counties have purchased project related equipment and have funds available but were informed the payments may be deferred because they have not been consistently uploading data to the portal. The Recorders in question reported either inadequate training or technical problems and the service providers for these two counties have been notified.

Marty Minnick moved to approve the Fund 823 Accounts Payable for Buchanan and Sioux Counties. Judy Cosgrove seconded the motion and it was approved. The County Recorders will again be encouraged to comply with the adopted standards and policies and to consistently upload in a timely manner.

Fund 255 Accounts Payable

Invoices from ABC Virtual and Enterprise MidAmerica reflect standard operating expenses. Digital Images created images that will be used in a future version of the web site.

Several EMA reimbursement requests are being deferred until the January meeting. Many of these expenses are workshop related, telephone service and postage.

Dwight Reiland moved to approve the Fund 255 Accounts Payable. Deb Winke seconded and the motion was approved.

Financial Reports

Current account Reconciliation Reports and Balance Sheets for Funds 255 and 823 were distributed before the meeting. Marilyn Dopheide made a motion to approve the Financial Reports and Dwight Reiland seconded. The motion was approved.

Contract and Work Authorizations

DNR 28E Agreement

Members reviewed and discussed the “Groundwater Hazard Reporting System / 28E Agreement”. Also reviewed was the “Agreement / Groundwater Hazard Reporting System”. The ISAC and DNR legal departments have reviewed both documents.

The original 28E agreement, signed by all 99 counties, gives the Coordinating Committee and E-Submission Service the authority to enter into other agreements such as the proposed 28E agreement. Several Members stated they would like the County Boards of Supervisors to be required to sign any 28E agreement. Also, some Members questioned whether the Coordinating Committee should be the party named in the agreement.

Due to the number of concerns mentioned with the proposed 28E agreement, action on the two agreements was deferred. A subcommittee was formed to give the Project Manager direction on this matter. Serving on the subcommittee are Tony Colacino, Joyce Jensen and Sue Vande Kamp.

Members also discussed the new Groundwater Hazard Form and what parties are allowed to modify it.

ABC Virtual Work Authorization 13.0

Members reviewed the proposed new ABC Virtual Work Authorization which is dated January 1, through March 16, 2007. This work authorization is consistent with the 2007 budget plan.

Joan McCalmant made a motion to approve the ABC Virtual Work Authorization 13.0. Marty Minnick seconded and the motion was approved.

E-Submission User Guides

Affidavit Mapping and Business Rules

The “Affidavit of Transfer User Guide” was reviewed and discussed. Members decided not to allow documents with Recorder’s signatures to be sent through the ESS and an explanation of this will be added to the introduction. Also, it was decided that illustration 5A would be deleted from the guide at this time because it contains a Recorder’s signature.

Judy Cosgrove made a motion to approve the “Affidavit of Transfer User Guide” with noted changes and amendments made today. Marty Minnick seconded and the motion was approved.

Changes to the “Affidavit Non-Transfer Documents User Guide” were explained.

Sue Vande Kamp moved to approve the “Affidavit Non-Transfer Documents User Guide” with noted changes. Dwight Reiland seconded the motion and it was approved.

Appendix D Imaging Standards Update

The “Appendix D - ILR Scanning/Imaging Standards” document provides helpful information to potential submitters. Participants at Fall School submitted constructive comments about the document and the resulting additions and changes were noted and explained.

Members discussed PDF and the “PDF Advisory” section. Because the E-Submission Service is on the leading edge of technology, the PDF discussion is evolving. Security precautions are currently being taken such as requiring potential submitters to provide an example of a PDF document before being activated as an e-submitter.

Marty Minnick moved to approve the “Appendix D – ILR Scanning/Imaging Standards” document. Sue Vande Kamp seconded the motion and it was approved.

CREEGAC

Integration Agreement and Related Policies

CREEGAC has requested to extract information from ILR and display this information on the new website. Planning for this feature can be done but before implementing, the Committee may require an agreement with CREEGAC. The draft "Integration Agreement / State of Iowa and Iowa County Recorders Association" was reviewed and discussed. This agreement is similar to the Schneider Corporation Agreement.

After much discussion, the Members agreed that Sue Vande Kamp will communicate with Dave Ellis, CREEGAC Project Manager. She will provide him with the "Integration Agreement / State of Iowa and Iowa County Recorders Association" and the Schneider Corporation Agreement.

The next CREEGAC Meeting is scheduled for December 19th.

Dave Ellis has requested to meet with the Association Executive Board and will attend the Coordinating Committee January Meeting. Executive Board Members will be invited to the January Meeting.

Treasurer's Website

The Treasurers have requested that a link to their website be placed on ILR under the "other land services." They have agreed to place a navigation item on their website that would include ILR.

ILR Application Development and Installation

Portal Update

The portal will be down on Monday, December 18th so that version 2.06 can be installed.

Melissa Bird, Megan Clyman and Paula White are appointees to a new committee that will begin meeting in January.

Closing

New members of the Committee will begin their terms at the next meeting of the Coordinating Committee scheduled for January 10, 2007 at the ISAC offices. The services of Committee members with expiring terms, including Judy Cosgrove, Marty Minnick and Colleen Pearce have been greatly appreciated.

The Meeting was adjourned at 4:22 p.m.