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Electronic Services System Coordinating Committee

Meeting Summary

March 10, 2010

Participants

Deb Winke, Allamakee County Recorder
Liz Kenison, Worth County Recorder
Sue Vande Kamp, Story County Recorder
Marilyn Dopheide, Carroll County Recorder
Denise Meeves, Crawford County Recorder
Megan Clyman, Davis County Recorder
Joyce Jensen, Cass County Recorder

Joan McCalmant, Linn County Recorder
Steve Mangan, Clinton County Recorder
Deb Roberts, Floyd County Recorder
Frank Feilmeyer, Iowa Bar Association
Phil Dunshee, Enterprise MidAmerica
Lisa Long, Iowa Land Records
Kelly Wallace, Iowa Land Records

Welcome

This meeting was held via teleconference and was called to order by Chairperson Deb Roberts. Introductions were made. The February 10, 2010 Meeting Summary was reviewed; Liz Kenison made a motion to approve. Frank Feilmeyer seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on March 9, 2010 and recommended approval of all invoices submitted for payment from Fund 255 and Fund 823 Accounts Payable tables.

Fund 823 Accounts Payable

Six invoices have been submitted for payment from Fund 823—Poweshiek County \$1,500.00, Harrison County \$300.00, Osceola County \$181.70, \$916.00 & \$200, and Boone County \$1,900.00. Joan McCalmant made a motion to approve. Denise Meeves seconded and the motion was approved.

Fund 255 Accounts Payable

Ten invoices have been submitted for payment from Fund 255—Enterprise MidAmerica \$9,435.00 and \$6,360.29, Iowa County Recorders Association \$14,190.19, ABC Virtual \$9,975.00, Alliance Technologies \$20,707.00 and \$14,625.00, Gegner Company PC \$340.00 and \$3,134.00, Lightedge Solutions \$4,448.50, and Solutions \$18,460.30. Joyce Jensen made a motion to approve. Joan McCalmant seconded and the motion was approved.

The Project Manager advised the invoices for ABC, Solutions and Alliance represent the end of third party development work; additional small invoices may be received in the future for any supplemental work required.

Financial Reports

The Project Office received the State Treasurer's reports regarding Fund 255 and Fund 823. All accounts were reconciled and balanced with the reports received from the Treasurer's Office. The Balance Sheet and Profit & Loss statement were reviewed and discussed. A summary of budgeted versus actual income and expenses was reviewed and discussed. The Project Manager advised income will be lower than expected for the fiscal year, but overall expenses will also be lower. A budget amendment for FY 2010 and proposed budget for FY 2011 will be presented at the April meeting. Liz Kenison made a motion to approve the Financial Reports. Joyce Jensen seconded and the motion was approved.

Metrics

Metrics were reviewed and discussed; recording activity has increased in recent months and follows reported trends of increasing real estate transactions.

Contracts & Agreements

CSI Contract Amendment & Acceptance Agreement

The master agreement with CSI provides for the delivery of documents for redaction and the return of redacted documents to ILR. A proposed Acceptance Agreement codifies that the basic redaction process works, when redaction production will begin and how CSI will be paid for redaction services. The Project Manager advised that starting on March 11, 2010 redaction will be enabled for counties one at a time and the process will be validated as working correctly prior to additional counties being enabled. Sue Vande Kamp made a motion to approve the Acceptance Agreement and related amendments. Frank Feilmeyer seconded and the motion was approved. The Project Manager advised the redaction of back file documents will begin in mid-April and the current plan is to redact one year of back file documents per month. Instructions will be available for recorders at Spring School on March 24-25.

Iowa Department of Revenue

As discussed at the February meeting, the Department of Revenue wishes to electronically record state tax liens and releases through Esubmission; the Project Manager met with the Department of Revenue to finalize the agreement. The agreement was also reviewed by Nate Bonnett at ISAC. Following testing of the process, documents will begin to be recorded in August or September of this year. CLRIS will treat all documents as confidential until they are recorded. Sue Vande Kamp made a motion to approve the Agreement with the Department of Revenue. Joyce Jensen seconded and the motion was approved.

ABCV Work Authorization

A work authorization for ABC Virtual was presented and discussed. The work authorization is for Karla Klein to provide up to 100 hours of consulting time through the end of calendar year 2010. Karla's history with the project makes her valuable resource to Kelly and Vishal as they continue to learn the details about how the ILR system has been developed. Joyce Jensen made a motion to approve. Joan McCalmant seconded and the motion was approved.

Simplifile Integration Agreement

The Project Manager discussed the renewal of the integration agreement with Simplifile at the recent PRIA conference and hopes to bring the final agreement to the committee for approval at a future meeting.

ILR Redaction Implementation Project

Redaction Process Start Up

Kelly Wallace provided an update of the project; He advised that 10,000 documents have been uploaded to CSI for redaction testing, 200 documents were returned redacted, and all communications with CSI for the upload and return of documents have been successful. The first production pull of documents by CSI is scheduled for March 11, 2010 and will include uploaded documents with a recording date within the previous seven days. The 10,000 documents tested by CSI will be sent through the redaction process again as they were part of the test group and will be checked again as back file documents are redacted. The redaction of documents recorded prior to March 5, 2010 is expected to begin April 12, 2010.

Kelly advised that a meeting was held with Imagetek on March 9, 2010 to discuss a code mismatch that prevented images in some Imagetek counties from being uploaded to the portal. Imagetek advised that the work required to correct this can be completed in approximately two weeks.

County Redaction Download Policy

Also discussed at the meeting with Imagetek was the scope of work required to return redacted TIFF images to the counties for display in their offices and on their local systems. Imagetek will advise the Project Manager of the cost of this work. Meetings will be set up with the other service providers in the near future.

Other Planning Activity Update

County Update—Hamilton, Hardin, Winneshiek

Winneshiek County has paid the maintenance fees originally billed in March 2009.

Deb Winke advised she had a long phone conversation with Hamilton County Recorder Kim Anderson about paying her maintenance fees, participating in Esubmission and uploading indexes and images to the portal. Kim was adamant about not having documents on the portal and advised she has not been approached by her customers about Hamilton County's indexes & images not being available on the ILR site. Hamilton County has not signed a 28E agreement and Kim Anderson indicated that she will not ask the Board of Supervisors to approve it. She informed Deb that she has turned all information and correspondence over to the Hamilton County Attorney. Frank Feilmeyer made a motion directing the preparation of a letter to the Attorney General requesting advice and assistance. Joyce Jensen seconded and the motion was approved.

Hardin County has not paid maintenance fees dues for 2009, does not participate in Esubmission and has not recently uploaded documents to the portal. A letter will be prepared for the County Recorder and County Attorney reminding them of their obligations to participate in the project as required by Senate File 465.

ESS Management Subcommittee Report

Joyce Jensen reported that the Management Subcommittee had met via conference call to discuss where the Association staff hired to support the Iowa Land Records project should be housed. There are now three Association employees currently working at the offices of Enterprise MidAmerica, and a fourth employee will be hired soon. Phil Dunshee had provided the Subcommittee with a break out of the actual costs associated with each office unit, and had asked for direction from the Subcommittee.

The Subcommittee concluded that the employees should continue to be located at the offices of Enterprise MidAmerica through the current term of the project management contract (June 30, 2012). Office space needs for project staff will be re-evaluated at that time. It is expected that a contract amendment to address the specifics will be presented for action at the April ESS meeting.

CREW Update

An update was not available.

Closing

The meeting was adjourned at noon.

The next meeting is scheduled for April 14, 2010 at 10 A.M.