

Prepared By and Return To: Lisa Long, 5408 NW 88th Street, Suite 120, Johnston, IA 50131
515-331-2246

Electronic Services System Coordinating Committee

Meeting Summary

July 14, 2009

Participants

Joyce Jensen, Cass County Recorder
Megan Clyman, Davis Co. Deputy Recorder
Denise Meeves, Crawford County Recorder
Deb Winke, Allamakee County Recorder
Liz Kenison, Worth County Recorder
Sue Vande Kamp, Story County Recorder
Marilyn Dopheide, Carroll County Recorder
Scott Williams, Marshall County ICIT
Sue Meyer, Clayton County Recorder

Frank Feilmeyer, Iowa State Bar Association
Bill Blue, Iowa Land Title Association
Matt White, Iowa Finance Authority
Mike St. Clair, Iowa Land Title Association
Jenny Tyler, Iowa Bar Association
Dwight Dinkla, Iowa Bar Association
Phil Dunshee, Enterprise MidAmerica
Lisa Long, Iowa Land Records

Welcome

This meeting held at the Enterprise MidAmerica offices, was called to order by Chairperson Deb Winke and introductions were made. Liz Kenison, Sue Meyer and Denise Meeves participated by phone. The June 17th and June 22nd Meeting Summaries were reviewed; Frank Feilmeyer made a motion to approve. Joyce Jensen seconded and the motion was approved.

Project Financial Reports

The Finance Subcommittee held a meeting on July 1, 2009 and recommended approval of all invoices submitted for payment from Fund 255 and Fund 823 and the Bank of America Accounts Payable tables.

Fund 255 Accounts Payable

Nine invoices have been submitted for payment from Fund 255—ABC Virtual \$2,805.00, Enterprise MidAmerica \$13,000.00, Enterprise MidAmerica \$13,032.12, Denman and Company \$3,200.00 Alliance Technologies \$67,226.01, De Lage Landen Financial Services, Inc \$40,205.00, Bearance-Iowa \$600.00, Lightedge Solutions, Inc. \$180.00 and \$6,325.00.

Fund 823 Accounts Payable

Four invoices have been submitted for payment from Fund 823; Jefferson, Dallas and Calhoun counties submitted invoices for annual maintenance; Clinton County submitted an invoice for a scanner.

Treasury Management Accounts Payable

Six invoices have been submitted for payment from the Treasury Management account; all invoices are from local service providers for annual maintenance for FY 2010. Vendors and the amounts are: Imagetek, Inc. \$32,857.00, Solutions, Inc. \$88,580.00, Digital Business Solutions, \$2,240.25, Tyler Technologies, \$90,640.00, Cott Systems, Inc. \$16,480.00 and ACS Enterprise Solutions, Inc \$6,180.00. Invoices have been received from all local service providers except Fidlar. These bills will be paid as cash flow permits.

Joyce Jensen made a motion to approve the Accounts Payable tables. Megan Clyman seconded and the motion was approved.

Invoices for annual maintenance fees were sent to all counties in March 2009. Payment from 11 counties is pending with eight of the counties reporting that payment requests were in process. Deb Winke will follow up with applicable counties.

Financial Reports

The Project Office received the State Treasurer's reports regarding Fund 255 and Fund 823. All accounts have been reconciled and balanced to the reports received from the Treasurer's Office and Bank of America for June 2009. Both the Profit & Loss statement and Balance Sheet were presented and discussed.

Metrics

Recording activity in June 2009 exceeded activity in June 2008; Esubmissions continued to be at record levels with over 10% of documents being recorded electronically. Over 7500 documents were electronically recorded in June.

All financials and metrics were reviewed with the Finance Subcommittee and approval was recommended. Sue Vande Kamp made a motion to approve. Frank Feilmeyer seconded and the motion was approved.

ILR Redaction Implementation Project

The new server equipment has been received and is being installed and configured. A technical planning meeting is scheduled for Friday July 17, 2009 to determine steps necessary to return images to the Portal. The intent is to migrate from the old server to the new server by mid August, 2009 then prepare to integrate with CSI. Images will be securely transferred to CSI for redaction and then returned. The hope is to make current images available by the end of September, then work deliberatively on historical images.

The agreements with local service providers for development work required to return TIFF images will be brought to the August meeting for approval.

Technical Lead and Developer Position Update

Both positions have been posted, the application deadline is open. Using a recruiter to fill the positions was discussed; a decision on this was deferred until the August meeting.

ILR Organization Structure

The Project Manager and Bill Peterson from ISAC discussed the possibilities of internal personnel being officially employed by ISAC and continue to work under the supervision of ICRA; the agreement would be similar to an agreement ISAC has with the engineers.

A formal agreement will be presented for approval in August or September to both the ESS Committee and the ISAC Governing Board.

ILR Technical Services RFP Update

Ten responses were received to the RFP. All proposals were reviewed and scored; three proposals met the minimum requirements for system administration, database administration or application development services. One of the companies will be interviewed by the committee on July 15, 2009. If the results of the interview are favorable, the committee may recommend contracts be approved for all three companies. A conference call meeting could be held before the end of the month for approval of the Intent to Award to the three companies. Contracts could be presented for approval at the August meeting.

The RFP evaluation committee consisted of Scott Williams, Deb Roberts, the Phil Dunshee and Joel Rohne from Worth County.

Contracts and Agreements

The contract for Project Management services with Enterprise MidAmerica was presented. The contract is for an initial three year term with three one year extension options. Joyce Jensen made a motion to approve. Sue Vande Kamp seconded and the motion was approved.

Other Planning Activity Update

A planned discussion about Groundwater Hazard Statements was deferred until Summer School in August.

The requirements for the transfer of electronic documents were discussed. The intent of the recently passed legislation is to protect the privacy of citizens. Iowa Land Records cannot provide records on a batch basis to a third party. All County Recorders were advised to consult with their County Attorney when interpreting the legislation. Options to enable County Recorders to continue providing electronic files to local customers were discussed. The topic will be reviewed again at the next meeting.

CREW Update

Marilyn Dopheide will send a letter to CREW confirming the recorder's commitment to the project.

Closing

The meeting was adjourned at 5:00 p.m.
The next meeting is scheduled for August 5, 2009.