

**Electronic Services System
Coordinating Committee
Meeting Summary
February 6, 2020**

Participants

Julie Haggerty, Polk County Recorder
Jolynn Goodchild, Plymouth County Recorder
John Lewis, Title Services Des Moines Corp.

Nancy Booten, Lee County Recorder
Kathy Jurries, Calhoun County Recorder

Travis Case, Grundy County Recorder
Lisa Long, Iowa Land Records
Leah Champion, Iowa Land Records
Gary Wilgenbusch, Bergan KDV

Phil Dunshee, Iowa Land Records
Kati Ross, Iowa Land Records
Bob Rafferty, the Rafferty Group

Other Participants via Teleconference

Melissa Bahnsen, Cedar County Recorder
Lindsay Laufersweiler, Webster County Recorder
Eric Sloan, ICIT
Chuck Hendricks, ISBA

Jamie Stargell, Adams County Recorder
Deb Roberts, Floyd County Recorder
Dave Rubow, ILTA

Welcome

The meeting of the ESS Coordinating Committee was held at the Iowa Land Records office and via teleconference. The meeting was called to order and introductions were made.

Meeting Summary

The November 7, 2019 Meeting Summary was reviewed. Nancy Booten made a motion to approve the Meeting Summary. Julie Haggerty seconded, and the motion was approved.

ESS Election of Officers

Voting members of the Coordinating Committee were asked to nominate a Chair, Vice Chair and Secretary/Treasurer for the ESS Coordinating Committee. Kathy Jurries was nominated to continue her position as Chair. Julie Haggerty was nominated to continue her position as Vice-Chair. Deb Roberts was nominated to continue her position as Secretary/Treasurer. Nancy Booten made a motion to approve the Coordinating Committee nominations. Jolynn Goodchild seconded, and the motion was approved.

ESS Subcommittee Appointments

The ESS Coordinating Committee was presented with subcommittee nominations for approval. District 3 nominated Laura McKeever, Sac County Recorder, to the Finance Subcommittee. District 1 nominated Ashten Wittrock, Carroll County Recorder, to the Standards Subcommittee. Lindsay Laufersweiler made a motion to approve the subcommittee nominations. Julie Haggerty seconded the motion, and the motion was approved.

Financial Reports

The BOA 2019 4th Quarter and YTD Report reports, the Fund 255 FY 2020 YTD report, and the budget vs. actual reports were reviewed. Julie Haggerty made a motion to accept and approve the financial reports. Jolynn Goodchild seconded, and the motion was approved.

2020 Cost Allocation Report

The Project Manager presented the Committee with a BOA Cost Allocation report. Current law is structured to require that any income from Iowa Land Records E-Submission only be used for E-Submission activities. The report is designed to document how each activity and expense is related to either the portal, e-submission or point of sale functions. It also shows that the project is spending the necessary proportion of revenue on activities relating to e-submission. Jolynn Goodchild made a motion to approve the 2020 Cost Allocation budget report. Julie Haggerty seconded, and the motion was approved.

Accounts Receivable Report

The Committee reviewed a list of receivables that need to be addressed prior to the upcoming audit. The report itemized a list of receivables totaling \$3,072.64 for various e-submission customers that would be write offs for the year. Julie Haggerty made a motion to approve writing off the list of receivables, effective December 31, 2019. Jolynn Goodchild seconded, and the motion was approved.

Assignment of Credits – Cost Sharing Plans

The Project Manager presented a memo regarding the assignment of credits for costing sharing for annual local service provider maintenance. It was reported that \$120,000 was budgeted for this activity. The formula to determine the cost share amount for each county is based on their percentage of electronically recorded documents compared to the statewide average. It was reported that in 2019 that the state average of documents electronically recorded was 45%. Counties would receive at least as much as they received in the previous year, and if they exceeded the state average, they would see an increase in their cost share amount. Changes to this formula may occur next year, but for now this will ensure that all counties receive at least as much as they did in the previous year. Invoices will be sent to counties in the coming weeks. Nancy Booten made a motion to approve the recommendation for the 2020 cost sharing amount. Julie Haggerty seconded, and the motion was approved.

BOA Reserve Fund Policy Amendments

The Project Manager presented information about the recent changes in the budget administered through the Bank of America account. It was recommended that reserve accounts be created under the Bank of America account which correspond to the current Fund 255 reserve accounts. The Committee was made aware that the Standards Subcommittee and Finance Subcommittee had reviewed and approved the creation of the new BOA reserve accounts. Jolynn Goodchild made a motion to approve an amendment to the reserve fund policies in order to create the new reserve accounts. Nancy Booten seconded, and the motion was approved.

Storage Equipment Purchase

The Project Manager made the Committee aware that maintenance for the storage equipment at our data center was set to expire in July. At that point we would need to purchase a \$40,000 per year maintenance agreement with Aureon Technologies to continue support for the current storage equipment. A proposal for new storage equipment was shared. The proposal outlined the cost for new storage equipment plus a three-year maintenance period for \$88,406. The Committee discussed that it was more cost effective for the project to purchase the new equipment, which includes the three years of maintenance for the devices. Julie Haggerty made a motion to approve the storage equipment purchase. Nancy Booten seconded the motion, and it was approved.

Key Project Updates

E-Submission 2.0 Recorder's Interface

Lisa Long updated the Committee about the new interface and the rollout process. She provided a demonstration of the newest ESub 2.0 updates and informed the Committee of the most recent changes being worked on by development team.

Web Design and Content Management

Kati Ross provided background on the procurement process and updated the Committee on the status of launching the new site, as well as roll-out plans to inform customers of the changes.

Governance

28E Agreement Review

The Project Manager provided an overview of potential future updates that may need to be made to 28E agreement to clarify that the Electronic Services System is a governmental agency. The updated agreement would continue to ensure that the recorder's association would appoint the members of the governing board for ESS. Legislation will be required to facilitate the change, and the Boards of Supervisors in all 99 counties would need to approve of the amendment. Work on drafting an amendment to the 28E agreement will continue through the remainder of the year.

Contracts and Agreements

Denman – CY 2019 Audit Engagement – Approval

Preparations for conducting the annual financial audit are being made, and it is necessary to enter into an agreement to have the audit performed. The Committee was informed that a 3-year transitional period was negotiated with Denman to raise the fees for the audit, because as the project has matured the audits have become increasingly complex. Julie Haggerty made a motion to approve the engagement agreement and fee increase with Denman, and Nancy Booten seconded. The motion was approved.

Policies and Procedures

Declaration of Value Project Plan

The Committee was briefed on preliminary meetings with representatives from the ICRA executive board, Iowa State Association of Counties and Iowa Department of Revenue regarding a potential new process for DOV documents. The Iowa Department of Revenue is proposing to restructure the way DOV documents are processed. And integration between the Iowa Land Records system and the Department of Revenue would provide the Department with faster access to DOV documents. A chart which outlined the potential workflow for the process was shared with the Committee. Iowa Land Records would be compensated by the Department of Revenue for their work on this project. This change will require legislation which will be coordinated by the Department of Revenue.

Recording Fees and Budgets Review

The Project Manager reported that the recording fees in Iowa had not changed in 35 years. After an attempt at legislation to establish a recording fee for groundwater hazard statements in 2019, it was clear that there is a perception that County Recorders are gaining significant income from recording fees. It was proposed that a budget analysis be conducted to show fees income compared with the expense of providing recording services. A special working group will be formed to determine the best approach for gathering consistent data from all 99 counties. The Committee was informed that members of the Finance Subcommittee were being encouraged to join the working group.

Groundwater Hazard Process Review

The Project Manager provided insights on a potential future working group to explore reforms to the Groundwater Hazard Statement process. Preliminary discussions with stakeholders are currently taking place. The discussion involves exploring if there is a different way in which Groundwater Hazard documents that have no hazards to report could be handled. This could reduce work for the county recorders and stakeholders in cases where there is nothing to report.

SLSI Indexing Working Group

The Project Manager provided an overview of a potential working group related to surveys and plats indexing best practices, and options for digitizing older surveys and plats.

Legislative Updates

Bob Rafferty provided the Committee with information about what legislation is being monitored.

Other Project Updates

PCI and Security Policies

The Project Manager presented a draft of an amendment to the ESS Policies and Procedures Chapter 10.4(2). The policy outlined an update to the Online Payment Security and PCI compliance of the system. The security scan of the ILR system has been passed but follow up work on the security questionnaire still needs to be addressed by the ILR Development team. Changes to the policy may still need to occur once the questionnaire is complete. The draft policy will be reviewed and brought back to the Committee for action at a future meeting.

2020 Spring Campaign Plans

Kati Ross presented an update on campaigns results and upcoming initiatives to attend trade shows, create training materials, and focus on customer retention.

The Meeting was adjourned at 2:04 PM.