

AMENDED AND SUBSTITUTED COUNTY ELECTRONIC SERVICES SYSTEM 28E AGREEMENT

WHEREAS, the Iowa County Recorders Association (hereinafter referred to as “Association”) and the following Counties to wit: Adair, Adams, Allamakee, Appanoose, Audubon, Benton, Black Hawk, Boone, Bremer, Buchanan, Buena Vista, Butler, Calhoun, Carroll, Cass, Cedar, Cerro Gordo, Cherokee, Chickasaw, Clarke, Clay, Clayton, Clinton, Crawford, Dallas, Davis, Decatur, Delaware, Des Moines, Dickinson, Dubuque, Emmet, Fayette, Floyd, Franklin, Fremont, Greene, Grundy, Guthrie, Hancock, Hardin, Harrison, Henry, Howard, Humboldt, Ida, Iowa, Jackson, Jasper, Jefferson, Johnson, Jones, Keokuk, Kossuth, Lee, Linn, Louisa, Lucas, Lyon, Madison, Mahaska, Marion, Marshall, Mills, Mitchell, Monona, Monroe, Montgomery, Muscatine, O'Brien, Osceola, Page, Palo Alto, Plymouth, Pocahontas, Polk, Pottawattamie, Poweshiek, Ringgold, Sac, Scott, Shelby, Sioux, Story, Tama, Taylor, Union, Van Buren, Wapello, Warren, Washington, Wayne, Webster, Winnebago, Winneshiek, Woodbury, Worth, Wright entered into the above described County Electronic Services System 28E Agreement [See Attachment A – specifying the recorded 28E agreements approved by each county.]; and

WHEREAS, the Electronic Services System was created in 2005 and has implemented electronic recording and electronic transactions in each county and has developed a model statewide land record information system and website to provide electronic access to records and information in the State; and

WHEREAS, the Association and each participating county have been instrumental in creating and expanding the public’s access to public records while at the same time assuring the creation and development of a system that redacts and protects personally identifiable information efficiently and accurately; and

WHEREAS, the Electronic Services System has efficiently and successfully facilitated the electronic recording of documents; and

WHEREAS, the Electronic Services System has successfully fulfilled its fiduciary responsibilities to Iowa citizens and counties by transmitting fees paid by customers to Iowa counties for the public services rendered by the System and by conducting an annual financial audit assuring the integrity and efficiency of the Electronic Services System created and developed by the participating Counties and the Association; and

WHEREAS, HF 882 (2005 acts) has been amended to allow the Electronic Services System to contract directly for services thereby eliminating the financial liability of the Association for the direct contractual

liability for the Electronic Services System while at the same time allowing for a representative governance system assuring continued governance by elected County Recorders across the State; and

WHEREAS, in accordance with recent amendments by the Iowa legislature the parties seek to amend and Substitute the County Electronic Services System 28E Agreement and in the process make certain modifications to create further efficiencies in governance and frequency of meetings of the govern board; and

NOW THEREFORE, the undersigned counties and the Association hereby Amend and Substitute the aforementioned County Electronic Services System 28E Agreement entirely with this **AMENDED AND SUBSTITUTED COUNTY ELECTRONIC SERVICES SYSTEM 28E AGREEMENT** as follows:

1. **PURPOSE.** This Agreement is an Amended and Substituted Intergovernmental Agreement creating and continuing the Electronic Services System administering the county land records information system, a/k/a Iowa Land Records, and other services. The purpose of the Electronic Services System was to establish a system and the necessary associated infrastructure to enable the recordation of various land records by interested parties in all areas of the State, and to provide reasonable public access to the public to land record information, while assuring that personally identifiable information was redacted in accordance with Iowa Law prior to public access to such records through the system.
2. **STATUS AS LEGAL ENTITY.** The Electronic Services System shall hereafter be constituted as a separate and distinct legal entity formed and established pursuant to chapter 28E of the Iowa Code (2020) governed by the governing board as set forth herein. As so constituted, it shall have the following powers:
 - a. To receive and disburse electronically into bank accounts designated by the Electronic Services System and each County Recorder authorized fees for electronic recording and other services.
 - b. To provide Iowa counties with an electronic services system for other services provided through the Office of the County Recorder;
 - c. To provide Iowa counties with an electronic services system for other services;
 - d. To contract with any public or private entity to provide all necessary services;
 - e. To rent, lease or purchase any tangible personal property, real estate or services reasonably necessary to fulfill the purposes of this Agreement;
 - f. To establish a system of accounting and budgeting, and a system for receiving payments;
 - g. To retain legal counsel, accountants and other professional individuals needed in order to fulfill the purposes of this Agreement; and
 - h. To exercise any other power or do any other legal act necessary to discharge its obligations and fulfill the purposes of this Agreement.
 - i. Take other routine or ministerial action as needed to provide for the successful operation of the Electronic Services System and the county land record information system.
 - j. Establish policies and procedures to provide for the governance and operation of the Electronic Services System and a governing board or committee.
 - k. Establish committees or subcommittees as needed to carry out the duties and responsibilities established by the ESS Coordinating Committee.
 - l. To sue, or be sued, acquire and own real or personal property necessary for its corporate purpose.

- m. Adopt a corporate seal and alter the seal at its pleasure.
 - n. To issue debt as it deems necessary to fulfill its purposes.
 - o. Execute all powers conferred in chapter 28E of the Iowa Code (2020) and as subsequently amended from time to time.
3. **DURATION.** This Agreement shall become effective at such time as the undersigned counties have executed this Agreement in the manner hereinafter provided, and this Agreement is filed and recorded as required by Iowa Code section 28E.8 (2020). Copies of the filed and recorded Agreement shall be provided to the member counties. The operations of ESS shall be perpetual unless terminated in accordance with this Agreement.
4. **GOVERNING BOARD.** The Electronic Services System shall be governed by the Committee known as the ESS Coordinating Committee.
- a. **Composition of Committee.** Initially the Committee shall consist of 12 members, and the number of members may be adjusted in the manner provided pursuant to paragraph 4(d). The members of the Committee shall be appointed by the Iowa County Recorders Association Executive Board.
 - b. Members of the ESS Coordinating Committee shall consist of eight County Recorders who shall be representative of the Electronic Services System membership as follows:
 - i. One County Recorder shall be appointed from each of the six geographic districts established by the Iowa County Recorders Association.
 - ii. One County Recorder shall be appointed from one of five counties with the highest population based on the most recent official U.S. census.
 - iii. One County Recorder who is a member of the Iowa County Recorders Association Executive Board. To the extent practicable, the County Recorders should be representative of the various indexing and imaging systems utilized throughout Iowa. Deputy Recorders shall be eligible to serve on the ESS Coordinating Committee.
 - c. Members of the Coordinating Committee shall also include representatives of stakeholders and professionals who develop, originate or process official real estate documents. These members shall be qualified as follows:
 - i. One representative of Iowa financial institutions including banks, credit unions or mortgage companies.
 - ii. One member who is representative of professionals active in the practice of real estate law.
 - iii. One member who is representative of professionals in abstracting and land title management.
 - iv. One member who is representative of the Iowa County Information Technology group, an affiliate of the Iowa State Association of Counties.
 - d. Adjustments may be made to the composition of the Committee by resolution approved by at least 75% of the Committee and effective upon ratification by the Iowa County Recorders Association Executive Board. In the event the Iowa County Recorders Association Executive Board does not ratify the change in composition of the Committee within 30 days of adoption of the resolution by the Committee, any such change shall be considered defeated.

5. VOTING

- a. In the conduct of the Committee's business, each member of the Committee will have one vote, and the majority vote of those members present and voting shall decide such matters.
- b. Committee members may participate and via electronic means including but not limited to teleconference, web conference, or electronic mail.
- c. The Chair, or in the Chair's absence, the Vice Chair of the Committee, may vote and participate in discussion, but shall not make or second a motion.

6. OFFICERS

- a. The officers of the Committee shall be the Chair, the Vice Chair and the Secretary/Treasurer, each of whom shall be elected by vote of the Committee at the annual meeting of the Committee.
- b. The Chair shall preside at all meetings of the Committee. The Chair or the Vice Chair in the absence of the Chair shall sign any instruments which the Committee has authorized to be executed, except in cases where the signing of instruments shall be required by law or protocol to be otherwise signed or executed, or where the resolution of the Committee authorizes the signing of such instrument by another person.
- c. In the absence of the Chair, or in the event of the death, inability to act or refusal to act by the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon that office.
- d. The Secretary/Treasurer shall have responsibility for (i) the taking and preservation of minutes of the proceedings of the Committee, (ii) the giving of all notices in accordance with this Agreement or any policies and procedures, or as otherwise directed by the Committee or required by law, (iii) acting as custodian of the records of the ESS and (iv) keeping a current registry of the names and addresses of the members of the governing body of each participating member, and of each participating member's principal officers and of the Committee or subcommittee representatives.
- e. The officers of the Committee shall be elected annually by and from the members of the Committee present at the annual meeting of the Committee. Nominations shall be accepted from the representatives present at the annual meeting. All nominees must receive a second in order to be considered a candidate and voted on for office.
- f. Each officer shall hold office until his or her successor has been duly elected.

Each of the officers shall be from different participating members. A vacancy in the office of Chair, Vice-Chair or Secretary shall be filled by the Committee for the unexpired portion of the term.

7. **MEETINGS.**

- a. Regular meetings shall be held at least quarterly at the place, day and hour set forth in a schedule of regular meetings for the following year that is approved by the Committee by no later than the last meeting of each year. A copy of the agenda and all materials to be considered at the meeting shall be mailed or delivered electronically to the members of the Committee, at least one (1) business days prior to the meeting, or as may otherwise be set forth in the policies and procedures.
- b. Special meetings of the Committee, for any purpose or purposes not inconsistent with this Agreement, may be called by the Chair, or shall be called by the Chair at the request of any six participating counties. The notice requirements of subsection (a) shall apply to all special meetings.
- c. All meetings of the Committee shall be conducted in compliance with Chapter 21 of the Code or any successor laws, as the same may be amended or supplemented in the future, and in general accordance with Robert's Rules of Order.
- d. The presence of at least one-half of the Committee members shall constitute a quorum. A quorum is required to be present to convene a meeting of the Committee and for the conduct of its business. The Chair shall determine whether a quorum exists, shall cause the names of all members present to be entered into the meeting minutes, and shall call the meeting to order if a quorum exists.

8. **POLICIES AND PROCEDURES.** The Committee may adopt policies and procedures relating to the notice and conduct of its meetings and those of any committees it shall establish. Such policies and procedures may be adopted, and may be amended or repealed, by a majority vote of the members of the Committee present and voting taken at any regularly scheduled or specially called meeting as described in Article III, Section 5 hereof, provided that notice of the impending vote thereon is contained in the meeting notice and agenda of the meeting at which such vote is to be taken.

9. **DUTIES.** The Electronic Services System shall have the following duties.

- a. To execute contracts necessary for implementation of the county land record information system as required by law.
- b. To adopt policies and procedures for the county land record information system and other public services.
- c. To maintain the county land records information system website(s)
- d. To integrate land record information managed by county recorders with other information systems as practicable

- e. To implement processes for redacting personally identifiable information contained in electronic documents which are displayed for public access or transferred to another person
- f. To establish standards for recording, processing and archiving documents and records
- g. To expand access to records by encouraging electronic indexing and scanning of documents recorded in prior years

10. **BUDGET**. The ESS Coordinating Committee shall, prior to January 1 of each year, prepare and adopt a budget for the operation of ESS for the next calendar year. The ESS Coordinating Committee shall make a copy of the ESS budget available to each member county. The ESS Coordinating Committee may amend the ESS budget during the fiscal year.

The accounts of ESS shall be audited and verified by a certified public accountant within two hundred seventy (270) days of each fiscal year and a copy thereof provided to the Board of Supervisors and County Recorder of each member of the Agreement, the Auditor of the State of Iowa and, upon request, to any other elected official in a county that is a party to this Agreement.

11. **FUNDING**. ESS shall provide the services referred to in this Agreement to each member county. Funding for the operation of ESS shall be provided through any recording fee established for these purposes as specified or authorized by law, any transaction service or user fees, and other sources deemed appropriate by the Electronic Services System and its members to be charged to those utilizing the services or data.

12. **ADDITIONAL MEMBERSHIP**. After June 30, 2021, any Iowa county may become party to this Agreement and gain membership in ESS by adoption of this Agreement, as it may have been amended, by motion of its board of supervisors. Membership shall be effective upon filing and recording of the Agreement as required by Iowa Code section 28E.8 (2020), with a copy of the filed and recorded Agreement to be provided to Electronic Services System Coordinating Committee and the new member county.

13. **WITHDRAWAL**. Any county, by motion of its board of supervisors, if specifically authorized by Iowa law, may withdraw from ESS by giving written notice to the Electronic Services System Coordinating Committee no later than June 15 preceding the calendar year of withdrawal. Any such withdrawal will become effective no earlier than January 1 following the date notice is given, or the date specified in the notice, whichever is later. Services of ESS shall continue to be provided to the withdrawing county until the date of withdrawal.

14. **STANDARDS**. Members shall comply with all standards, policies and requirements for the delivery of services adopted by the Electronic Services System Coordinating Committee.

15. **AMENDMENTS**. This Agreement may be amended by motion of the Electronic Services System Coordinating Committee which must be approved by at least 75% of the Committee. The passed amendment shall then be submitted to the individual member counties. A separate explanation of the reasons for the amendment shall be included in the transmission of the proposed amendment to the individual member counties. Each county desiring to vote upon the amendment shall do so by motion and return to Electronic Services System Coordinating Committee a certified copy of the motion indicating the county's vote on any such amendment within sixty (60) days of the date that the county receives a copy of the proposed amendment. Any county not voting upon the

amendment within this time shall be considered to have approved the amendment. If the amendment receives a majority of the votes of all County members, it shall become effective ten (10) days following the date the vote is tabulated. Amendments shall be filed and recorded as required by Iowa Code section 28E.8 (2019).

16. **NON-LIABILITY.** ESS is a public agency. The Electronic Services System Coordinating Committee and individual counties shall not be liable for any acts, deeds, resolutions or other actions of ESS. Each individual county, and its assets and taxing authority may not be reached, attached or executed upon by any creditor or claimant of ESS. The Electronic Services System Coordinating Committee and its assets may not be reached, attached or executed upon by any creditor or claimant of ESS.
17. **THIRD PARTY BENEFIT.** Neither the provisions of this Agreement nor the provisions of any agreement that ESS may have with any public or private agency shall inure to the benefit of any other third party or any individual resident or taxpayer of any county and neither this Agreement nor any agreement that ESS may have with any public or private agency may be the basis of a claim or cause of action on behalf of any other third party or any individual resident or taxpayer of any county.
18. **TERMINATION.** If specifically authorized by Iowa law, this Agreement may be terminated by motion of the Electronic Services System Coordinating Committee which must be approved by at least 75% of the Committee which shall then be submitted for consideration by the individual member counties. A separate explanation of the reasons for the termination shall be included in the transmission of the proposal to the individual member counties. Each county desiring to vote upon the termination shall do so by motion and return to Electronic Services System Coordinating Committee a certified copy of the motion indicating the county's vote on any such amendment within sixty (60) days of the date that the county receives a copy of the proposed termination. Any county not voting upon the termination within this time shall be considered to have approved the termination. If the termination receives a 75% vote of all County members, it shall become effective one hundred and eighty (180) days following the date the vote is tabulated. The termination shall be filed and recorded as required by Iowa Code Chapter 28E (2020).
19. **DISPOSITION OF ASSETS.** The assets of ESS have been a direct result of payments received for services rendered to the public at large. In the event this Agreement is terminated and ESS is abolished, all property of ESS shall be delivered, assigned and conveyed to the State of Iowa, or as otherwise directed by applicable Iowa Law, after payment of all just debts, obligations and liabilities of ESS.
20. **SEVERABILITY.** If any portion of this Agreement or the application of this Agreement to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provisions or applications, and to this end, the provisions of this Agreement are declared to be severable.

THE EXECUTION OF THIS AGREEMENT BY EACH UNDERSIGNED COUNTY SHALL CONSTITUTE ADOPTION OF THIS AGREEMENT. FOR EACH UNDERSIGNED COUNTY, SUCH EXECUTION SHALL BE PURSUANT TO AUTHORITY GRANTED BY MOTION OF THE BOARD OF SUPERVISORS.

28E AGREEMENT
ELECTRONIC SERVICES SYSTEM

Kathy Jurries
Chair, Electronic Services System

Date _____

STATE OF IOWA)
) ss
COUNTY OF POLK)

I, Kathy Jurries, being first duly sworn on oath depose and state that I am the Chair of the ESS Coordinating Committee, and that I executed the foregoing instrument as the Chair of the ESS Coordinating Committee and that the statements contained therein are true.

Kathy Jurries, Association President

Subscribed and sworn to before me this _____ day of _____, 2020.

Notary Public in the State of Iowa
Name of Notary _____

(SEAL)

28E AGREEMENT
ELECTRONIC SERVICES SYSTEM

_____ County, Iowa

By: _____

Date _____

Chairperson _____ County Board of Supervisors

(SEAL)

ATTEST:

County Auditor

STATE OF IOWA)
) ss
COUNTY OF _____)

On this _____ day of _____, 2020, before me, the undersigned, a Notary Public in and for said County and State, personally appeared _____ and _____, to me personally known, who, being by me duly sworn, did say that they are the Chairperson of the Board of Supervisors and Auditor, respectively, of _____ County, Iowa; that this instrument was signed and sealed on behalf of said county by authority of its Board of Supervisors; and that the said _____ and _____ as such officers acknowledged the execution of the said instrument to be the voluntary act and deed of _____ County by it and by them voluntarily executed.

Notary Public in and for the State of Iowa
Name of Notary _____

(SEAL)

Attachment A

tbc = to be completed

County	Date	Book	Page	Reference No.
Adair	tbc	tbc	tbc	tbc
Adams	tbc	tbc	tbc	tbc
Allamakee	tbc	tbc	tbc	tbc
Appanoose	tbc	tbc	tbc	tbc
Audubon	tbc	tbc	tbc	tbc
Benton	tbc	tbc	tbc	tbc
Black Hawk	tbc	tbc	tbc	tbc
Boone	tbc	tbc	tbc	tbc
Bremer	tbc	tbc	tbc	tbc
Buchanan	tbc	tbc	tbc	tbc
Buena Vista	tbc	tbc	tbc	tbc
Butler	tbc	tbc	tbc	tbc
Calhoun	tbc	tbc	tbc	tbc
Carroll	tbc	tbc	tbc	tbc
Cass	tbc	tbc	tbc	tbc
Cedar	tbc	tbc	tbc	tbc
Cerro Gordo	tbc	tbc	tbc	tbc
Cherokee	tbc	tbc	tbc	tbc
Chickasaw	tbc	tbc	tbc	tbc
Clarke	tbc	tbc	tbc	tbc
Clay	tbc	tbc	tbc	tbc
Clayton	tbc	tbc	tbc	tbc
Clinton	tbc	tbc	tbc	tbc
Crawford	tbc	tbc	tbc	tbc
Dallas	tbc	tbc	tbc	tbc
Davis	tbc	tbc	tbc	tbc
Decatur	tbc	tbc	tbc	tbc
Delaware	tbc	tbc	tbc	tbc
Des Moines	tbc	tbc	tbc	tbc
Dickinson	tbc	tbc	tbc	tbc
Dubuque	tbc	tbc	tbc	tbc
Emmet	tbc	tbc	tbc	tbc
Fayette	tbc	tbc	tbc	tbc
Floyd	tbc	tbc	tbc	tbc
Franklin	tbc	tbc	tbc	tbc
Fremont	tbc	tbc	tbc	tbc
Greene	tbc	tbc	tbc	tbc
Grundy	tbc	tbc	tbc	tbc
Guthrie	tbc	tbc	tbc	tbc
Hancock	tbc	tbc	tbc	tbc
Hardin	tbc	tbc	tbc	tbc
Harrison	tbc	tbc	tbc	tbc
Henry	tbc	tbc	tbc	tbc
Howard	tbc	tbc	tbc	tbc
Humboldt	tbc	tbc	tbc	tbc
Ida	tbc	tbc	tbc	tbc

Iowa	tbc	tbc	tbc	tbc
Jackson	tbc	tbc	tbc	tbc
Jasper	tbc	tbc	tbc	tbc
Jefferson	tbc	tbc	tbc	tbc
Johnson	tbc	tbc	tbc	tbc
Jones	tbc	tbc	tbc	tbc
Keokuk	tbc	tbc	tbc	tbc
Kossuth	tbc	tbc	tbc	tbc
Lee	tbc	tbc	tbc	tbc
Linn	tbc	tbc	tbc	tbc
Louisa	tbc	tbc	tbc	tbc
Lucas	tbc	tbc	tbc	tbc
Lyon	tbc	tbc	tbc	tbc
Madison	tbc	tbc	tbc	tbc
Mahaska	tbc	tbc	tbc	tbc
Marion	tbc	tbc	tbc	tbc
Marshall	tbc	tbc	tbc	tbc
Mills	tbc	tbc	tbc	tbc
Mitchell	tbc	tbc	tbc	tbc
Monona	tbc	tbc	tbc	tbc
Monroe	tbc	tbc	tbc	tbc
Montgomery	tbc	tbc	tbc	tbc
Muscatine	tbc	tbc	tbc	tbc
O'Brien	tbc	tbc	tbc	tbc
Osceola	tbc	tbc	tbc	tbc
Page	tbc	tbc	tbc	tbc
Palo Alto	tbc	tbc	tbc	tbc
Plymouth	tbc	tbc	tbc	tbc
Pocahontas	tbc	tbc	tbc	tbc
Polk	tbc	tbc	tbc	tbc
Pottawattamie	tbc	tbc	tbc	tbc
Poweshiek	tbc	tbc	tbc	tbc
Ringgold	tbc	tbc	tbc	tbc
Sac	tbc	tbc	tbc	tbc
Scott	tbc	tbc	tbc	tbc
Shelby	tbc	tbc	tbc	tbc
Sioux	tbc	tbc	tbc	tbc
Story	tbc	tbc	tbc	tbc
Tama	tbc	tbc	tbc	tbc
Taylor	tbc	tbc	tbc	tbc
Union	tbc	tbc	tbc	tbc
Van Buren	tbc	tbc	tbc	tbc
Wapello	tbc	tbc	tbc	tbc
Warren	tbc	tbc	tbc	tbc
Washington	tbc	tbc	tbc	tbc
Wayne	tbc	tbc	tbc	tbc
Webster	tbc	tbc	tbc	tbc
Winnebago	tbc	tbc	tbc	tbc
Winneshiek	tbc	tbc	tbc	tbc
Woodbury	tbc	tbc	tbc	tbc

Worth
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