

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

Participants

Deb Roberts, Floyd County Recorder
Jolynn Goodchild, Plymouth County Recorder
Lindsay Laufersweiler, Webster County Recorder
Nancy Booten, Lee County Recorder
Jonathan Lewis, Title Services Des Moines Corp.

Melissa Bahnsen, Cedar County Recorder
Julie Haggerty, Polk County Recorder
Jamie Stargell, Adams County Recorder
Eric Sloan, ICIT

Other Participants

Travis Case, Grundy County Recorder
Gary Wilgenbusch, Bergan KDV
Lisa Long, Iowa Land Records
Leah Champion, Iowa Land Records
Rachel Ong, The Rafferty Group
Stacie Herridge, Story County Recorder

Jan Gemar, Iowa Land Title Association
Phil Dunshee, Iowa Land Records
Kati Ross, Iowa Land Records
Bob Rafferty, The Rafferty Group
Robert Endriss, Denman & Company

Welcome

The meeting of the ESS Coordinating Committee was held via teleconference. The meeting was called to order by Acting Chair Julie Haggerty. Introductions were made.

Meeting Summary

The May 7, 2020 Meeting Summary was reviewed. Jolynn Goodchild made a motion to approve the Meeting Summary. Lindsay Laufersweiler seconded, and the motion was approved.

ESS Financial Review

The Project Manager presented the Committee with an overview of the current real estate recording and e-submission trends.

Financial Reports

The June 2020, 2020 2nd Quarter and YTD reports and budget vs. actual reports were reviewed for both the Bank of America and Fund 255 accounts. The Committee also received an update on the 990 tax return and compiled financial report. Nancy Booten made a motion to accept and approve the June, 2nd Quarter, and YTD financial reports. Jolynn Goodchild seconded, and the motion was approved.

2019 Audit Report

Robert Endriss with Denman and Company presented an overview of the 2019 audit, noting that the audit was clean and that the accounting system fairly represented the financial position of ESS and the Association. Lindsay Laufersweiler made a motion to approve the 2019 Audit Report as presented by Denman and Company. Nancy Booten seconded, and the motion was approved. The Audit Report will be submitted to the State Auditor.

Bank Account Modification

The Committee was informed that the transition from the old Bank of America account to the new account has been completed. The transition occurred after a number of attempted fraudulent check

deposits. Since the old count has been closed there have been no new instances of attempted fraud. No money was lost in the process, and additional measures are in place to mitigate future risk.

BOA Reserve Fund Allocations

The Committee was informed that the reimbursement process from fund 255 combined with higher income from increased e-submission have resulted in additional income. The Iowa Land Records team provided the Subcommittee with an update on the planned movement of funds within the Bank of America account to the reserve accounts. The Subcommittee reviewed a memo from the Iowa Land Records team regarding the allocation of reserve funds. The memo recommended that \$101,293.28 be allocated to the Software Development and Equipment Maintenance Reserve. In addition, it was recommended that \$179,480.19 of income be allocated to the Treasury Management Restricted Operating Reserve. Jolynn Goodchild made a motion to approve the reserve fund allocations as recommended. Melissa Bahnsen seconded the motion, and the motion was approved.

Contracts and Agreements

ILR Staff Compensation Adjustments

The Project Manager presented recommendations for the Iowa Land Records staff members annual compensation adjustments, and provided Committee members an overview of the accomplishments of each employee. All compensation adjustments are within the parameters of the CY 2020 budget, Recommended compensation amounts are competitive in the marketplace; aimed at cultivating and retaining a strong team. Lindsay Laufersweiler made a motion to approve the staff compensation adjustments. Nancy Booten seconded the motion, and the motion was approved.

LightEdge Data Center Agreement

The Committee was presented with a proposed agreement to continue using LightEdge as the Iowa Land Records data server host. The agreement primarily serves to continue current services, but with a few minor adjustments that will result in reduced costs. While the development team has discussed cloud-based hosting, it was ultimately decided to continue services through a new 36-month renewal agreement. This is in alignment with recent actions to acquire and install new storage equipment. Nancy Booten made a motion to approve the LightEdge Data Center agreement. Melissa Bahnsen seconded the motion, and the motion was approved.

CoreLogic Data Access Agreement

The Committee was informed of an agreement originally adopted in 2013 with CoreLogic in order to provide access to the Iowa Land Records search portal. The agreement establishes that parties must access Iowa Land Records data through the search portal like any standard user, but authorizes specified individuals to access the website content from IP addresses outside of the United States. Batch processing is not authorized. The agreement provides for auto-renewal unless one party calls for an amendment. The agreement also stipulates that Iowa Land Records can revoke the agreement at any time for any reason. Jolyn Goodchild made a motion to approve the agreement renewal. Jamie Stargell seconded the motion, and the motion passed.

Synrgo and Nationwide Title External Submitter Agreements

The Committee was informed of two new external submitter organizations that would like to connect through the Iowa Land Records API. The agreement is the same template in place with other approved external submitters. All requests for changes were denied in order to ensure that all external submitters

are treated equally. Nancy Booten made a motion to approve the new external submitter agreements with Synrgo and Nationwide Title. Jamie Stargell seconded the motion. The motion was approved.

Local Service Provider Maintenance Renewals and Invoices

The Committee was informed that maintenance agreement renewals are nearly complete, and payments are being made to the local service providers.

Governance

28E Legislative Amendment Authorization

The Project Manager reminded the Committee of the goal to modify the 28E agreement to clarify that the Electronic Services System is a public agency. If updates are made to the 28E, supervisors in all 99 counties will be asked to approve of the changes. As requested by the Standards Subcommittee and ESS Coordinating Committee, legal counsel was consulted when developing the recommended language for a legislative amendment to authorize a change in the 28E agreement. Nancy Booten made a motion to approve the proposed legislative amendment provided that ISAC legal counsel has an opportunity to review and comment. If any substantive changes are suggested by ISAC legal counsel, the issue is to be returned to the Committee for further discussion. Jamie Stargell seconded the motion, and the motion was approved.

E-Submission Fee Use Authorization

The Project Manager presented the Committee with a review of current policy that requires all income generated from e-submission be spent on e-submission related functions and activities. He also informed the Committee of the limitations that presents when it comes to other public-facing applications such as the search engine that need improvement. The Project Manager presented a legislative amendment which would provide greater flexibility in spending e-submission funds for redaction, the land records search engine, and land records system integration efforts. It was noted that efforts would be made to advocate for these changes in the 2021 legislative session, if approved. Jolynn Goodchild made a motion to pursue legislation to request more flexibility in the use of income from e-submission activities. Nancy Booten seconded, and the motion was approved.

Policies and Procedures

GWH Process Improvement Concept Endorsement

The Committee was presented with a concept that would borrow procedures used for Declaration of Value documents and apply them to the Groundwater Hazard documents. The new process for Groundwater Hazard documents would only require the recording of a Groundwater Hazard statement if there was a hazard to report. Otherwise a statement on the first page of the document would inform the reader that there are no issues to report. This would save County Recorders processing time for documents that report no hazard. The concept is being vetted with several stakeholder groups. If the Committee endorses the idea, further work to format a bill and circulate to stakeholders would be pursued. Nancy Booten made a motion to endorse the concept and to continue communications with the various stakeholder groups. The motion was seconded by Jamie Stargell, and the motion was approved.

Re-stamping

One of the functions of the E-Submission Recorder's Interface is the ability to re-stamp a document after it has been recorded. Before creating this function in the new interface as it existed in the legacy

application, the Committee discussed its implications and expressed a desire to create a policy around the function. This topic will be returned to the Standards subcommittee for further review.

Other Pending Policy Reviews and Projects

The Committee was informed that the ILR team is moving forward with the recording Income and expense research project. The methodology is still being carefully considered and will be determined in the next few months. The Committee was also informed that the development team would not be moving forward with a DOV project planned with the Department of Revenue, as the Department's priorities have apparently changed.

Mortgage Extension Endorsements

The Committee discussed the legislation recently passed regarding mortgage extension agreements and the implications on the document recording process. The participants agreed to pass along any examples they encounter to the Standards Subcommittee for further review.

Expungement of Recorded Documents

The Committee discussed a recent incident in which a customer accidentally submitted pages as an attachment to document and wanted it removed from the recording. The document had been processed to remove any personally identifiable information. This topic will be referred to the Standards Subcommittee for further review.

Key Project Updates

ESS Development Priorities and Road Map

The Committee was presented with a list of planned development activities. The various development activities were discussed, and consideration was given to how they should be prioritized. Generally, the Committee agreed with the identified development activities, and expressed the intent to have the development team determine the sequence of the developments.

Communications Subcommittee Update

Kati Ross presented the Committee with a demo of a password-protected ICRA members-only section of the Iowa Land Records website in which the recorders could access an array of content and information. The Communications Subcommittee was briefed and provided feedback prior to recommending a demonstration for the ESS Coordinating Committee. The ILR team will remain focused on rolling this section out to recorders in the fall of 2020.

ILR Operations Update

The Committee received an update on ILR operations. The ILR staff is continues to work remotely due to the ongoing COVID-19 pandemic. Some staff are using the office on an as needed basis, such as for conducting webinars or conducting smaller team discussions. Operational policy is subject to ongoing review, and will be reevaluated after Labor Day. It is very possible that the remote operations will continue into the fall.

The Meeting was adjourned at 12:01 PM.