

ESS

Electronic Services System – Coordinating Committee Meeting

Agenda

8711 Windsor Parkway, Suite 2, Johnston, IA 50131

November 10, 2022

9:00 A.M. to 2:00 P.M.

- **Welcome and Introductions**
- **August 9, 2022 – ESS Coordinating Committee Meeting Summary – Approval**
- **2023 ESS Meeting Schedule – Approval**
- **Financial Reports – Approval**
 - BOA/BT 3rd Quarter Reports
 - Fund 255 FY 2023 1st Quarter Reports
 - 2023 BT Banking Resolution – Discussion
- **BT Reserve Fund Allocations – Approval**
- **ESS Financial & Strategic Review – Discussion**
 - Revenue/Expense Trends
 - Insurance – Steve Schmidt
- **ILR Budget Review and Action**
 - CY 2022 Final Budget Amendment – Approval
 - CY 2023 Budget – Approval
- **ESS Employment Authorization – Approval**
 - ESS/ILR Communications and Marketing Director
- **Treasury Management Update – Discussion**
- **AOS/TOS Outreach – Discussion**
- **Break**
- **Contracts and Agreements**
 - Local Service Provider FY 2023 COLA – Discussion
 - Bergan KDV CY 2023 Engagement – Approval
 - Rafferty Group CY 2023 Engagement – Approval
 - Brick Gentry CY 2023 Engagement – Approval
 - ESS Operations – Transition Update - Discussion
 - Enterprise Iowa CY 2023 Extension – Approval
 - ESS/Enterprise Iowa MOU Amendment – Approval
 - ILR Staff Compensation Adjustments – Approval
 - Lean Techniques Work Authorization 2.1 and 2.2 – Approval
 - ESS/ICRA MOU Update – Discussion
 - Recorders Manual
 - Directory and Map
 - Trade Names
 - Legislative Engagement
 - Linn County Registration Renewal Project – ESS Payment Integration
 - Backfile Scanning Contract Management

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Agenda cont.

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Lunch

- **Policies and Procedures – Approval**
 - Technical Updates – 1.6(5); 1.10; 3.2(2); 3.6(3); 5.4(1)f, h, k, n; 5.4(2); 5.5(2-4)
 - Compensation of Members – 1.6(10)
 - Bill of Sale-Bargain and Sale – 3.5, 3.6
- **Governance – Discussion**
 - Groundwater Hazard Process Implementation
 - Stakeholder Communications
 - Terms of Use Legislative Proposal
 - API Legislative Proposal
 - Smart Contracts
 - ESS Nominations
- **Communications Subcommittee Update**
 - Deputies Conference
- **PRIA Communications**
 - Policy Request Status and Operating Rules

Break

- **Standards Subcommittee Update – Discussion**
 - Processes for refunding transfer tax paid in error – 4.7
 - New Section 1.14 – User Authentication Policy
 - Document Formatting & ESUB Processing Working Group
 - Minor Variation Clarification
 - New Section - Recording Stamp Area 3.3(13)
 - New Definition & Practices – Standard Index Legend 3.1, 3.3(11), 5.1, 5.4(1)c,
 - New Subsection – Preparer and Return Information – 5.4(1)t
 - New Section - Cover Page Policies 3.1, 3.15(1), 3.15(2)
 - Procedures for Consistent Document Processing
 - ILR Search Services and Data Improvements
 - Associated References – 3.9
 - Parcel Identification Numbers – 3.10
 - Easement Images
 - Temporary Document Restriction – 6.9
 - County First Page Concept
- **Adjourn - Next Regular Meeting – February 16, 2023**