

# ESS

Electronic Services System – Coordinating Committee Meeting

## Agenda

**8711 Windsor Parkway, Suite 2, Johnston, IA 50131**

**Teleconference**

**February 1, 2023**

**10:00 A.M. to 10:30 A.M.**

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- **Welcome and Introductions**
- **December 21, 2022 – ESS Coordinating Committee Meeting Summary – Approval**
- **Contracts and Agreements and Employee Search**
  - **Accounting Services or Accountant – Approval**
- **ESS 2023 Subcommittee Appointments – Approval**
  - **Finance, Standards – District Five Nominations**
- **ESS Updates**
  - **Legislative Update**
  - **Document Formatting Policy Review Process**
  - **Software Development Updates**
- **Adjourn - Next Regular Meeting – February 16, 2023**

**To join and monitor the meeting use the following link:**

<http://ess.adobeconnect.com/ess2023/>

## **ESS Coordinating Committee**

### **Meeting Summary**

**December 21, 2022**

#### **Participants**

Julie Haggerty, Polk County Recorder  
Natalie Steffener, Des Moines County Recorder  
Denise Baker, Wright County Recorder  
Melissa Bahnsen, Cedar County Recorder  
Lindsay Laufersweiler, Webster County Recorder

David Erickson, Dentons Davis Brown  
Eric Sloan, ICIT  
Jolynn Goodchild, Plymouth County Recorder  
Jamie Stargell, Adams County Recorder

#### **Other Participants**

Sheri Jones, Jones County Recorder  
Phil Dunshee, Iowa Land Records

Lisa Long, Iowa Land Records  
Census Lo-Liyong, Iowa Land Records

#### **Welcome**

A meeting of the ESS Coordinating Committee was held via web conference. The meeting was called to order by Julie Haggerty, Polk County Recorder.

#### **Meeting Summary**

The November 10, 2022, meeting summary was reviewed. Lindsay Laufersweiler made a motion to approve the meeting summary as presented. Natalie Steffener seconded, and the motion was approved.

#### **ESS Employment Authorization**

The Committee received an update on the search for a Communications and Marketing Coordinator. The Project Manager identified Kristen Delany-Cole as a candidate for the position. Committee members reviewed the candidate's resume and discussed qualifications and work history. Authorization to proceed with the hiring and onboarding process was requested. Jolynn Goodchild motioned to approve the employment of Kristen Delany-Cole as the ESS/ILR Communications and Marketing Coordinator. Lindsay Laufersweiler seconded, and the motion was approved.

#### **Bergan KDV CY 2023 Engagement**

Action on the renewal of an engagement agreement with Bergan KDV for bookkeeping, tax preparation and CPA services was deferred at the November 10, 2022, meeting of the ESS Coordinating Committee. After several discussions with Bergan KDV management, it was determined that terms for an annual renewal of the engagement would not be achieved. In lieu of a full engagement, a plan for a short-term extension to facilitate a transition to alternative arrangements was developed. The Project Manager presented a three-month agreement for the period of January through March 2023. Thereafter it could be extended on a month-to-month basis until alternative arrangements can be implemented. Denise Baker moved to approve the proposed short-term extension as presented. Lindsay Laufersweiler seconded, and the motion was approved.

### **Subcommittee Nominations**

ESS Coordinating Committee members were presented with a slate of nominees for service on the Finance, Standards and Communications Subcommittees. The nominees were advanced by the respective districts of the Iowa County Recorders Association. Nominations from District 5 for representation on the Finance and Standards subcommittees are still pending. It was recommended that the Committee proceed with the nominations that were complete. Jolynn Goodchild made a motion to approve the appointment of the nominees as presented. Denise Baker seconded, and the motion was approved. Appointments for District 5 will be handled at a future meeting of the ESS Coordinating Committee.

### **ESS Updates**

#### **Stakeholder and Legislative Update**

The committee was informed about progress made on three policy initiatives. ESS is pursuing two legislative priorities concerning the website Terms of Use and authorization for the use of batch transfers and an application programming interface (API) for specific purposes. Both concepts appear to have support from stakeholders and work is underway to file study bills in the House and Senate.

ICRA has proposed a technical change to policies concerning who should file Trade Name documents with Iowa counties. The proposed change is currently being researched and reviewed with stakeholders.

#### **Document Formatting Policy Review Process**

A special working group will be formed in 2023 to review document formatting standards. The group process will start in January. Several virtual meetings are anticipated with a tentative completion date of April 2023.

#### **Software Development Updates**

The transition to Two Factor Authentication was implemented on the 16<sup>th</sup> of December for all Recorders. Implementation will be expanded to include all submitters sometime in January. The software development teams will soon be working to modify the company and user management structure for the search application, and a new REST API is being developed for the county upload processing (replacing the current LCM and SOAP API). The redesign of the search application will be next in line for development when these steps are completed.

#### **PRIA**

Lindsay Laufersweiler reported that the PRIA Board of Directors had approved the creation of a working group on Blockchain and distributed ledger technology. The ILR team will be engaging with the process.

The meeting was adjourned at 2:40 PM. The next regular meeting will be **February 16<sup>th</sup>, 2023**.

## **Accounting Coordinator Electronic Services System Position Description**

The Accounting Coordinator is a full-time position in service to the Electronic Services System doing business as Iowa Land Records.

**Reports To:** Iowa Land Records Project Manager  
**Term:** Permanent, Full-Time  
**Classification:** Professional, technical  
**Hours:** Flexible Between 8:00 AM and 5:00 PM; coordinated with other team member schedules  
**Travel Involved:** Occasional regional or state-level meetings;  
**Location:** Johnston, IA; remote hybrid work options

**Position Description:** The ESS system provides an easy-to-use online search and electronic submission service which enables real estate professionals and citizens to search and submit real estate documents in all of Iowa's 99 counties. The Accounting Coordinator will perform all bookkeeping, accounting, reconciliation, and reporting services for ESS operations. The position reports to the Iowa Land Records Project Manager and will work in collaboration with the administrative team (account and customer service team, and the ESS policy coordinator), and engage with the software development team as needed.

In 2022, ESS processed nearly 350,000 E-Submission documents with a total value of more than \$35 million. Additionally, ESS processed more than 72,000 point of sale transactions for Iowa counties valued at nearly \$5 million. These transactions represented recording services in all 99 Iowa counties, and other point-of-sale services provided by Iowa county recorders.

Iowa Land Records is seeking a professional accountant interested in perform comprehensive accounting services from importing transactions into a Quickbooks Enterprise accounting system to regular reconciliation and reporting of financial operations. A qualified candidate should have the interest and ability to account for a transaction through its entire life cycle and be able to meet deadlines regularly and collaborate with other team members effectively.

### **Background Requirements:**

- BA Degree in accounting
- 3 years of accounting experience
- Experience with public sector accounting
- Excellent verbal and written communication skills
- Excellent soft skills and a professional demeanor and presence
- Commitment to excellent service for customers and key stakeholders

Proficiency with the following tools is **required** for the Accounting Coordinator position:

- QuickBooks Enterprise accounting software
- Office 365 (Word, Excel, PowerPoint, Outlook, Teams, SharePoint/One Drive)
- Software used in the office environment for reporting and issue tracking including JIRA, Confluence, Slack
- Virtual Meeting and Webinar Tools (Primarily Zoom and Microsoft Teams, and to some extent Adobe Connect)

The following skills are **desired** for the Accounting Coordinator position but not required:

- Experience with the public sector accounting and reporting standards

**Accounting Coordinator  
Electronic Services System  
Position Description**

- Experience with audit processes and responding to auditor information requests
- Experience with Right Networks and File Manager systems and software
- Experience with basic statistical reporting and the use of cross-tabs and pivot table tools

**Compensation**

Compensation in the range of \$60,000.00 to \$80,000.00 annually based on background, demonstrated proficiencies, and experience.

**Application Submission**

Individuals who are interested in the position should submit a cover letter and resume to Phil Dunshee at Electronic Services System, 8711 Windsor Parkway, Suite 2, Johnston, IA 50131. Applicants may also submit information via email to [phil@clris.com](mailto:phil@clris.com). Selected applicants may be asked to submit a portfolio as a part of an evaluation process.

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# Accounting Coordinator Task Descriptions

## Overview

In 2022, ESS processed nearly 350,000 E-Submission documents with a total value of more than \$35 million. Additionally, ESS processed more than 72,000 point of sale transactions for Iowa counties valued at nearly \$5 million. These transactions represented recording services in all 99 Iowa counties, and other point-of-sale services provided by Iowa county recorders.

The Electronic Services System is an organization created under Chapter 28E of the Iowa Code. It is an intergovernmental organization sponsored by Iowa county governments. ESS administers Iowa Land Records, a statewide system for searching and retrieving land record information, and a system for electronically filing records with county governments in the State of Iowa. ESS also coordinates the operation of a point-of-sale payment system for participating Iowa counties. ESS is also authorized to provide other electronic services for Iowa counties and other public agencies.

During the past few years the Electronic Services System has taken steps to clarify its organizational structure under Chapter 28E. These actions were enabled by the passage of legislation (House File 527), and implemented through a comprehensive amendment to the 28E agreement (filed with the Iowa Secretary of State as M514302). These structural changes have required a review of how financial accounting and reconciliation functions are performed.

The Electronic Services System hire an accounting professional to perform bookkeeping, accounting, reconciliation and reporting functions.

The following is a more detailed description of the services to be performed.

- Bookkeeping Services for Electronic Services System (subsidiary), beginning April 1, 2023
  - E-Submission Transaction Bookkeeping
  - Point of Sale Transaction Bookkeeping
- Daily transfer of NACHA files to a designated financial institution to distribute funds to Iowa counties.
- Daily retrieval and archiving of payment reports, as well as importing transaction reports into the ESS accounting system software.
- Entry of approved, coded accounts payable invoices into the ESS accounting system software.
- Monthly generation of accounts payable report for the ESS Finance meeting
- Monthly generation of accounts payable payment report and credit card payment for governing board meetings
- Producing Monthly/Quarterly generation of reconciled financial reports including a Comprehensive PL, Budgeted PL, Balance Sheet and other requested reports for governing meetings and other purposes
- Posting financial reports for public access on the organization's website
- Monthly reconciliation of checking, credit card, and escrow (Draw Down) accounts; Interim reconciliations should be completed timely with a requirement of reconciling transactions minimally on a weekly basis
- Recording, and reconciling failed payments; Assisting ESS staff with collections
- Timely processing bill payments to vendors via business internet banking or credit card payments
- Preparing a monthly reimbursement invoice to the State of Iowa
- Maintaining reports and information in the hosted ESS accounting system as specified by ESS management
- Assisting ESS management with the preparation of an annual budget and budget amendments as needed
- Assisting ESS management with an annual private audit including the preparation of reports associated with the audit including but not limited to requested sample transaction reports, asset determination reports, depreciation schedules, and pre-paid expense reports
- Provide CPA advisory services including periodic monitoring of financial reports to observe important trends, advice for best practices, or areas of concern

## **Accounting Coordinator Task Descriptions**

- Perform all other procedures outlined in the Organization's standard accounting operating procedures

Other business and accounting functions may be assigned. This is not a comprehensive list of duties.

Most bookkeeping and accounting functions can be performed remotely. ESS accounting utilized an Enterprise class software license through Intuit.

Financial reports and governance information about ESS can be found online at <https://iowalandrecords.org/accountability-in-reporting/>.

Note: This position may require some travel to meetings located outside of Des Moines; primarily a summer conference for the Iowa County Records Association, and possible participation in some presentations or exhibits in Iowa counties. It also possible that occasional attendance at a national meeting outside of Iowa may be required.

This position may require some lifting of materials such as handouts, swag or an exhibit display at a meeting or conference. However, lifting and moving materials is not a consistent, day-to-day activity.

Meetings with staff, customers and stakeholders may be face-to-face, and if so, being present will be required in most cases.

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February 3, 2023

To: Iowa Accounting Firms

From: Phil Dunshee, ILR Project Manager

Re: Accounting Services – Request for Qualification and Quote

On behalf of the Electronic Services System and Iowa Land Records, we are pleased to invite qualified accounting, bookkeeping and CPA firms to submit information regarding bookkeeping, accounting and CPA advisory services. In 2022, ESS processed nearly 350,000 E-Submission documents with a total value of more than \$35 million. Additionally, ESS processed more than 72,000 point of sale transactions for Iowa counties valued at nearly \$5 million. These transactions represented recording services in all 99 Iowa counties, and other point-of-sale services provided by Iowa county recorders.

The Electronic Services System is an organization created under Chapter 28E of the Iowa Code. It is an intergovernmental organization sponsored by Iowa county governments. ESS administers Iowa Land Records, a statewide system for searching and retrieving land record information, and a system for electronically filing records with county governments in the State of Iowa. ESS also coordinates the operation of a point-of-sale payment system for participating Iowa counties. ESS is also authorized to provide other electronic services for Iowa counties and other public agencies.

During the past few years the Electronic Services System has taken steps to clarify its organizational structure under Chapter 28E. These actions were enabled by the passage of legislation (House File 527), and implemented through a comprehensive amendment to the 28E agreement (filed with the Iowa Secretary of State as M514302). These structural changes have required a review of how financial accounting and reconciliation functions are performed.

The Electronic Services System wishes to explore a relationship with a financial accounting firm to perform the necessary bookkeeping, accounting and reporting functions. The purpose of this letter is to invite information about bookkeeping, accounting, reconciliation and CPA advisory services which your organization may offer.

More detailed background information about the Electronic Services System and its operations is attached to facilitate communications with ESS and possibly to aid in the development of a proposal which would address the following services.

- Bookkeeping Services for Electronic Services System (subsidiary), beginning April 1, 2023
  - E-Submission Transaction Bookkeeping
  - Point of Sale Transaction Bookkeeping
- Daily transfer of NACHA files to a designated financial institution to distribute funds to Iowa counties.
- Daily retrieval and archiving of payment reports, as well as importing transaction reports into the ESS accounting system software.
- Entry of approved, coded accounts payable invoices into the ESS accounting system software.
- Monthly generation of accounts payable report for the ESS Finance meeting
- Monthly generation of accounts payable payment report and credit card payment for governing board meetings



- Producing Monthly/Quarterly generation of reconciled financial reports including a Comprehensive PL, Budgeted PL, Balance Sheet and other requested reports for governing meetings and other purposes
- Posting financial reports for public access on the organization's website
- Monthly reconciliation of checking, credit card, and escrow (Draw Down) accounts; Interim reconciliations should be completed timely with a requirement of reconciling transactions minimally on a weekly basis
- Recording, and reconciling failed payments; Assisting ESS staff with collections
- Timely processing bill payments to vendors via business internet banking or credit card payments
- Preparing a monthly reimbursement invoice to the State of Iowa
- Maintaining reports and information in the hosted ESS accounting system as specified by ESS management
- Assisting ESS management with the preparation of an annual budget and budget amendments as needed
- Assisting ESS management with an annual private audit including the preparation of reports associated with the audit including but not limited to requested sample transaction reports, asset determination reports, depreciation schedules, and pre-paid expense reports
- Provide CPA advisory services including periodic monitoring of financial reports to observe important trends, advice for best practices, or areas of concern
- Perform all other procedures outlined in the Organization's standard accounting operating procedures

Most bookkeeping and accounting functions can be performed remotely. ESS accounting utilized an Enterprise class software license through Intuit.

Financial reports and governance information about ESS can be found online at <https://iowalandrecords.org/accountability-in-reporting/>.

Responses should include information about estimated costs associated with the accounting services and activities described herein including bookkeeping, reconciliation, and CPA advisory services. Responses should also specify any fees for any other services.

Accounting firms responding to this invitation are also asked to provide the following information about themselves.

- State of incorporation, state of formation, or state of organization
- Name, address and telephone number of the respondent's representative to contact regarding all contractual and technical matters concerning the proposal
- Name, address and telephone number of the respondent's representative to contact regarding scheduling and other arrangements.

Respondents are advised that ESS will follow applicable Iowa laws, and if action is taken to select an accounting service provider, an Iowa-based respondent will receive preference. It is expected that any accounting service provider will perform professional services in a manner which will ensure that appropriate checks and balances and accounting controls are in place. The designated ESS auditor will be consulted prior to finalizing any arrangement for accounting services.

Information is requested in digital format via email and it should be sent to the address below. Content should be formatted for printing on 8.5" x 11" paper. The subject line of the email should reference "ESS Accounting Services Information".

Please reply to:  
Phil Dunshee  
[phil@clris.com](mailto:phil@clris.com)

Responses are requested by close of business on Friday, March 10, 2023.

<b>Title Of RFQ:</b>	ESS Bookkeeping, Accounting and CPA Services	<b>RFQ No.:</b>	ESS-2023-1
<b>Agency:</b>	Electronic Services System (28E Organization) - ESS		
<b>Agency seeks to purchase:</b>	Bookkeeping, Accounting and CPA Advisory services	<b>Available to Political Subdivisions and Other 28E Organizations?</b>	Yes
<b>Number of <u>mos.</u> or <u>yrs.</u> of the initial term of the contract:</b>	Five (5) Years	<b>Number of possible annual extensions:</b>	Five (5)
<b>Anticipated initial Contract term start date:</b>	April 3, 2023	<b>Anticipated initial Contract term end date:</b>	March 31, 2028
<b>ESS Issuing Officer:</b>			
<p><b>Name:</b> Phil Dunshee  <b>Mailing Address:</b> Project Manager  8711 Windsor Parkway, Suite 2  Johnston, IA 50131</p> <p><b>Phone:</b> (515) 491-8939  <b>Email:</b> phil@clris.com</p>			
<b>PROCUREMENT TIMETABLE</b> —There are no exceptions to any deadlines for Respondents; however, Agency reserves the right to change the dates/times, in its sole discretion.			
<b>Event or Action:</b>		<b>Date/Time:</b>	
ESS Issues RFQ to ESS website		February 3, 2023	
Respondent's written questions, requests for clarification, and suggested changes due:		5:00 pm CST February 17, 2023	
Agency's written response to RFQ questions, requests for clarifications, and suggested changes due:		11:59 pm CST February 24, 2023	
Proposals Due:		3:00 pm CST March 10, 2023	
Anticipated Date to issue Notice of Intent to Award:		March 17, 2023	
Anticipated Date to execute Contract:		April 3, 2023	
<b>Important Websites:</b>	<b>URL:</b>		
Website where any Amendments/ Addenda to this RFQ will be posted:	<a href="https://iowalandrecords.org/work-with-us">https://iowalandrecords.org/work-with-us</a>		
<b>Key Requirements:</b>			
Number of Copies of Proposals Required to be Submitted:			1 Original, 1 Public (redacted) if necessary

<b>Firm Proposal Terms</b> The minimum Number of Days following the deadline for submitting proposals that the Respondent guarantees all proposal terms, including price, will remain firm:	180 Days
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<b>FINANCE SUBCOMMITTEE</b>	<b>County</b>	<b>Term</b>	<b>District</b>
Stacie Herridge	Story	1/01/22-12/31/23	1
Amy Assink	Floyd	1/01/23 -12/31/24	2
Laura McKeever	Sac	1/01/23 -12/31/24	3
Geralyn Greer	Shelby County	1/01/23 -12/31/24	4
Kelly Spees	Jefferson	1/01/23-12/31/23	5
Lisa Kent*	Wapello	1/01/23 -12/31/23	5
Sheri Jones	Jones	1/01/22 -12/31/23	6

\*ICRA Treasurer

#### **STANDARDS SUBCOMMITTEE**

Ashten Wittrock	Carroll	1/01/22 -12/31/23	1
Jayne Schultz	Winneshiek	1/01/22 -12/31/23	2
Jolynn Goodchild	Plymouth	1/01/23 -12/31/24	3
Katie Carlton	Union	1/01/23 -12/31/24	4
Naomi Ellis	Marion	1/01/23 -12/31/24	5
Joan McCalmant	Linn	1/01/22 -12/31/23	6

#### **MARKETING AND COMMUNICATIONS SUBCOMMITTEE**

Lindsay Laufersweiler	Webster	1/01/22 -12/31/23	1
Julie Haggerty	Polk	1/01/22 -12/31/23	1
Teresa Olson	Worth	1/01/23 -12/31/24	2
Samantha Boothby	Cherokee	1/01/22 -12/31/23	3
Mary Ward	Cass	1/01/22 -12/31/23	4
Natalie Steffener	Des Moines	1/01/23 -12/31/24	5
Sherry Pope	Iowa	1/01/23 -12/31/24	6