

**Standards Subcommittee Meeting  
Meeting Summary  
July 19, 2022**

**Participants**

Ashten Wittrock, Carroll County Recorder	Jolynn Goodchild, Plymouth County Recorder
Jayne Schultz, Winneshiek County Recorder	Joan McCalmant, Linn County Recorder
Janelle Schneider, Adair County Recorder	Mindy Fitzgibbon, Henry County Recorder

**Other Participants**

Nancy Booten, Lee County Recorder	Sheri Jones, Jones County Recorder
Phil Dunshee, Iowa Land Records	Lisa Long, Iowa Land Records
Kati Ross, Iowa Land Records	Census Lo-liyong Iowa Land Records

**Welcome**

A meeting of the ESS Standards Subcommittee was held via web conference. Policy Coordinator Census Lo-Liyong was welcomed as a new member of the ILR team.

**April Meeting Summary**

The Subcommittee reviewed the April 21, 2022, meeting summary. Janelle Schneider made a motion to approve the meeting summary. Joan McCalmant seconded, and the motion was approved.

**ESS 28E Transition Update**

The Subcommittee received an update regarding the completion of the Hamilton County adoption of the 28E agreement. The agreement has been filed and recorded in Hamilton County, and the agreement has also been filed with the Iowa Secretary of State's office. This completes the process of amending the 28E agreement for the Electronic Services System, and no further action is required.

The Subcommittee also received an update on the establishment of a new bank account for the Electronic Services System. In summary, a procurement process was initiated, and Bankers Trust was selected as the approved bank. The documentation to set up the Treasury Management account with Bankers Trust has now been completed. The next steps will include internet banking training, and the transfer of assets and financial operations to the Bankers Trust account. The expected date of completion is the end of this calendar year. This action will likely eliminate the need for the Iowa County Recorders Association to file a 990 return in 2024. ESS auditors have been informed of these changes.

**Policy Update**

**Groundwater Hazard Implementation – Cover Pages**

The Iowa Land Records team co-hosted a training webinar with the Iowa Department of Natural Resources on the new Groundwater Hazard Statement filing policy. Generally, it was reported that while there were requests for assistance during the first few business days in July, the implementation of the new policy appears to be working as expected.

It has been observed that there may be some variance in opinion among attorneys and counties regarding what is considered the first page of the document (the cover page or the first page of the conveyance document). Generally, counties are recording documents which include the groundwater exemption statement even when the location of the statement in the documents may vary. The inclusion of the exemption statement does fulfill the intent to include it when no reportable conditions

are present. This may be a topic of further discussion with the real estate section of the Iowa State Bar Association.

### **Software Development Update**

#### **E-Submission Image Management (Implementation Update)**

Enhancements to the E-submission image management process were completed and it is working well. There is still a challenge with a small percentage of images that have a high proportion of dark images (such as a scanned image of a black and white photo accompanying an easement or groundwater hazard statements). In some instances, the process is resulting in a false positive for submission errors (prior to review by a recorder). The development team was in the process of fine tuning the image filter to produce fewer errors. Further training for submitters may also be considered to improve the quality of images submitted as attachments to documents.

#### **Payment API Developments**

The Project Manager reported that the new payment API has been implemented. Additional steps to connect the new API to other ILR services are in development.

#### **Exemption Workflow**

It was reported that the new submitter workflow for selecting exemptions had been completed and moved into production.

#### **Decline Reason Workflow - Demo**

The Subcommittee viewed a demonstration of some possible changes to the interface for recorders with respect to decisions to decline a document. A different and expanded set of decline reasons is being considered for implementation.

#### **Pending Payment/E-submission Admin Developments**

The ILR development team continues to develop the updated interface for administering the E-Submission and Payment applications. This is necessary before the legacy E-Submission and Payment services can be fully retired.

#### **Support Backlog**

Portal (search) application development is currently in the planning stages. Prior to the start of coding for the new portal application, the Iowa Land Records development team will be taking some time to focus on the backlog of support related issues for counties.

The ILR development team will also be reserving time to assist local service providers with the implementation of the new E-Submission API.

### **Policies & Procedures**

#### **Chapter 8 Update**

A technical amendment to Chapter 8 of the Policies and Procedures was presented for consideration. The Chapter included references to the previous 28E agreement structure. With the adoption of the 28E amendment, direct references to the ICRA Executive Board needed to be removed. Under the amended structure, the governing authority for the Electronic Services System is the ESS Coordinating Committee, and the role of the ICRA Executive Board is to appoint the members of the ESS Committee. Joan McCalmant made a motion to approve the proposed amendments to Chapter 8 of the Policies and Procedures. Ashten Wittrock seconded, and the motion was approved.

### **Search Engine Development Planning**

The Subcommittee was informed that ILR will be holding meetings with stakeholders and industry focus groups in the coming weeks to discuss future updates to the portal search engine. The content of a presentation outline was shared with the Subcommittee. The Subcommittee advised the team to be cognizant of the potential effects on county revenues if policies concerning “batch transfers” were to be changed. It was noted that those issues would be accounted for in the planning process.

### **PRIA Policy Discussion Update**

The Project Manager presented the Subcommittee with a packet of correspondence with PRIA concerning the public land registry. This included a memo from ESS to the PRIA Board of Directors that had been shared with other PRIA members who are recorders or registrars in other states. The ILR team was thanked for representing the interests of the public and county recorders to PRIA.

The meeting was adjourned at 12 PM.

**Next Meetings:            October 18, 2022 (Regular Meeting)**