

ESS

Electronic Services System – Coordinating Committee Meeting

Agenda

8711 Windsor Parkway, Suite 2

Johnston, Iowa 50131

February 6, 2020

10:00 A.M. to 2:00 P.M.

- Welcome and Introductions
- November 7, 2019 – ESS Coordinating Committee Meeting Summary – Approval
- ESS Election of Officers – Approval
- ESS Subcommittee Appointments – Approval
- Financial Reports – Approval
 - BOA 2019 4th Quarter and YTD Report and Fund 255 FY 2020 YTD Report
- 2020 Cost Allocation Report – Approval
- Accounts Receivable Report – Approval
- Assignment of Credits for E-Submission – Approval
- BOA Reserve Fund Policy – Approval
- Storage Equipment Purchase Authorization – Approval
- Key Project Updates
 - E-Submission 2.0 Recorders' Interface – Discussion
 - Production Update
 - Web Design and Content Management Update – Discussion
 - Production Update
- Governance
 - 28E Agreement Review – Discussion
 - BOA ESS Treasury Management Account – Discussion
 - Oasis Employment Agreement – Discussion
- Contracts and Agreements
 - Denman – CY 2019 Audit Engagement – Approval
 - State Agency – Cooperative Agreement Format – Discussion
- Policies and Procedures
 - Declaration of Value Project Plan – Discussion
 - Recording Fees and Budgets Review – Discussion
 - Groundwater Hazard Process Review – Discussion
 - SLSI Indexing Work Group – Discussion
 - Remote Notarization – Discussion
 - Legislative Update – Bob Rafferty
- Other Project Updates – Discussion
 - PCI and Security Policies
 - 2020 Spring Campaign Plans
 - ILR Deputies Conference – September 23, 2020

- **PRIA Update**
 - **Document Rejections Paper**
 - **PRIA Bylaws Update**
- **Adjourn - Next Regular Meeting May 7, 2020**

**Electronic Services System
Coordinating Committee
Meeting Summary
November 7, 2019**

Participants

Deb Roberts, Floyd County Recorder
Jolynn Goodchild, Plymouth County Recorder

Julie Haggerty, Polk County Recorder
Janelle Schneider, Adair County

Travis Case, Grundy County Recorder
Gary Wilgenbusch, Bergan KDV
Lisa Long, Iowa Land Records
Leah Champion, Iowa Land Records

Jamie Stargell, Adams County Recorder
Phil Dunshee, Iowa Land Records
Kati Ross, Iowa Land Records
Bob Rafferty, the Rafferty Group

Other Participants via Teleconference

Melissa Bahnsen, Cedar County Recorder
Eric Sloan, ICIT

Nancy Booten, Lee County Recorder
Dave Rubow, ILTA

Welcome

The meeting of the ESS Coordinating Committee was held at the Iowa Land Records office and via teleconference. The meeting was called to order by the Coordinating Committee Vice-Chair Julie Haggerty. Introductions were made.

Meeting Summary

The September 19, 2019 Meeting Summary was reviewed. Deb Roberts made a motion to approve the Meeting Summary. Janelle Schneider seconded, and the motion was approved.

ESS Subcommittee Appointments

The Committee reviewed the Subcommittee positions with expiring terms and considered the following reappointment for each Subcommittee.

Finance: District 1, Stacie Herridge, Story County; District 5, Jo Greiner, Washington County; and District 6, Sheri Jones, Jones County. New terms - 1/01/20 -12/31/21. One vacancy remains for District 3 with a Term expiring on 12/31/20.

Standards: District 2, Deb Winke, Allamakee County; and District 6, Joan McCalmant, Linn County. One vacancy remains for District 1 with a Term expiring on 12/31/21.

Marketing and Communications: District 1, Lindsay Laufersweiler, Webster County; District 1, Julie Haggerty, Polk County; and District 3, Ann Ditsworth, Dickinson County.

Janelle Schneider made a motion to approve the Subcommittee nominations. Deb Roberts seconded, and the motion was approved.

Financial Reports

The BOA CY 2019 3rd Quarter Reports, Fund 255 FY 2019 1st Quarter report and the budget vs. actual reports were reviewed. Melissa Bahnsen made a motion to accept and approve the financial reports. Janelle Schneider seconded, and the motion was approved.

Office of the State Treasurer and State Auditor Briefings

The Project Manager briefed the Committee on history of activities with the Office of the State Treasurer and the Office of the State Auditor. The Committee aware of recent meetings held to provide staff in those offices with an overview of Iowa Land Records activities and funding. The staff from these offices were asked to provide feedback or to voice any concerns that they may have with plans to consolidate budget activities and to adjust other financial procedures. Representatives from these offices expressed the position that the ESS governing authorities should make any decisions about budgeting or financial procedures, and they expressed appreciation for the efforts made to inform them of ESS and Iowa Land Records activities.

ESS Budgets

Budget Amendments

Committee members received a report from the Project Manager regarding the primary drivers for the budget amendments including the use of actual data year-to-date, and revised expenditure estimates in the upcoming months. The CY 2019 BOA Budget Amendment and FY 2020 255 Budget Amendment were thoroughly reviewed by the Committee. Jolynn Goodchild made a motion to approve the proposed amendments to the BOA CY 2019 Budget and the Fund 255 FY 2019 Budget. Janelle Schneider seconded, and the motion was approved.

CY 2020 BOA Budget

The Project Manager reviewed a proposed reform of the chart of accounts for the Bank of America treasury management account. The reformed structure is intended to make the budget easier to communicate and understand. This reform is possible when the two budgets (Fund 255 and BOA) are combined into a single account and budget. The chart of accounts included current expenses and looked ahead to potential future line items that may be needed by the project. An explanation of how Revolving Expenses in the chart of accounts will be less complicated going forward was provided.

A presentation outlining the key budget themes for the consolidated CY 2020 budget was provided to the Committee. Details associated with the proposed CY 2020 budget and new chart of accounts categories were reviewed.

Melissa Bahnsen made a motion to recommend adoption of the proposed CY 2020 BOA Budget as presented. Deb Roberts seconded, and the motion was approved.

BOA Account Modification

A background memo was presented to the Committee outlining the possible creation of a new treasury management account in the name of the Electronic Services System. No action was taken.

Contracts and Amendments

Bergan KDV CY 2020 Engagement

The Committee was informed that Bergan KDV was requesting a fee increase for CY 2020. An extension of the engagement for accounting services was discussed. A motion was made by Jolynn Goodchild to approve the extension of the Bergan KDV engagement along with the proposed fee change. The motion was seconded by Deb Roberts. The motion was approved.

Rafferty Group CY 2020 Engagement

The Project Manager presented the Committee with information about how the Rafferty Group has been working on behalf of Iowa Land Records and ESS. A motion was made by Deb Roberts to approve the extension of the Rafferty Group engagement for CY 2020. The motion was seconded by Nancy Booten. The motion was approved.

DOT & Department of Revenue – 28E

The Committee discussed plans for converting the current contracts with State agencies to 28E agreements. It is expected that draft 28E agreements will be considered at a future ESS meeting.

Policies and Procedures

CY 2020 Meeting Calendar

The Committee reviewed a preliminary 2020 meeting schedule for ESS Coordinating Committee. Jolynn Goodchild made a motion to approve, and Deb Roberts seconded. The motion was approved.

PCI Security Policies

The Committee reviewed a draft policy concerning PCI security requirements. The policy had been approved, but action was deferred pending the completion of the PCI Self-Assessment Questionnaire by ESS staff.

Key Project Updates

E-Submission 2.0 Recorder's Interface – Production Updates

The Committee was presented with a live demonstration of the most recent updates to the E-Submission 2.0 Recorder's Interface.

Web Design and Content Management Update

The Director of Marketing and Communications provided a preview of the new content management site landing pages along with a tentative production schedule.

Declaration of Value Project Proposal

Travis Case provided information to the Committee about recent discussions with the Department of Revenue concerning future changes to the processing of Declaration of Value documents. The Department of Revenue aims to make DOVs accessible to the public through Iowa Land Records. A working group has been formed in order to prepare a project plan.

PRIA Update

PRIA Bylaws Update

The Project Manager updated the Committee on recent communications with the PRIA Board of Directors concerning PRIA bylaws and business practices affecting the interests of recorders. While not all recommendations were accepted, PRIA will be making some changes to become more transparent about their activities. Further discussions are expected.

The Committee received an update on the status of the PRIA Document Rejections Best Practices paper.

The Meeting was adjourned at 2:24 PM.

ESS – 1.6 ESS Coordinating Committee.

(Iowa Code Section 331.604, Subsection 3(a); 2005 Iowa Acts, Chapter 179, Division VII, Section 101, Subsection 1; Section 28E, Subsection 6, paragraph 3)

1.6(1) Committee Established. An ESS Coordinating Committee is established to coordinate efforts to deliver services and information through the Electronic Services System and the county land record information system, and to carry out the duties delegated to it by the ICRA Executive Board. The Committee shall consist of no more than 15 members, and the number of members may be adjusted as circumstances require.

1.6(7) Officers. There shall be three officers of the ESS Coordinating Committee, consisting of a chair, vice-chair and secretary/treasurer.

The ESS Coordinating Committee shall nominate and elect a chair, vice-chair and secretary/treasurer from the ESS membership. The term of Office for the Chair, Vice Chair & Secretary Treasure shall be one year. However an Officer may serve successive terms with no limit to the number of terms.

The Chair shall convene and preside over all meetings, or shall arrange for other members of the Coordinating Committee to preside at each meeting in the following order: Vice Chair, Secretary/Treasurer. The Chair shall also appoint members of any subcommittees established by the Coordinating Committee.

The Secretary/Treasurer shall be responsible for keeping records of ESS Committee actions, including overseeing the preparation of meeting summaries and financial reports, and ensuring that corporate records are maintained.

ESS Subcommittee Nominations

FINANCE SUBCOMMITTEE	County	Term	District
Laura McKeever	Sac	1/01/19 -12/31/20	3
STANDARDS SUBCOMMITTEE			
Ashten Wittrock	Carroll	1/01/20 -12/31/21	1

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Iowa County Records Association
Johnston, IA 50131
8711 Windsor Parkway

Invoice

Date	Invoice #
2/1/2020	02012020

Bill To
CLRIS - FUND 255 c/o Office of the State Treasurer Capitol Building Des Moines, IA 50319 Attn: Sherri Morano

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P.O. Box 15284
Wilmington, DE 19850

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Customer service information

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🌐 bankofamerica.com

✉ Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

IOWA COUNTY RECORDERS ASSOCIATION INC
8711 WINDSOR PKWY STE 2
JOHNSTON, IA 50131-2296

Your Full Analysis Business Checking Relationship Rewards Platinum Honors

for December 1, 2019 to December 31, 2019

IOWA COUNTY RECORDERS ASSOCIATION INC

Account number: [REDACTED]

Account summary

Beginning balance on December 1, 2019	\$449,406.15
Deposits and other credits	2,054,037.56
Withdrawals and other debits	-1,937,953.59
Checks	-48,048.32
Service fees	-750.41
Ending balance on December 31, 2019	\$516,691.39

of deposits/credits: 85

of withdrawals/debits: 172

of days in cycle: 31

Average ledger balance: \$493,542.57

Iowa County Recorders Association

Profit & Loss

December 2019

	Dec 19
Income	
BudgetedIncome	
Misc. Income	1,700.00
POSSERVICEFEE	6,753.93
SERVICEFEE	
ACH	59,469.00
CC	6,100.34
DRAWDOWN	7,470.00
SERVICEFEE - Other	0.00
Total SERVICEFEE	73,039.34
Total BudgetedIncome	81,493.27
RevolvingIncome	
ERECORDING	
AUDITORFEE	23,045.00
TRANSFERTAX	1,127,362.40
ERECORDING - Other	604,709.57
Total ERECORDING	1,755,116.97
Expense Reimbursement - CLRIS	44,334.81
POSPAYMENT	225,073.38
Total RevolvingIncome	2,024,525.16
Total Income	2,106,018.43
Expense	
Budgeted Expenses	
Accounting	
Accounting Software-Services	139.98
Bookkeeping	4,400.00
Total Accounting	4,539.98
Administration	
Professional Fees	
Project Management	5,300.00
Total Professional Fees	5,300.00
Total Administration	5,300.00
Local Maint. Expense	4,181.85
Marketing-Communications	
Administrative/Market Support	1,208.75
Marketing-Communications - Other	3,391.25
Total Marketing-Communications	4,600.00
Office Tech Support	400.00
Payment Expenses	
Bank Account Analysis Fee	750.41
Gateway Transaction Fees	
POSTransactionsFees	7,684.94
Total Gateway Transaction Fees	7,684.94
Total Payment Expenses	8,435.35
Software Dev. - Programming	18,215.48
Total Budgeted Expenses	45,672.66
Depreciation Expense	4,435.61
Planned Reserve Expenses	
Software Development-Consulting	6,915.00
Total Planned Reserve Expenses	6,915.00

Iowa County Recorders Association

Profit & Loss

December 2019

	Dec 19
RevolvingExpenses	
Computer Software	663.00
Computer Support	3,472.90
Dues and Subscriptions	7,166.17
Education and Outreach-Rev	8,093.90
ESS Committee	
ESS Committee Travel	73.00
Official Publications	28.46
Total ESS Committee	101.46
ESSPayments	
COUNTYDISTRIBUTION	1,669,757.20
POSDISTRIBUTION	223,419.20
Total ESSPayments	1,893,176.40
Legal Fees	1,000.00
Merit Resources	
Gross Payroll	9,900.00
Merit Resources - Other	17,085.80
Total Merit Resources	26,985.80
Office Space Lease	2,980.00
Office Supplies	114.80
Postage and Delivery	312.00
Teleconference	148.72
Total RevolvingExpenses	1,944,215.15
Total Expense	2,001,238.42
Net Income	104,780.01

Iowa County Recorders Association

Profit & Loss

01/28/20

October through December 2019

Accrual Basis

	Oct - Dec 19
Income	
BudgetedIncome	
Bad Payment Fee	60.00
Event Income	
ILR Conference Registration	375.00
Sponsorship	750.00
Total Event Income	1,125.00
Misc. Income	3,100.00
PMTSERVICEFEE	-0.82
POSSERVICEFEE	16,454.69
SERVICEFEE	
ACH	182,082.00
CC	16,444.91
DRAWDOWN	24,024.00
SERVICEFEE - Other	6.00
Total SERVICEFEE	222,556.91
Total BudgetedIncome	243,295.78
RevolvingIncome	
ERECORDING	
AUDITORFEE	68,150.00
TRANSFERTAX	2,985,068.00
ERECORDING - Other	1,845,218.57
Total ERECORDING	4,898,436.57
Expense Reimbursement - CLRIS	111,877.91
POSPAYMENT	548,354.16
Total RevolvingIncome	5,558,668.64
Total Income	5,801,964.42
Expense	
Bad Debt Expense	2,352.00
Budgeted Expenses	
Accounting	
Accounting Software-Services	419.94
Bookkeeping	13,200.00
Total Accounting	13,619.94
Administration	
Office Operations	
Miscellaneous	4.76
Total Office Operations	4.76
Professional Fees	
Project Management	16,900.00
Total Professional Fees	16,900.00
Total Administration	16,904.76
Advertising	0.00
Local Maint. Expense	4,701.57
Marketing-Communications	
Administrative/Market Support	3,278.75
Education and Outreach	
ILR Annual Conference	5,132.02
Total Education and Outreach	5,132.02
Marketing-Communications - Other	9,649.38

Iowa County Recorders Association

Profit & Loss

October through December 2019

	Oct - Dec 19
Total Marketing-Communications	18,060.15
Office Tech Support	1,200.00
Payment Expenses	
Bank Account Analysis Fee	2,553.21
BOA Merchant Service Charge	
BOAOLN 430132313509772 Mer Acct	150.53
BOAOTC 430132313849862 Mer Acct	15.78
Total BOA Merchant Service Charge	166.31
Gateway Transaction Fees	
POSTransactionsFees	25,470.32
Total Gateway Transaction Fees	25,470.32
Total Payment Expenses	28,189.84
Software Dev. - Programming	81,782.88
Software License-Maintenance	5,800.00
Total Budgeted Expenses	170,259.14
Depreciation Expense	13,306.83
Planned Reserve Expenses	
Software Development-Consulting	13,830.00
Total Planned Reserve Expenses	13,830.00
RevolvingExpenses	
Computer Equipmnt	3,960.18
Computer Software	1,163.68
Computer Support	10,208.06
Dues and Subscriptions	7,566.29
Education and Outreach-Rev	11,742.10
ESS Committee	
ESS Committee Travel	793.33
ESS Meeting Expenses	335.59
Official Publications	536.82
Total ESS Committee	1,665.74
ESSPayments	
COUNTYDISTRIBUTION	4,813,921.80
POSDISTRIBUTION	546,641.91
Total ESSPayments	5,360,563.71
Legal Fees	4,000.00
Merit Resources	
Gross Payroll	9,900.00
Merit Resources - Other	49,393.80
Total Merit Resources	59,293.80
Office Space Lease	2,980.00
Office Supplies	221.55
Postage and Delivery	449.50
Teleconference	364.43
Total RevolvingExpenses	5,464,179.04
Total Expense	5,663,927.01
Net Income	138,037.41

Iowa County Recordors Association

Profit & Loss

01/28/20

January through December 2019

Accrual Basis

	Jan - Dec 19
Income	
BudgetedIncome	
Bad Payment Fee	229.44
Event Income	
ILR Conference Registration	6,225.00
Sponsorship	750.00
Total Event Income	6,975.00
Fund 255 Reimbursement	57.50
Local Serv. Prov. Maint. Acct.	
Cost Sharing Credit	-116,841.18
Local Serv. Prov. Maint. Acct. - Other	278,333.44
Total Local Serv. Prov. Maint. Acct.	161,492.26
Misc. Income	3,100.00
PMTSERVICEFEE	338.70
POSSERVICEFEE	84,163.50
SERVICEFEE	
ACH	634,252.49
CC	59,567.29
DDCC	959.11
DRAWDOWN	102,639.00
SERVICEFEE - Other	0.00
Total SERVICEFEE	797,417.89
Total BudgetedIncome	1,053,774.29
RevolvingIncome	
ERECORDING	
AUDITORFEE	256,825.00
TRANSFERTAX	10,885,756.00
ERECORDING - Other	6,489,082.55
Total ERECORDING	17,631,663.55
Expense Reimbursement - CLRIS	316,885.65
HPPAYMENT	7,442.65
Misc. Revolving Income	482.20
POSPAYMENT	2,956,214.26
Total RevolvingIncome	20,912,688.31
Total Income	21,966,462.60
Expense	
Bad Debt Expense	2,352.00
Budgeted Expenses	
Accounting	
Accounting Software-Services	5,124.76
Audit	4,125.00
Bookkeeping	52,800.00
Total Accounting	62,049.76
Administration	
Insurance Expense	18,636.52
Office Operations	
Miscellaneous	62.22
Total Office Operations	62.22
Professional Fees	
Project Management	66,450.00
Total Professional Fees	66,450.00

Iowa County Recorders Association

Profit & Loss

January through December 2019

	Jan - Dec 19
Total Administration	85,148.74
Advertising	0.00
Business Analysis- Comm	12,540.00
EDS Credit Card Setup-Support	
Local Credit Card Equipment	398.00
Total EDS Credit Card Setup-Support	398.00
Local Maint. Expense	274,245.87
Marketing-Communications	
Administrative/Market Support	15,696.25
Education and Outreach	
ILR Annual Conference	5,530.72
Education and Outreach - Other	174.45
Total Education and Outreach	5,705.17
Marketing-Communications - Other	39,005.63
Total Marketing-Communications	60,407.05
Office Tech Support	5,641.08
Payment Expenses	
Bank Account Analysis Fee	11,052.55
Bank Service Charges	114.68
BOA Merchant Service Charge	
BOAOLN 430132313509772 Mer Acct	7,019.30
BOAOTC 430132313849862 Mer Acct	2,657.08
Total BOA Merchant Service Charge	9,676.38
Gateway Transaction Fees	
EDS Online Transaction Fees	21,242.55
EDS OTC Transaction Fees	775.20
POSTransactionsFees	96,138.12
Total Gateway Transaction Fees	118,155.87
Total Payment Expenses	138,999.48
Software Dev. - Programming	278,781.32
Software License-Maintenance	41,053.76
Total Budgeted Expenses	959,265.06
Depreciation Expense	53,227.32
Planned Reserve Expenses	
Software Development-Consulting	39,575.00
Total Planned Reserve Expenses	39,575.00
RevolvingExpenses	
Annual Audit	2,250.00
Computer Equipmnt	24,913.51
Computer Software	3,807.19
Computer Support	10,208.06
Dues and Subscriptions	10,176.55
Education and Outreach-Rev	17,717.62
ESS Committee	
ESS Committee Travel	2,938.83
ESS Meeting Expenses	1,430.29
Official Publications	901.05
Total ESS Committee	5,270.17
ESSPayments	
COUNTYDISTRIBUTION	17,549,843.20
PMTDISTRIBUTION	7,152.65
POSDISTRIBUTION	2,962,390.67

Iowa County Recorders Association

Profit & Loss

January through December 2019

	Jan - Dec 19
Total ESSPayments	20,519,386.52
Insurance	5,023.00
Legal Fees	20,000.00
Merit Resources	
Gross Payroll	9,900.00
Merit Resources - Other	210,933.80
Total Merit Resources	220,833.80
Office Space Lease	2,980.00
Office Supplies	447.63
Postage and Delivery	937.00
Teleconference	1,700.17
Total RevolvingExpenses	20,845,651.22
Total Expense	21,900,070.60
Net Income	66,392.00

Iowa County Recorders Association

Profit & Loss

December 2019

	Dec 19
Income	
BudgetedIncome	
Misc. Income	1,700.00
POSSERVICEFEE	6,753.93
SERVICEFEE	
ACH	59,469.00
CC	6,100.34
DRAWDOWN	7,470.00
SERVICEFEE - Other	0.00
Total SERVICEFEE	73,039.34
Total BudgetedIncome	81,493.27
Total Income	81,493.27
Expense	
Budgeted Expenses	
Accounting	
Accounting Software-Services	139.98
Bookkeeping	4,400.00
Total Accounting	4,539.98
Administration	
Professional Fees	
Project Management	5,300.00
Total Professional Fees	5,300.00
Total Administration	5,300.00
Local Maint. Expense	4,181.85
Marketing-Communications	
Administrative/Market Support	1,208.75
Marketing-Communications - Other	3,391.25
Total Marketing-Communications	4,600.00
Office Tech Support	400.00
Payment Expenses	
Bank Account Analysis Fee	750.41
Gateway Transaction Fees	
POSTransactionsFees	7,684.94
Total Gateway Transaction Fees	7,684.94
Total Payment Expenses	8,435.35
Software Dev. - Programming	18,215.48
Total Budgeted Expenses	45,672.66
Total Expense	45,672.66
Net Income	35,820.61

Iowa County Recorders Association

Profit & Loss

01/28/20

October through December 2019

Accrual Basis

	Oct - Dec 19
Income	
BudgetedIncome	
Bad Payment Fee	60.00
Event Income	
ILR Conference Registration	375.00
Sponsorship	750.00
Total Event Income	1,125.00
Misc. Income	3,100.00
PMTSERVICEFEE	-0.82
POSSERVICEFEE	16,454.69
SERVICEFEE	
ACH	182,082.00
CC	16,444.91
DRAWDOWN	24,024.00
SERVICEFEE - Other	6.00
Total SERVICEFEE	222,556.91
Total BudgetedIncome	243,295.78
Total Income	243,295.78
Expense	
Budgeted Expenses	
Accounting	
Accounting Software-Services	419.94
Bookkeeping	13,200.00
Total Accounting	13,619.94
Administration	
Professional Fees	
Project Management	16,900.00
Total Professional Fees	16,900.00
Total Administration	16,900.00
Local Maint. Expense	4,701.57
Marketing-Communications	
Administrative/Market Support	3,278.75
Education and Outreach	
ILR Annual Conference	5,132.02
Total Education and Outreach	5,132.02
Marketing-Communications - Other	9,649.38
Total Marketing-Communications	18,060.15
Office Tech Support	1,200.00
Payment Expenses	
Bank Account Analysis Fee	2,553.21
BOA Merchant Service Charge	
BOAOLN 430132313509772 Mer Acct	150.53
BOAOTC 430132313849862 Mer Acct	15.78
Total BOA Merchant Service Charge	166.31
Gateway Transaction Fees	
POSTransactionsFees	25,470.32
Total Gateway Transaction Fees	25,470.32
Total Payment Expenses	28,189.84
Software Dev. - Programming	81,782.88
Software License-Maintenance	5,800.00

Iowa County Recorders Association
Profit & Loss
October through December 2019

	Oct - Dec 19
Total Budgeted Expenses	170,254.38
Total Expense	170,254.38
Net Income	73,041.40

Iowa County Recorders Association

Profit & Loss

01/28/20

January through December 2019

Accrual Basis

	Jan - Dec 19
Income	
BudgetedIncome	
Bad Payment Fee	229.44
Event Income	
ILR Conference Registration	6,225.00
Sponsorship	750.00
Total Event Income	6,975.00
Local Serv. Prov. Maint. Acct.	
Cost Sharing Credit	-116,841.18
Local Serv. Prov. Maint. Acct. - Other	278,333.44
Total Local Serv. Prov. Maint. Acct.	161,492.26
Misc. Income	3,100.00
PMTSERVICEFEE	338.70
POSSERVICEFEE	84,163.50
SERVICEFEE	
ACH	634,252.49
CC	59,567.29
DDCC	959.11
DRAWDOWN	102,639.00
SERVICEFEE - Other	0.00
Total SERVICEFEE	797,417.89
Total BudgetedIncome	1,053,716.79
Total Income	1,053,716.79
Expense	
Budgeted Expenses	
Accounting	
Accounting Software-Services	5,124.76
Audit	4,125.00
Bookkeeping	52,800.00
Total Accounting	62,049.76
Administration	
Insurance Expense	18,636.52
Professional Fees	
Project Management	66,450.00
Total Professional Fees	66,450.00
Total Administration	85,086.52
Business Analysis- Comm	12,540.00
EDS Credit Card Setup-Support	
Local Credit Card Equipment	398.00
Total EDS Credit Card Setup-Support	398.00
Local Maint. Expense	274,245.87
Marketing-Communications	
Administrative/Market Support	15,696.25
Education and Outreach	
ILR Annual Conference	5,530.72
Education and Outreach - Other	174.45
Total Education and Outreach	5,705.17
Marketing-Communications - Other	39,005.63
Total Marketing-Communications	60,407.05
Office Tech Support	5,641.08
Payment Expenses	

Iowa County Recordors Association

Profit & Loss

January through December 2019

	Jan - Dec 19
Bank Account Analysis Fee	11,052.55
Bank Service Charges	114.68
BOA Merchant Service Charge	
BOAOLN 430132313509772 Mer Acct	7,019.30
BOAOTC 430132313849862 Mer Acct	2,657.08
Total BOA Merchant Service Charge	9,676.38
Gateway Transaction Fees	
EDS Online Transaction Fees	21,242.55
EDS OTC Transaction Fees	775.20
POSTransactionsFees	96,138.12
Total Gateway Transaction Fees	118,155.87
Total Payment Expenses	138,999.48
Software Dev. - Programming	278,781.32
Software License-Maintenance	41,053.76
Total Budgeted Expenses	959,202.84
Total Expense	959,202.84
Net Income	94,513.95

4:05 PM

01/28/20

Accrual Basis

Iowa County Recordors Association
Profit & Loss Budget vs. Actual
December 2019

	Dec 19	Budget	\$ Over Budget
Income			
BudgetedIncome			
Bad Payment Fee	0.00	30.00	-30.00
Event Income			
ILR Conference Registration	0.00	0.00	0.00
Sponsorship	0.00	0.00	0.00
Total Event Income	0.00	0.00	0.00
Local Serv. Prov. Maint. Acct.	0.00	0.00	0.00
Misc. Income	1,700.00		
POSSERVICEFEE	6,753.93	5,500.00	1,253.93
SERVICEFEE			
ACH	59,469.00		
CC	6,100.34		
DRAWDOWN	7,470.00		
SERVICEFEE - Other	0.00	61,500.00	-61,500.00
Total SERVICEFEE	73,039.34	61,500.00	11,539.34
Total BudgetedIncome	81,493.27	67,030.00	14,463.27
Total Income	81,493.27	67,030.00	14,463.27
Expense			
Budgeted Expenses			
Accounting			
Accounting Software-Services	139.98	145.00	-5.02
Bookkeeping	4,400.00	4,400.00	0.00
Total Accounting	4,539.98	4,545.00	-5.02
Administration			
Insurance Expense	0.00	0.00	0.00
Professional Fees			
Project Management	5,300.00	5,100.00	200.00
Total Professional Fees	5,300.00	5,100.00	200.00
Total Administration	5,300.00	5,100.00	200.00
Business Analysis- Comm	0.00	0.00	0.00
EDS Credit Card Setup-Support			
Local Credit Card Equipment	0.00	0.00	0.00
EDS Credit Card Setup-Support - Other	0.00	0.00	0.00
Total EDS Credit Card Setup-Support	0.00	0.00	0.00
Local Maint. Expense	4,181.85	259.86	3,921.99

4:05 PM

01/28/20

Accrual Basis

Iowa County Recorders Association
Profit & Loss Budget vs. Actual
December 2019

	Dec 19	Budget	\$ Over Budget
Marketing-Communications			
Administrative/Market Support	1,208.75	1,325.00	-116.25
Education and Outreach	0.00	0.00	0.00
Marketing-Communications - Other	3,391.25	3,300.00	91.25
Total Marketing-Communications	4,600.00	4,625.00	-25.00
Office Tech Support	400.00	400.00	0.00
Payment Expenses			
Bank Account Analysis Fee	750.41		
Gateway Transaction Fees			
POSTransactionsFees	7,684.94		
Total Gateway Transaction Fees	7,684.94		
Payment Expenses - Other	0.00	13,000.00	-13,000.00
Total Payment Expenses	8,435.35	13,000.00	-4,564.65
Software Dev. - Programming	18,215.48	20,500.00	-2,284.52
Software License-Maintenance	0.00	7,000.00	-7,000.00
Total Budgeted Expenses	45,672.66	55,429.86	-9,757.20
Total Expense	45,672.66	55,429.86	-9,757.20
Net Income	35,820.61	11,600.14	24,220.47

4:04 PM

01/28/20

Accrual Basis

Iowa County Recorders Association
Profit & Loss Budget vs. Actual
October through December 2019

	Oct - Dec 19	Budget	\$ Over Budget
Income			
BudgetedIncome			
Bad Payment Fee	60.00	60.00	0.00
Event Income			
ILR Conference Registration	375.00	225.00	150.00
Sponsorship	750.00	750.00	0.00
Total Event Income	1,125.00	975.00	150.00
Local Serv. Prov. Maint. Acct.	0.00	0.00	0.00
Misc. Income	3,100.00		
PMTSERVICEFEE	-0.82		
POSSERVICEFEE	16,454.69	16,414.69	40.00
SERVICEFEE			
ACH	182,082.00		
CC	16,444.91		
DRAWDOWN	24,024.00		
SERVICEFEE - Other	6.00	206,370.08	-206,364.08
Total SERVICEFEE	222,556.91	206,370.08	16,186.83
Total BudgetedIncome	243,295.78	223,819.77	19,476.01
Total Income	243,295.78	223,819.77	19,476.01
Expense			
Budgeted Expenses			
Accounting			
Accounting Software-Services	419.94	429.98	-10.04
Bookkeeping	13,200.00	13,200.00	0.00
Total Accounting	13,619.94	13,629.98	-10.04
Administration			
Insurance Expense	0.00	0.00	0.00
Professional Fees			
Project Management	16,900.00	16,700.00	200.00
Total Professional Fees	16,900.00	16,700.00	200.00
Total Administration	16,900.00	16,700.00	200.00
Business Analysis- Comm	0.00	0.00	0.00
EDS Credit Card Setup-Support			
Local Credit Card Equipment	0.00	0.00	0.00
EDS Credit Card Setup-Support - Other	0.00	0.00	0.00
Total EDS Credit Card Setup-Support	0.00	0.00	0.00

4:04 PM

01/28/20

Accrual Basis

Iowa County Recorders Association
Profit & Loss Budget vs. Actual
 October through December 2019

	Oct - Dec 19	Budget	\$ Over Budget
Local Maint. Expense	4,701.57	4,519.72	181.85
Marketing-Communications			
Administrative/Market Support	3,278.75	3,395.00	-116.25
Education and Outreach			
ILR Annual Conference	5,132.02		
Education and Outreach - Other	0.00	5,132.02	-5,132.02
Total Education and Outreach	5,132.02	5,132.02	0.00
Marketing-Communications - Other	9,649.38	9,558.13	91.25
Total Marketing-Communications	18,060.15	18,085.15	-25.00
Office Tech Support	1,200.00	1,200.00	0.00
Payment Expenses			
Bank Account Analysis Fee	2,553.21		
BOA Merchant Service Charge			
BOAOLN 430132313509772 Mer Acct	150.53		
BOAOTC 430132313849862 Mer Acct	15.78		
Total BOA Merchant Service Charge	166.31		
Gateway Transaction Fees			
POSTransactionsFees	25,470.32		
Total Gateway Transaction Fees	25,470.32		
Payment Expenses - Other	0.00	35,424.48	-35,424.48
Total Payment Expenses	28,189.84	35,424.48	-7,234.64
Software Dev. - Programming	81,782.88	70,724.30	11,058.58
Software License-Maintenance	5,800.00	12,800.00	-7,000.00
Total Budgeted Expenses	170,254.38	173,083.63	-2,829.25
Total Expense	170,254.38	173,083.63	-2,829.25
Net Income	73,041.40	50,736.14	22,305.26

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Accrual Basis

Iowa County Recorders Association
Profit & Loss Budget vs. Actual
 January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget
Income			
Budgeted Income			
Bad Payment Fee	229.44	229.44	0.00
Event Income			
ILR Conference Registration	6,225.00	6,075.00	150.00
Sponsorship	750.00	750.00	0.00
Total Event Income	6,975.00	6,825.00	150.00
Local Serv. Prov. Maint. Acct.			
Cost Sharing Credit	-116,841.18		
Local Serv. Prov. Maint. Acct. - Other	278,333.44	161,492.26	116,841.18
Total Local Serv. Prov. Maint. Acct.	161,492.26	161,492.26	0.00
Misc. Income	3,100.00		
PMTSERVICEFEE	338.70		
POSSERVICEFEE	84,163.50	84,463.02	-299.52
SERVICEFEE			
ACH	634,252.49		
CC	59,567.29		
DDCC	959.11		
DRAWDOWN	102,639.00		
SERVICEFEE - Other	0.00	781,231.06	-781,231.06
Total SERVICEFEE	797,417.89	781,231.06	16,186.83
Total Budgeted Income	1,053,716.79	1,034,240.78	19,476.01
Total Income	1,053,716.79	1,034,240.78	19,476.01
Expense			
Budgeted Expenses			
Accounting			
Accounting Software-Services	5,124.76	5,134.80	-10.04
Bookkeeping	52,800.00	52,800.00	0.00
Total Accounting	57,924.76	57,934.80	-10.04
Administration			
Insurance Expense	18,636.52	18,636.52	0.00
Professional Fees			
Project Management	66,450.00	66,250.00	200.00
Total Professional Fees	66,450.00	66,250.00	200.00
Total Administration	85,086.52	84,886.52	200.00
Business Analysis- Comm	12,540.00	12,540.00	0.00
EDS Credit Card Setup-Support			

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01/28/20

Accrual Basis

Iowa County Recordors Association
Profit & Loss Budget vs. Actual
 January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget
Local Credit Card Equipment	398.00	0.00	398.00
EDS Credit Card Setup-Support - Other	0.00	398.00	-398.00
Total EDS Credit Card Setup-Support	398.00	398.00	0.00
Local Maint. Expense	274,245.87	274,064.02	181.85
Marketing-Communications			
Administrative/Market Support	15,696.25	15,812.50	-116.25
Education and Outreach			
ILR Annual Conference	5,530.72		
Education and Outreach - Other	174.45	5,705.17	-5,530.72
Total Education and Outreach	5,705.17	5,705.17	0.00
Marketing-Communications - Other	39,005.63	38,914.38	91.25
Total Marketing-Communications	60,407.05	60,432.05	-25.00
Office Tech Support	5,641.08	5,641.08	0.00
Payment Expenses			
Bank Account Analysis Fee	11,052.55		
Bank Service Charges	114.68		
BOA Merchant Service Charge			
BOAOLN 430132313509772 Mer Acct	7,019.30		
BOAOTC 430132313849862 Mer Acct	2,657.08		
Total BOA Merchant Service Charge	9,676.38		
Gateway Transaction Fees			
EDS Online Transaction Fees	21,242.55		
EDS OTC Transaction Fees	775.20		
POSTransactionsFees	96,138.12		
Total Gateway Transaction Fees	118,155.87		
Payment Expenses - Other	0.00	146,234.12	-146,234.12
Total Payment Expenses	138,999.48	146,234.12	-7,234.64
Software Dev. - Programming	278,781.32	267,722.74	11,058.58
Software License-Maintenance	41,053.76	48,053.76	-7,000.00
Total Budgeted Expenses	955,077.84	957,907.09	-2,829.25
Total Expense	955,077.84	957,907.09	-2,829.25
Net Income	98,638.95	76,333.69	22,305.26

Iowa County Recordors Association

Balance Sheet

As of December 31, 2019

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Bank of America	
Unrestricted Reserve Account	13,938.22
Bank of America - Other	880,614.30
Total Bank of America	894,552.52
Total Checking/Savings	894,552.52
Accounts Receivable	
Accounts Receivable	892.61
Total Accounts Receivable	892.61
Other Current Assets	
Due from State	9,151.38
Prepaid Expenses	149,596.23
Total Other Current Assets	158,747.61
Total Current Assets	1,054,192.74
Fixed Assets	
Accumulated Depreciation	-498,376.66
Asset in Process	221,952.42
Computer Equipment	566,393.44
Total Fixed Assets	289,969.20
TOTAL ASSETS	1,344,161.94
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	13,036.11
Total Accounts Payable	13,036.11
Credit Cards	
Corp-BOA Visa 2026	5,819.11
Total Credit Cards	5,819.11
Other Current Liabilities	
Accrued Compensation	23,490.53
Bank Adjustment	62,500.00
Deferred Revenues	137,670.97
DRAWDOWN	32,123.60
Total Other Current Liabilities	255,785.10
Total Current Liabilities	274,640.32
Total Liabilities	274,640.32
Equity	
Retained Earnings	1,003,129.62
Net Income	66,392.00
Total Equity	1,069,521.62
TOTAL LIABILITIES & EQUITY	1,344,161.94

Report ID: FR008B
Source: I/3 Finance
Date: 12/1/19 - 12/27/19
Fund: 0255
BS Account: 1101

STATE OF IOWA
OLLD BALANCE SHEET SUMMARY

Page: 1 of 1
Run Date: 12/27/2019
Run Time: 10:02:30 AM

Doc CD	Posting Code	Cycle Date	Debit Amount	Credit Amount	Balance
Beginning Balance					685,057.08
AD	A001	12/6/19		44,334.81	640,722.27
CDR	A001	12/11/19	57,302.49		698,024.76
JV1	A001	12/19/19	861.90		698,886.66

Profit & Loss

December 2019

	Dec 19
Ordinary Income/Expense	
Income	
Reserve Expenses Spent	1,071.18
E-Recording Fee	57,302.49
Interest	861.90
Total Income	59,235.57
Expense	
Administration	
Communications	3,390.63
Administrative Assistant	1,209.37
ESS Meetings	
ESS Travel Expenses	657.93
ESS Meeting Expenses	245.90
Total ESS Meetings	903.83
Legal Fees	1,000.00
Legal Fees - Govt. Relations	500.00
Professional Fees	
Oasis-Paychex	260.00
Total Professional Fees	260.00
Project Management	5,300.00
Total Administration	12,563.83
Customer Support	
Account Manager	6,110.28
Total Customer Support	6,110.28
Education and Outreach	
Postage	137.50
Misc. Color Printing	250.00
Online Educational Tools	
MailChimp	337.20
Survey Monkey	954.00
Adobe Connect	1,000.00
Online Educational Tools - Other	109.16
Total Online Educational Tools	2,400.36
Tradeshow - Meeting Exhibit	
Printing	424.00
Total Tradeshow - Meeting Exhibit	424.00
Total Education and Outreach	3,211.86
Hosting	
Software	
FTP Software	90.90
Jira/Confluence	30.30
Cloud Storage	224.25
Total Software	345.45
Total Hosting	345.45
ILR External Develo-Programming	
Redaction Services	
Back File Redaction	1,071.18
Forward File Redaction	5,894.93
Total Redaction Services	6,966.11
Total ILR External Develo-Programming	6,966.11

Profit & Loss

December 2019

	Dec 19
ILR Internal Develo-Programming	
Developer	300.00
Technical Lead	10,852.92
Total ILR Internal Develo-Programming	11,152.92
Office Operations	
Office Space Lease	2,500.00
Office Supplies	16.14
Official Publication Expense	39.50
Teleconference	148.72
Telephone/Internet	480.00
Office Tech Support	800.00
Total Office Operations	3,984.36
Total Expense	44,334.81
Net Ordinary Income	14,900.76
Net Income	14,900.76

Iowa Land Records - Fund 255

Profit & Loss

01/21/20

October through December 2019

Accrual Basis

	Oct - Dec 19
Ordinary Income/Expense	
Income	
Reserve Expenses Spent	25,963.50
E-Recording Fee	171,389.19
Interest	3,741.49
Total Income	201,094.18
Expense	
Administration	
Communications	10,365.63
Accounting	2,250.00
Administrative Assistant	3,549.37
ESS Meetings	
ESS Travel Expenses	720.33
ESS Meeting Expenses	320.62
Total ESS Meetings	1,040.95
Legal Fees	3,000.00
Legal Fees - Govt. Relations	1,500.00
Professional Fees	
Oasis-Paychex	780.00
Total Professional Fees	780.00
Project Management	16,900.00
Total Administration	39,385.95
Customer Support	
Account Manager	18,336.16
Total Customer Support	18,336.16
Education and Outreach	
Postage	614.50
Stakeholder Engagement	431.14
Misc. Color Printing	750.00
Online Educational Tools	
MailChimp	786.20
Survey Monkey	954.00
Adobe Connect	1,000.00
Salesforce-Exact Target	-62.16
Online Educational Tools - Other	327.48
Total Online Educational Tools	3,005.52
Total Education and Outreach	4,801.16
Hosting	
Bandwidth	6,145.80
Computer Equipment	
Switches	24,892.32
Total Computer Equipment	24,892.32
Domain Registration	623.98
Software	
FTP Software	272.70
Jira/Confluence	90.90
Cloud Storage	644.90
Total Software	1,008.50
Total Hosting	32,670.60

Iowa Land Records - Fund 255

Profit & Loss

01/21/20

October through December 2019

Accrual Basis

	Oct - Dec 19
ILR External Develo-Programming	
Redaction Services	
Back File Redaction	1,071.18
Forward File Redaction	19,607.39
Total Redaction Services	20,678.57
Total ILR External Develo-Programming	20,678.57
ILR Internal Develo-Programming	
Developer	300.00
Technical Lead	32,558.30
Total ILR Internal Develo-Programming	32,858.30
Office Operations	
Office Space Lease	7,500.00
Office Supplies	111.51
Official Publication Expense	109.47
Parking	3.00
Teleconference	364.43
Telephone/Internet	1,440.00
Office Tech Support	1,600.00
Total Office Operations	11,128.41
Total Expense	159,859.15
Net Ordinary Income	41,235.03
Net Income	41,235.03

Iowa Land Records - Fund 255
Profit & Loss Budget vs. Actual
July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Reserve Expenses Spent	31,437.75		
E-Recording Fee	324,671.88	309,701.86	14,970.02
Interest	7,828.68	7,589.41	239.27
Total Income	363,938.31	317,291.27	46,647.04
Expense			
Administration			
Business Analysis & QA	0.00	0.00	0.00
Communications	20,603.13	20,712.50	-109.37
Accounting	2,250.00	2,250.00	0.00
Administrative Assistant	8,064.37	8,255.00	-190.63
Bank Service Charges	0.00	0.00	0.00
Computer Equipment	0.00	0.00	0.00
Computer Software	0.00	0.00	0.00
ESS Meetings			
ESS Travel Expenses	978.12	0.00	978.12
ESS Meeting Expenses	531.48	1,805.77	-1,274.29
ESS Meetings - Other	0.00	0.00	0.00
Total ESS Meetings	1,509.60	1,805.77	-296.17
Insurance	0.00	0.00	0.00
Legal Fees	6,000.00	6,000.00	0.00
Legal Fees - Govt. Relations	3,000.00	3,000.00	0.00
Professional Fees			
Oasis-Paychex	1,690.00	1,690.00	0.00
Total Professional Fees	1,690.00	1,690.00	0.00
Project Management	33,700.00	33,900.00	-200.00
Total Administration	76,817.10	77,613.27	-796.17
Customer Support			
Remote Customer Service Rep.	0.00	0.00	0.00
Account Manager	39,057.11	39,146.83	-89.72
Business Analyst & QA	0.00	0.00	0.00
Total Customer Support	39,057.11	39,146.83	-89.72
Education and Outreach			
Postage	625.00		
Stakeholder Engagement	7.14		
ICRA Meetings	20.00		
Printed E-Sub Promo Materials	97.77		

Iowa Land Records - Fund 255
Profit & Loss Budget vs. Actual
 July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget
ILR Annual Conference			
Conference Supplies	222.40		
Total ILR Annual Conference	222.40		
Misc. Color Printing	1,514.65		
Online Educational Tools			
MailChimp	786.20		
Survey Monkey	954.00		
Adobe Connect	1,000.00		
Salesforce-Exact Target	-139.26		
Online Educational Tools - Other	654.96		
Total Online Educational Tools	3,255.90		
PRIA Meetings	2,367.49		
PRIA Membership	625.00		
Tradeshow - Meeting Exhibit			
Exhibit Registration	150.00		
Printing	424.00		
Total Tradeshow - Meeting Exhibit	574.00		
Workshops			
Travel			
Meal Reimbursement	24.00		
Total Travel	24.00		
Total Workshops	24.00		
Education and Outreach - Other	0.00	11,126.11	-11,126.11
Total Education and Outreach	9,333.35	11,126.11	-1,792.76
Hosting			
Bandwidth	15,364.50	18,439.50	-3,075.00
Computer Equipment			
Switches	24,892.32		
Total Computer Equipment	24,892.32		
Domain Registration	653.74	653.74	0.00

Iowa Land Records - Fund 255
Profit & Loss Budget vs. Actual
July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget
Software			
FTP Software	545.04	549.14	-4.10
Jira/Confluence	181.68	186.38	-4.70
Cloud Storage	1,621.23	2,146.98	-525.75
GeolIP database	0.00	0.00	0.00
City State Zip data	0.00	0.00	0.00
Total Software	2,347.95	2,882.50	-534.55
Total Hosting	43,258.51	21,975.74	21,282.77
ILR External Develo-Programming			
Redaction Services			
Back File Redaction	6,545.43		
Forward File Redaction	38,791.45	40,396.52	-1,605.07
Redaction Services - Other	0.00	0.00	0.00
Total Redaction Services	45,336.88	40,396.52	4,940.36
Total ILR External Develo-Programming	45,336.88	40,396.52	4,940.36
ILR Internal Develo-Programming			
Developer	300.00		
Technical Lead	69,807.80	70,154.88	-347.08
Total ILR Internal Develo-Programming	70,107.80	70,154.88	-47.08
Miscellaneous	0.00	0.00	0.00
Office Operations			
B&W copying-printing	13.06	63.06	-50.00
Office Space Lease	15,000.00	15,000.00	0.00
Office Supplies	111.51	95.37	16.14
Official Publication Expense	186.82	187.32	-0.50
Parking	3.00	3.00	0.00
Postage	0.00	0.00	0.00
Teleconference	819.17	920.45	-101.28
Telephone/Internet	2,880.00	2,880.00	0.00
Office Tech Support	2,800.00	2,400.00	400.00
Total Office Operations	21,813.56	21,549.20	264.36
Total Expense	305,724.31	281,962.55	23,761.76
Net Ordinary Income	58,214.00	35,328.72	22,885.28
Net Income	58,214.00	35,328.72	22,885.28

Iowa Land Records - Fund 255

01/28/20

Balance Sheet

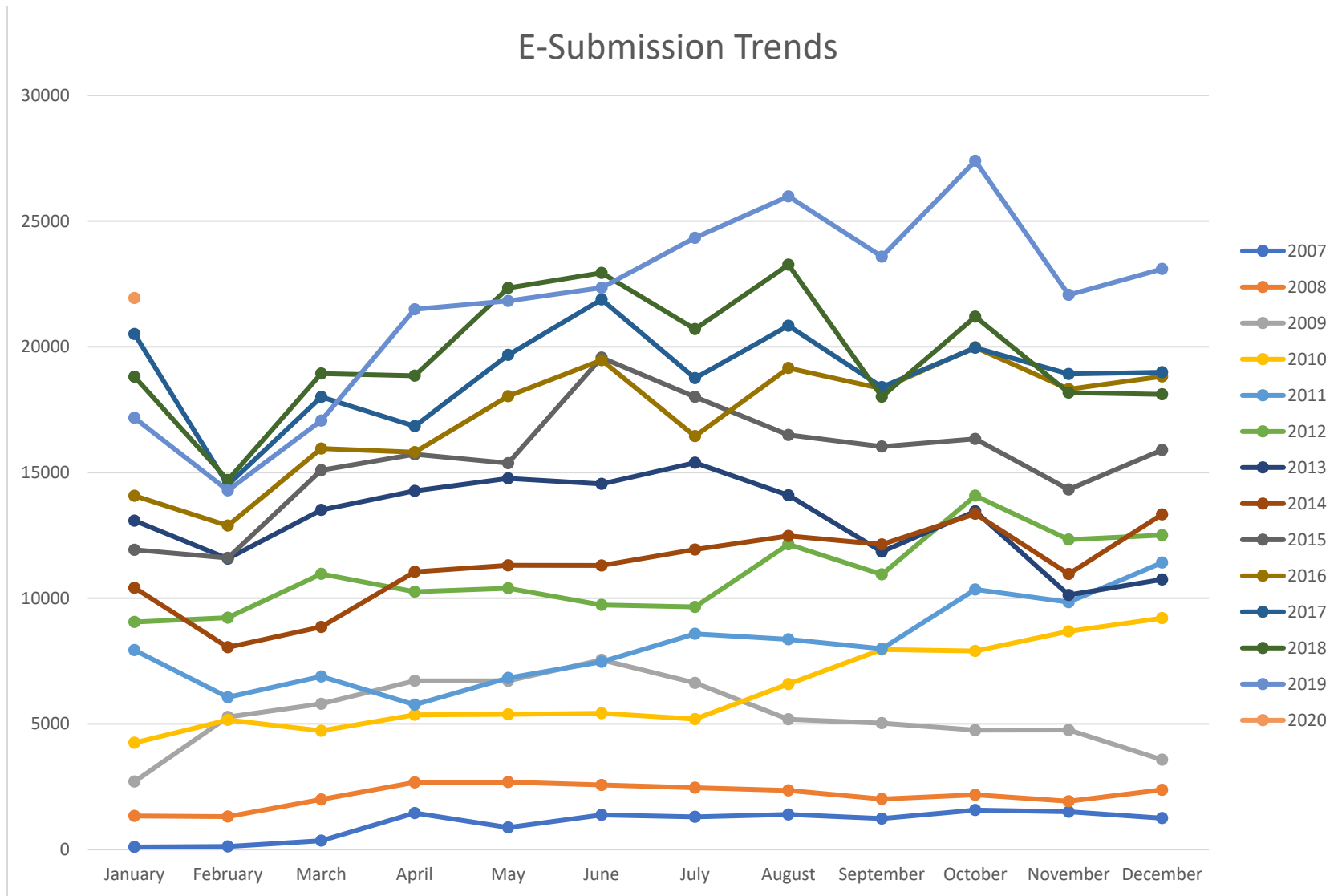
Accrual Basis

As of December 31, 2019

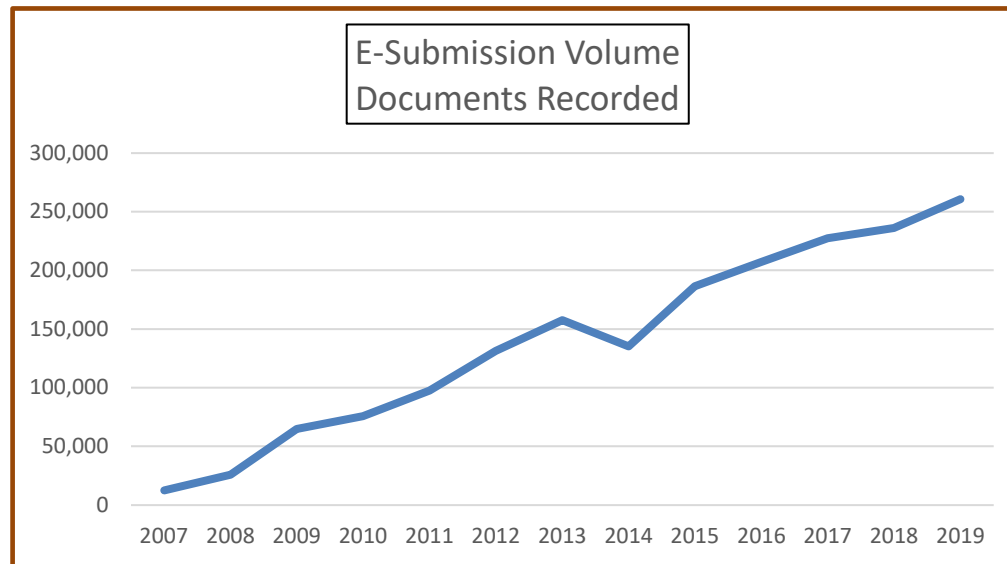
	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
State Treasurer	
Unrestricted Operating Reserve	107,118.09
Equipment Replacement Fund	325,107.68
Restricted Operating Reserve	100,000.00
Redaction Reserve Account	31,746.60
State Treasurer - Other	134,914.29
Total State Treasurer	698,886.66
Total Checking/Savings	698,886.66
Total Current Assets	698,886.66
TOTAL ASSETS	698,886.66
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	433,569.23
Retained Earnings	995,116.68
Reserved Retained Earnings	-788,013.25
Net Income	58,214.00
Total Equity	698,886.66
TOTAL LIABILITIES & EQUITY	698,886.66

Iowa Land Records - Fund 255
Profit & Loss
January 1 - 28, 2020

	Jan 1 - 28, 20
Ordinary Income/Expense	
Expense	
ESS Expense Reimbursement	63,476.99
Total Expense	63,476.99
Net Ordinary Income	-63,476.99
Net Income	-63,476.99



	Total
2007	12,549
2008	25,881
2009	64,681
2010	75,810
2011	97,473
2012	131,278
2013	157,404
2014	135,171
2015	186,366
2016	207,268
2017	227,277
2018	236,040
2019	260,652



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February 4, 2020

To: ESS Coordinating Committee
ESS Finance Subcommittee

From: Phil Dunshee, ILR Project Manager

Re: Bank of America Budget Cost Allocation

The establishment of a consolidated project budget through the Bank of America Treasury Management account provides the Electronic Services System with the opportunity to clarify the association of budgeted expenses with the sources of budgeted income. The ability to track the sources and uses of income is beneficial, because it will help ensure that income from the ESS E-Submission service is associated with expenses required for the operation of the E-Submission system. Project income derived from Fund 255, or the point of sale (POS) system may be used for any budgeted ESS purpose.

For each budgeted expense item, it is necessary to establish some assumptions and rules which provide the basis for associating an expenditure with the E-Submission service or other services provided through ESS. The purpose of this memo is to describe these assumptions and rules. The following is a description of each budgeted expense category in the chart of accounts accompanied by an explanation of the how the assumptions and rules are to be applied to CY 2020 ESS budget.

ESS Budgeted Revenue

There are four primary sources of budgeted income supporting the operation of the electronic services system.

E-Recording Service Fee. This fee is associated with the service of facilitating electronic filing and recording in the 99 Iowa counties. For most customers who make payment via ACH, the service fee is \$3.00 per document. Generally, income from this fee is to be used for expenses associated directly or indirectly with the operation of the E-Submission Service.

Fund 255. This fee is a component of the base recording fee as defined in Section 331.604 of the Code of Iowa. This fee is \$1.00 per document for all documents recorded in an Iowa county. Income from this fee may be used for the general operation of ESS and the county land record information system as described in various parts of Section 331.604.

Point of Sale Surcharge. This is a convenience fee charged to customers who choose to make payment for services to counties with a credit or debit card. The surcharge is 3% of the transaction amount. Income from this fee may be used to pay for the operation of the ESS point of sale system, including equipment costs. Income from this fee may also be used for the general operation of ESS and the county land record information system.

County Maintenance Services Cost Sharing. Iowa counties are required to help pay for the services of vendors who provide local land record management system (LRMS) software. The services of these vendors is required to facilitate the exchange of data and information between each county system and the ESS systems including Iowa Land Records. Counties are invoiced for their share of these expenses on an annual basis. All income from this source is used to pay for LRMS services, and it is not used for any other purpose. It should be noted that the amount charged to each county varies, based on the amount of cost sharing credit earned. The cost sharing credit is based on the ratio of a county's E-Submission activity when compare with the statewide E-Submission ratio.

Other Income

Bad Payments. ESS Policies and Procedures authorize fees associated with failed payments (Bad Payments). This is a very minor source of income and is usually associated an expired credit or debit card, or a customer failure to keep their payment information updated. Bad Payment Fee income is subdivided into three sources E-Submission, Point of Sale (POS) or other. Generally, income from an E-Submission bad payments fee is to be used for expenses associated directly or indirectly with the operation of the E-Submission Service, and income from the POS or Other bad payments fee may be used for the general operation of ESS and the county land record information system.

Event Income. ESS will at various times host training conferences or seminars. Income associated with these events may be in the form of registration fees or sponsorships. Income from events may be used for the general operation of ESS and the county land record information system.

ESS Policies and Procedures authorize various other activities and services which could produce income, but currently no such income is earned. This includes but is not limited to web site advertising and the sale of other services through online processes. When any other income producing services become active, the sources and uses of those funds will be documented.

Revenue Basis

Apportionment Method A. For the purposes of evaluating the proportionate value of certain expenditures such as accounting or payment services fees, the primary basis is related to the three main transactional income groups: the E-Submission service fee, the Fund 255 \$1.00 recording fee, and the POS Service Fee. Total projected income for calendar year from these sources is estimated to be \$1,419,600.00. The estimated income for each group is as follows. Generally, this method is applied when an activity affects the overall ESS system and operations. The estimated income for each group is as follows.

Method A		
Income Source	Projected Income	Percentage of Total Income
E-Submission Service Fee	\$750,000.00	52.8%
Fund 255 \$1.00 Recording Fee	\$588,000.00	41.4%
POS Service Fee	\$81,600.00	5.8%
Total	\$1,419,600.00	100.0%

Apportionment Method B. For the purposes of evaluating the proportionate value of certain expenditures such as accounting or payment services fees, the basis is related to the two primary transactional income groups: the E-Submission service fee and the POS Service Fee. Certain expenses would not be necessary if these activities were not present. Total projected income for the calendar year from these two sources is estimated to be \$831,600.00. Generally, this method is applied when an activity relates to the operation of payment systems and transactions. Currently, there is no transactional activity associated with the ESS land records database and search engine. The estimated income for each group is as follows.

Method B		
Income Source	Projected Income	Percentage of Total Income
E-Submission Service Fee	\$750,000.00	90.2%
POS Service Fee	\$81,600.00	9.8%
Total	\$831,600.00	100.0%

Apportionment Method C. Some activities may primarily relate to the operation of only the two primary ESS online applications, the E-Submission service and the “portal” or land records search engine. These expenses do not relate to the POS system. In this case, the proportionate value of certain expenses is based on the income excluding POS income. The estimated income for each group is as follows.

Method C		
Income Source	Projected Income	Percentage of Total Income
E-Submission Service Fee	\$750,000.00	56.1%
Fund 255 \$1.00 Recording Fee	\$588,000.00	43.9%
Total	\$ 1,338,000.00	100.0%

Apportionment Method D. Some activities may be structured in a manner which would allow for the apportionment of the expense based on factors other than the source of income. For example, in some cases it may be possible to determine the proportion of employee time spent on each of the three main activity groups: the E-Submission service, the “portal” or land records search engine, and the POS system. The apportionment of expenses for the activities of each employee would likely be different, and it would be uniquely calculated for the applicable expenditure items. For some budget items, the proportion is a best estimate.

Apportionment Method E. Some activities may primarily relate to the operation of the two primary ESS online applications, the E-Submission service and the “portal” or land records search engine. These expenses do not relate to the POS system. When determining a proportionate value of some expenditures it is more sensible to simply split the cost between the two applications. For example, certain hosting expenses and bandwidth serve both the portal and the E-Submission service, and transactional activity may not be as relevant. Both services require rack space, storage, servers, and hosting in a secure data center. While it might be possible to apportion expenses based on factors such as bandwidth usage, it is more practical to split the activities on a 50/50 basis.

For each expense specified in the ESS Budgeted Expenses section, the method of apportionment is described.

ESS Budgeted Expenses

Budgeted Expenses for the operation of the Electronic Services System are organized into seven major categories of activity: Administration, Marketing-Communications, Customer Support, Policy Coordination, ILR System Operations, Local Maintenance Expenses, and Payment Expenses. With respect to the purposes and uses of ESS funds, expenditures can also be categorized based on the activities of the system. Currently, the three primary activities of ESS are E-Submission, a search engine and Online Access to information about documents officially recorded in Iowa counties, and management of a statewide Point of Sale payment system. Online access to other information about ESS and county government services are either related to one of the three primary activities or they are incidental. In the future there may be other transactional activities which could be used to categorize expenditures.

For the purposes of this review, expenditure items in each of the seven major budget categories will be described and a proportion (stated as a percentage) will be assigned for each of the three primary ESS activities: E-Submission (ESUB), Online Access (Search), and Point of Sale (POS).

Administration

The ESS Administration budget category includes the following functions and professional services: Accounting, Professional Services, Insurance, Governance Meetings, and Office Operations.

Accounting

Budgeted Accounting activities include expenses for bookkeeping, tax return preparation, accounting software and services, and audit expenses.

Annual Audits

ESS conducts an annual private audit which is provided by Denman & Company. The audit is filed with the State Auditor. Transactions audited include the E-Submission and POS transactions. Because all activities supported by the Fund 255 \$1.00 recording fee are incorporated within the ESS budget, they are also subject to the audit review.

Apportionment Method: A.

Accounting Software Services

ESS subscribes to Quickbooks Enterprise accounting software and support, and also subscribes to a Right Networks hosted service to operate the software. This enables the ESS staff and the external bookkeeping service provider to access the accounting system and to share information in a secure environment. The software and systems are used to account for E-Submission and POS transactions and also the management of Fund 255 \$1.00 Recording fee.

Apportionment Method: A.

Bookkeeping-CPA-990

ESS has engaged Bergan KDV to providing bookkeeping, account reconciliation, CPA advisory and tax return preparation services. These services apply to E-Submission, POS transactions and the management of Fund 255 \$1.00 Recording fee.

Apportionment Method: A.

Professional Services

Budgeted Professional Services include expenses for legal services, government relations services, human resources services (payroll, employee policies, etc.), and project management services.

Legal Fees

ESS has engaged with the Brick Gentry law firm for legal services. Compensation is provided on a monthly retainer basis. In the event that additional services are required, they would be billed on an hourly basis.

Apportionment Method: A.

Government Relations

ESS has engaged with the Rafferty Group for government relations services. Compensation is provided on a negotiated schedule. In the event that additional services are required, the engagement would be amended.

Apportionment Method: A.

Human Resources-Oasis

ESS contracts with Oasis, a Paychex company, to provide co-employment services for ESS personnel. Services include standard payroll, benefits, insurance and related employment functions.

Apportionment Method: A.

Project Manager

ESS contracts with Enterprise Iowa to provide project management services. The Project Manager is responsible for overseeing the operation of the ESS system.

Apportionment Method: A.

Insurance

ESS has engaged North Risk Partners to provide insurance brokerage services. ESS secures property, general liability and inland marine insurance from Nationwide, directors & officers and crime insurance from Chubb, and errors and omissions insurance from Capital Specialty.

Method A is applied to the payments to Nationwide and Chubb.

Apportionment Method D is applied to the errors and omissions insurance. The primary risk in this case is believed to be related to E-Submission services.

Governance/Meetings

The ESS Coordinating Committee and several standing subcommittees meet regularly to oversee operations and financial activities. Some special purpose subcommittees are also formed as needed. Travel and lodging expenses are covered when face-to-face meetings are held. Some staff meeting expenses are also covered under this account.

Apportionment Method: A.

Office Operations

ESS secures office space for ESS staff and provides for various expenses including office supplies, the publication of committee meeting summaries (Business Record), postage, telephone and Internet (century Link fiber), office technology support for a server and designated devices (All Covered), a multi-function copier/printer/scanner/fax machine (Konica), and miscellaneous office expenses. Most ESS meetings are conducted through a teleconference service (CallTower).

Office space is currently secured through a memorandum of understanding with Enterprise Iowa, the project management firm serving ESS. The office space lease includes 4 office units, and common area

space including a conference room which is used for most ESS meetings. Budget line items for this portion of the Administration budget are as follows.

- Office Operations
- Office Space Lease
- Office Supplies
- Official Publication Expense
- Postage
- Teleconference
- Telephone/Internet
- Office Tech Support
- Printing and Copying (Color-BW)
- Miscellaneous Expenses

Apportionment Method: A.

Marketing-Communications

The ESS Marketing-Communication budget category includes the following functions and professional services: Marketing Director, Administrative/Marketing Support, and Education & Outreach activities.

Marketing and Communications Staff

ESS contracts with Enterprise Iowa to provide marketing and communications services as a part of the project management services. Two positions are budgeted as separate line items.

Marketing Director

The Marketing Director is responsible for managing communications with county officials, stakeholder and customers. Communication channels include an electronic newsletter, committee packets, periodic reports, and ESS web site content. This position is also responsible for managing the activities of the ESS Marketing and Communications Subcommittee.

Administrative/Marketing Support

This position primarily provides support for the Marketing Director and related functions, but also provides administrative support for Administration and Customer Service functions.as well as

Time reporting for these positions does not sufficiently differentiate between the three main service areas (portal, E-Submission and POS) to allow for the use of Apportionment Method D. Options for implementing Method D will be explored in the future.

Apportionment Method: A.

Education & Outreach

ESS engages in various marketing activities and campaigns to promote the Iowa Land Records web site, and more specifically the ILR E-Submission service. Budget line items for this portion of the Marketing-Communication budget are listed below

Budget Line Item	Example Activities	Apportionment Method
ILR Conference	Annual Training Conference	A
Tradeshows/Exhibits/Sponsorships	IMA, Drake, SLSI, CBI	D
Seminars & Workshops	Fall E-Submission Seminar Series	D
Memberships	PRIA, CBI, IMA, MISMO	C

Conferences and Meetings	PRIA, MISMO, ICRA	A
Campaigns	Cities, Attorneys, etc.	D
Software and Hosted Services	Connect, ATS, CC, SFCRM, Mail Chimp, SM	C
Marketing Supplies	Misc.	A
Promotional Expenses	Exhibit Display and Promos	D

The ILR Conference, attendance at various conferences and meeting, and marketing supplies could generally apply to any ESS activity. Our presentations at these events could cover any variety of ESS topics, and therefore Apportionment Method A seems most appropriate.

Memberships in organizations like PRIA, MISMO, and even IMA and CBI do have a component focused on marketing E-Submission. But a substantial portion of the investment (PRIA and MISMO) relate to policies and best practices in various functions in the property records industry. Since it has nothing to do with POS, Apportionment Method C seems most appropriate.

Participation in tradeshow and exhibits, sponsorships, delivery of seminars and workshops, Salesforce campaign, and promotional expenses have significant focus on promoting E-Submission, and therefore Apportionment Method D is the best fit. In this case, our judgement is that 95% of this expense is related to E-Submission.

Customer Support

ESS is a service organization with hundreds of E-Submission customers and thousands of customers who use the search engine or the POS system.

Customer Support and Account Manager

An Account Manager is a member of the ESS staff. The duties are generally split between customer support, payment support and customer set-up. Time logs are maintained for payroll and management purposes, and as a result it is possible to more closely examine the allocation of time and resources among the primary activities (E-Submission, portal and POS). In calendar year 2019, this position directly spent 1,201 hours on activities related to E-Submission. Excluding holiday and PTO hours, the proportion of working time allocated to E-Submission activities was about 68%. When measure again the number of total annual hours including holidays and PTO, the proportion was about 58%.

Apportionment Method: D.

The ESS Chart of Accounts includes several items in the Customer Support budget category which contemplates the future addition of a member to the customer service team to assist with customer relationship management and/or quality assurance. There are also accounts for the purchase of equipment and professional development services in support of all of these positions. While no funds were budgeted for these purposes in 2020, it is anticipated that the expenses for these items would also follow Apportionment Method D in a manner similar to that which has been applied to the Customer Support and Account Manager position.

CRM & QA Assistant
Computing Equipment
Professional Development

Policy Coordination

ESS is a complex system with integrations among more than 100 separate organizations and service providers. A substantial body of policy has been developed to guide the operation of ESS. The development and coordination of policy is currently the responsibility of the Project Manager. However, plans call for the creation of a Policy Coordinator position to assist with these activities in the future.

While no funds were budgeted for these purposes in 2020, it is anticipated that the expenses for these items would also follow Apportionment Method D in a manner similar to that which has been applied to the Customer Support and Account Manager position.

Policy Coordinator
Computing Equipment
Professional Development

ESS System Operations

The ESS System Operations budget category includes the following functions and professional services: Development Team, External Development Services, Software License and Maintenance, and Computing Equipment.

Development Team

The ESS Development Team budget category provides for the professional software developers on staff including the following positions.

Technical Lead
Senior Developer
Technical Support & Development
Developer (Vacant)

The duties are generally split between software development in the areas of the “portal”, E-Submission, payment, infrastructure, system operations, and external system integrations. Time logs are maintained for payroll and management purposes, and as a result it is possible to more closely examine the allocation of time and resources among the primary activities (E-Submission and portal software development for each position.

Based on the hours reported in calendar year 2019, the following time allocated percentages relating to E-Submission have been assigned for each position.

Technical Lead (includes a split on infrastructure hours)	56%
Senior Developer	84%
Technical Support & Development	87%

Apportionment Method: D.

Professional Development

Also included in this category are funds allocated to provide for training and professional development for the team.

Apportionment Method: E.

External Development & Services

ESS engages with external software development and other technical service providers to operate ESS systems. These services may include but are not limited to redaction services, software development services, technical consulting services, data center and hosting services, and domain registration services.

Redaction Services

The redaction of personally identifiable information from documents is solely associated with portal functions and does not apply to the E-Submission service. For this reason, 100% of this expense is assigned to the portal.

Apportionment method D.

Software Development Services

These services could be associated with any of the ESS applications, and as the nature of each software development project is known, expenses can be assigned on a case by case basis.

Apportionment method D.

Technical Consulting

These services could be associated with any of the ESS applications, and as the nature of each software development project is known, expenses can be assigned on a case by case basis.

Apportionment method D.

Data Center & Hosting Services | Domain Registration

These services are applicable to both the E-Submission service and the operation of the portal. For this reason, the expense can be split between these two primary activities.

Apportionment method B.

Software-License-Maintenance

ESS subscribes to or purchases software licenses and support agreements for a variety of software used to develop and maintain ESS systems and websites. These services are applicable to both the E-Submission service and the operation of the portal, and they do not currently relate to the POS system. For this reason, the expense can be split between these two primary activities.

- JetBrains – Software Development Tools
- Browser Stack – Browser Compatibility Testing
- Accusoft-PRIZM – Image Viewing and Management
- DB2 – Database Software
- VMWare – Virtual Server Software
- Nessus – Security Scanning
- Certificates (Digicert) – SSL Certificates
- Duo-Security – Authentication Software
- GEO-IP – IP Location Tools
- City-State-Zip – Customer Address Location Tools
- Alien Vault – Security Threat Detection Software
- Malware – Security Software
- SUSE – Linux Server Software
- FTP – File Transfer Software
- JIRA – Project Management Software
- AWS – Amazon Web Services (backup storage)
- Server Support – Server Support Agreements

Apportionment method C.

Computing and Equipment (Cap.)

ESS owns and maintains physical equipment to provide various online services and websites. Developer Equipment primarily involves computing devices (currently MacBook Pro), and local (device specific) backup equipment. System equipment includes computer servers, storage devices, switches, firewalls

and related equipment. When equipment is initially purchased it is associated with one of these two expense accounts, and it is later converted to an asset account which is depreciated. It is included here to allow the expenditure to be assigned to the appropriate activity category. This equipment is not related to the POS system.

Developer Equipment
System Equipment

Apportionment method C.

Local Maintenance Expense

ESS engages with vendors who provide land records management information software (LRMIS) to Iowa counties for the purposes of exchanging information about officially recorded documents. This engagement is represented in an integration and support agreement with each vendor (service provider). The vendors are paid an annual fee for providing integration and support services, and these services are applicable to both the portal and the E-Submission service. This activity is not related to the POS system.

Apportionment method C.

Payment Expenses

ESS payment expenses relate to both the E-Submission service and the POS system. The “portal” category does not currently include any transactional activity.

All transactions are managed through a central treasury management account at Bank of America (BOA), which charges a monthly service fee. The account is a “full analysis” accounting, meaning the monthly cost is directly related to the transactions which pass through it, e.g. ACH transfers, NACHA transfers, credit card payments, check deposits, etc.

There may also be other minor and miscellaneous payment charges, which are accounted for separately as Bank Service Charges.

Bank Account Analysis Fee
Bank Service Charges

Apportionment method B.

Gateway Transaction Fees are expenses associated with the payment services provided by third-party vendors who facilitate either online payment transactions or point of sale transactions in government offices. These expenses are associated solely with the type of transaction (online or POS), and the amount of each can be uniquely calculated.

OnlineTransactionFees
POSTransactionsFees

Apportionment method D.

From: Gary Wilgenbusch <gary.wilgenbusch@berganKDV.com>
Sent: Wednesday, January 29, 2020 2:23 PM
To: phil@clris.com
Subject: RE: Cost Apportionment

Phil –

As a matter of theory, I agree with your approach. As you have outlined, an hours-based approach for payroll costs and associated employee costs should be used to differentiate the applicable costs that you have outlined. The direct costs (i.e. “but for this system, we would not incur this expense”) are another expense type that is easily allocable. For all other costs, the only practical approach is based on the apportionment of revenue, as you have outlined in your memo.

A future state consideration (assuming feasibility in gathering the data) would be some sort of allocation based on data usage/bandwidth, but I don’t believe that data is readily accessible, nor am I sure that the resulting cost allocation would be much different than that which is calculated using the apportioned revenue method that you are currently using.

Gary Wilgenbusch
BerganKDV
Direct Phone: 319.296.7723

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From: phil@clris.com <phil@clris.com>
Sent: Friday, January 17, 2020 11:16 AM
To: Gary Wilgenbusch <gary.wilgenbusch@berganKDV.com>; Lisa Long <llong@clris.com>
Cc: 'Robert Endriss' <rendriss@denman-cpa.com>
Subject: RE: Cost Apportionment

This message originated from outside your organization.

For now – I’m asking you to review the logic. Does it make sense? Is it rational and defensible? Generally speaking – I need to show that I’m spending E-Submission income on E-Submission related things. So, what does the math look like to verify that? To get there you need to make certain assumptions and follow certain methods. Do they stand up? If yes, then the intent is to make this a part of our annual budget planning and end-of-year reporting process.

If you don't think a particular assumption or method makes sense or is defensible, then we need to talk about it and see what needs to be adjusted.

I'm not sure it really is an audit thing, but then again our goal is to be transparent and make sure we are doing things the right way. This is just one of those things, in my opinion.

Thanks for the assist!

phil

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BUDGETED INCOME AND EXPENSES
CY 2020
COST ALLOCATION PLAN

				2020 Budget	Portal Proportion	POS Proportion	E-Submission Proportion	E-Submission Cost	Apportionment Method
Income	BudgetedIncome								
		Bad Payment Fee		\$360.00					
		Event Income	ILR Conferences Registration	\$6,700.00					
			Sponsorships	\$0.00					
		POSSERVICEFEE		\$81,600.00					
		ERECORDING SERVICEFEE							
			ACH						
			CC						
			DRAWDOWN						
		Total SERVICEFEE		\$750,000.00					
		Expense Reimbursement - 255		\$588,000.00					
		Local Service Provider Maint.	Cost Sharing Credit	-\$120,000.00					
		Local Maintenance Share	\$282,787.00						
Total BudgetedIncome				\$1,589,447.00					

BUDGETED INCOME AND EXPENSES
CY 2020
COST ALLOCATION PLAN

				2020 Budget	Portal Proportion	POS Proportion	E-Submission Proportion	E-Submission Cost	Apportionment Method
Expense									
Budgeted Expenses									
Administration									
Accounting									
Annual Audits				\$7,225.00	41.40%	5.80%	52.80%	\$3,814.80	A
Accounting Software-Services				\$5,340.00	41.40%	5.80%	52.80%	\$2,819.52	A
Bookkeeping-CPA-990				\$55,800.00	41.40%	5.80%	52.80%	\$29,462.40	A
Professional Fees									
Legal Fees				\$12,000.00	41.40%	5.80%	52.80%	\$6,336.00	A
Government Relations				\$9,000.00	41.40%	5.80%	52.80%	\$4,752.00	A
Human Resources-Oasis				\$7,280.00	41.40%	5.80%	52.80%	\$3,843.84	A
Project Manager				\$133,500.00	41.40%	5.80%	52.80%	\$70,488.00	A
Insurance									
E&O				\$20,000.00	0.00%	0.00%	100.00%	\$20,000.00	D
Property, Liability, IM, D&O, Crime				\$8,000.00	41.40%	5.80%	52.80%	\$4,224.00	A
ESS Meetings				\$4,800.00	41.40%	5.80%	52.80%	\$2,534.40	A
Office Operations									
Office Space Lease				\$33,000.00	41.40%	5.80%	52.80%	\$17,424.00	A
Office Supplies				\$450.00	41.40%	5.80%	52.80%	\$237.60	A
Official Publication Expense				\$480.00	41.40%	5.80%	52.80%	\$253.44	A
Postage				\$220.00	41.40%	5.80%	52.80%	\$116.16	A
Teleconference				\$3,000.00	41.40%	5.80%	52.80%	\$1,584.00	A
Telephone/Internet				\$6,000.00	41.40%	5.80%	52.80%	\$3,168.00	A
Office Tech Support				\$9,600.00	41.40%	5.80%	52.80%	\$5,068.80	A
Printing and Copying (Color-BW)				\$3,000.00	41.40%	5.80%	52.80%	\$1,584.00	A
Miscellaneous Expenses				\$200.00	41.40%	5.80%	52.80%	\$105.60	A
Total Administration									
Marketing-Communications									
Marketing Director				\$85,250.00	41.40%	5.80%	52.80%	\$45,012.00	A
Administrative/Marketing Support				\$41,000.00	41.40%	5.80%	52.80%	\$21,648.00	A
Education & Outreach									
ILR Conferences				\$6,700.00	41.40%	5.80%	52.80%	\$3,537.60	A
Tradeshows/Exhibits/Sponsorships				\$4,295.00	5.00%	0.00%	95.00%	\$4,080.25	D
Seminars & Workshops				\$10,035.00	5.00%	0.00%	95.00%	\$9,533.25	D
Memberships				\$4,200.00	43.90%	0.00%	56.10%	\$2,356.20	C
Conferences and Meetings				\$8,480.00	41.40%	5.80%	52.80%	\$4,477.44	A
Campaigns				\$1,450.00	5.00%	0.00%	95.00%	\$1,377.50	D
Software and Hosted Services				\$11,060.00	43.90%	0.00%	56.10%	\$6,204.66	C
Marketing Supplies				\$950.00	41.40%	5.80%	52.80%	\$501.60	A
Promotional Expenses				\$1,150.00	5.00%	0.00%	95.00%	\$1,092.50	D
Total Marketing-Communications									
Customer Support									
Account Manager				\$80,400.00	21.00%	21.00%	58.00%	\$46,632.00	D
CRM & QA Assistant				\$0.00	0.00%	0.00%	0.00%	\$0.00	D
Computing Equipment				\$0.00	0.00%	0.00%	0.00%	\$0.00	D
Professional Development				\$0.00	0.00%	0.00%	0.00%	\$0.00	D
Total Customer Support									

BUDGETED INCOME AND EXPENSES
CY 2020
COST ALLOCATION PLAN

		2020 Budget	Portal Proportion	POS Proportion	E-Submission Proportion	E-Submission Cost	Apportionment Method
Policy Coordination	Policy Coordinator	\$0.00	0.00%	0.00%	0.00%	\$0.00	D
	Computing Equipment	\$0.00	0.00%	0.00%	0.00%	\$0.00	D
	Professional Development	\$0.00	0.00%	0.00%	0.00%	\$0.00	D
Total Policy Coordination							
ILR System Operations							
	Development Team						
	Technical Lead	\$143,000.00	22.00%	22.00%	56.00%	\$80,080.00	D
	Senior Developer	\$133,000.00	16.00%	0.00%	84.00%	\$111,720.00	D
	Technical Support & Development	\$96,200.00	13.00%	0.00%	87.00%	\$83,694.00	D
	Developer	\$0.00	0.00%	0.00%	0.00%	\$0.00	D
	Professional Development	\$3,300.00	50.00%	0.00%	50.00%	\$1,650.00	C
	External Development & Services						
	Redaction Services	\$78,000.00	100.00%	0.00%	0.00%	\$0.00	D
	Software Development Services	\$0.00	33.00%	33.00%	34.00%	\$0.00	D
	Technical Consulting	\$0.00	33.00%	33.00%	34.00%	\$0.00	D
	Data Center & Hosting Services	\$37,200.00	43.90%	0.00%	56.10%	\$20,869.20	C
	Domain Registration	\$100.00	43.90%	0.00%	56.10%	\$56.10	C
	Software-License-Maintenance						
	JetBrains	\$2,300.00	43.90%	0.00%	56.10%	\$1,290.30	C
	Browser Stack	\$150.00	43.90%	0.00%	56.10%	\$84.15	C
	Accusoft-PRIZM	\$10,500.00	43.90%	0.00%	56.10%	\$5,890.50	C
	DB2	\$7,100.00	43.90%	0.00%	56.10%	\$3,983.10	C
	VMWare	\$0.00	43.90%	0.00%	56.10%	\$0.00	C
	Nessus	\$2,500.00	43.90%	0.00%	56.10%	\$1,402.50	C
	Certificates - Digicert	\$5,000.00	43.90%	0.00%	56.10%	\$2,805.00	C
	Duo-Security	\$500.00	43.90%	0.00%	56.10%	\$280.50	C
	GEO-IP	\$300.00	43.90%	0.00%	56.10%	\$168.30	C
	City-State-Zip	\$250.00	43.90%	0.00%	56.10%	\$140.25	C
	Alien Vault	\$7,000.00	43.90%	0.00%	56.10%	\$3,927.00	C
	Malaware	\$12,000.00	43.90%	0.00%	56.10%	\$6,732.00	C
	SUSE	\$0.00	43.90%	0.00%	56.10%	\$0.00	C
	FTP	\$1,140.00	43.90%	0.00%	56.10%	\$639.54	C
	JIRA	\$420.00	43.90%	0.00%	56.10%	\$235.62	C
	AWS	\$6,000.00	43.90%	0.00%	56.10%	\$3,366.00	C
	Server Support	\$3,250.00	43.90%	0.00%	56.10%	\$1,823.25	C
	Computing and Equipment (Cap.)						
	Developer Equipment	\$17,000.00	43.90%	0.00%	56.10%	\$9,537.00	C
	System Equipment	\$0.00	43.90%	0.00%	56.10%	\$0.00	C
Total ILR System Operations							
Local Maint. Expense		\$282,787.00	43.90%	0.00%	56.10%	\$158,643.51	C

BUDGETED INCOME AND EXPENSES
CY 2020
COST ALLOCATION PLAN

			2020 Budget	Portal Proportion	POS Proportion	E-Submission Proportion	E-Submission Cost	Apportionment Method
Payment Expenses	Bank Account Analysis Fee		\$12,000.00	0.00%	9.80%	90.20%	\$10,824.00	B
	Bank Service Charges		\$300.00	0.00%	9.80%	90.20%	\$270.60	B
	Gateway Transaction Fees							
		OnlineTransactionFees	\$105,600.00	0.00%	0.00%	100.00%	\$105,600.00	D
		POSTransactionsFees	\$26,400.00	0.00%	100.00%	0.00%	\$0.00	D
Total Gateway Transaction Fees								
Total Payment Expenses								
Total Budgeted Expenses			\$1,567,162.00				\$939,981.98	
						ESUB Expense minus Revenue	\$189,981.98	
Net Budgeted Income			Budgeted Net Income	\$22,285.00		Expenditures for E-Submission are projected to exceed E-Submission income.		

Electronic Services System

8711 Windsor Parkway, Suite 2
Johnston, Iowa 50131

January 30, 2020

To: ESS Finance Subcommittee
From: Phil Dunshee, Project Manager
Re: Accounts Receivable

Recently we the outstanding receivables and the status of collections. The following is a description of the actions taken as we close the books on Calendar Year 2019.

AR Write Offs

CSC \$2352.00 This represents two deposits credited twice to the Drawdown account for CSC. Deposit dates are May 28, 2019 - \$1020.00, and June 12, 2019 - \$1332.00. Duplicates were the result of transactions in the E-Submission generated Drawdown reports during the payment processor transition period. Funds were never received with respect to the duplicated report. These deposits were manually entered as outstanding transactions but were not timely followed-up on and researched.

Collins Community Credit Union REO. See Invoice 215315. This invoice represents a failed payment that was retried. The failed payment was retried but did not process correctly. This transaction is from February 2018. Staff recommended that this account be adjusted by \$20.00. Collins Community Credit Union continues to be a great E-Submission customer.

Central Bank Spirit Lake. See invoice 05012027. Collection was attempted on this invoice. The bank is unable to determine which transactions had been successfully charged to their payment account. Staff recommended that this account be adjusted by \$155.00. Over 1400 documents were recorded electronically by the bank in 2019.

Community First Credit Union. See Invoice 04012025. This invoice represents a failed payment. The failed payment was retried during the payment processor transition. The retry did not process successfully. Staff recommended that the account be adjusted by \$20.00. The credit union continues to be a good submitter.

Community State Bank Consumer. See invoices 05012020, 05012035, 050120, 050135, 050153 for \$245.00. These invoices represent failed payments that were retried during the payment processor transition. The retry did not process successfully. It is recommended the account be adjusted by \$245.00. The bank continues to be a good submitter.

Contract Land Staff Altoona. See invoice 03674 for \$130.00. This invoice represents a failed payment in March, 2018. CLS Altoona is no longer an E-Submission customer. Staff recommended that the account be adjusted by \$130.00.

Giebelhausen Law. See invoice 135317 for \$20.32 This invoice represents a failed credit card payment from 2018. Staff recommended that the account be adjusted by \$20.32. The firm no longer uses E-Submission.

Landmands Bank. See invoice 04012027 for \$10.00. This invoice represents a failed payment. The payment was retried during the payment processor transition but did not process correctly. Staff recommended that the account be adjusted by \$10.00.

Ofenbakh Law. See invoices 215308 and 135300 for \$100.00. Invoices are from 2017 and 2018. Ofenbakh Law firm continues to be a good customer. Staff recommended that the account be adjusted by \$100.00.

SCC Holdings. See invoice 2015307 for \$20.32 This invoice represents a failed payment from 2017. Staff recommended that the account be adjusted by \$20.32.

These recommendations have been implemented. The total adjustment amount was \$3072.64 summarized as follows:

CSC	\$2352.00
Collins Community Credit Union REO.	\$20.00
Central Bank Spirit Lake	\$155.00
Community First Credit Union	\$20.00
Community State Bank Consumer	\$245.00
Contract Land Staff Altoona	\$130.00
Giebelhausen Law	\$20.32
Landmands Bank	\$10.00
Ofenbakh Law Firm	\$100.00
SCC Holdings	<u>\$20.32</u>
Total	3072.64

Recommended Collection Activities

Some elements of the aging accounts receivable have been determined to be collectable, and therefore the accounts should not yet be adjusted.

- Affinity Credit Union. An invoice for actual recording fees of \$40.00 was sent to the credit union in conjunction with this review. Per email on 01.28.20, a check will be sent this week.
- Garden Associates. Invoices totaling \$35 for actual recording fees have been sent to this submitter, and there is a reasonable expectation that payment will be received.
- Holler Law Firm. Invoices totaling \$70 for actual recording fees have been sent to this submitter, and there is a reasonable expectation that payment will be received.
- Indecomm Global Services. Invoices totaling \$145 for actual recording fees have been sent to this submitter, and there is a reasonable expectation that payment will be received
- Johnson & Skewes. Invoices totaling \$55 for actual recording fees have been sent to this submitter, and there is a reasonable expectation that payment will be received.
- Lee County Recorder. Invoices totaling \$12 for an excess distribution of recording fees has been sent to the County. This will be collected.
- Pottawattamie County Recorder. This is a result of duplicated POS distribution. This will be collected by end of January with an adjustment to the POS distribution file.

I have authorized Bergan KDV to make the aforementioned adjustments so that we may close the books for 2019 and proceed with the annual audit.

Going forward, ILR staff and BKDV accountants have committed to increase the monitoring of any outstanding receivable which has aged for more than 60 days. This is a regular agenda item for our monthly "pre-Finance Subcommittee" team meetings. Further, we expect fewer issues in 2020 now that we have completed the transition to the new payment systems.

Electronic Services System

8711 Windsor Parkway, Suite 2
Johnston, Iowa 50131

February 4, 2020

To: ESS Coordinating Committee
ESS Finance Subcommittee

From: Phil Dunshee, Project Manager

Re: Calendar Year 2020 Maintenance Credits

In Fiscal Year 2015 the ESS Coordinating Committee established the County Project Assessment Cost Sharing Program which is codified in Chapter 9 of the ESS Policies and Procedures. Prior to the creation of the program, counties were fully responsible for the cost of annual maintenance agreements with their local land records management system vendors. As E-Submission grew, it was proposed that a portion of the net income from E-Submission be used to help pay for these maintenance costs. The program was also intended to provide an incentive for counties to promote electronic filing. Since the inception of the program, the amount of cost sharing with each county has been tied to the ratio of E-Submission documents to the total number of documents recorded by a county in the previous calendar year. Counties with E-Submission ratios higher than the state average received more, and counties with E-Submission ratios lower than the state average received less. In calendar year 2019 an exception was made to the cost sharing formula such that no county would receive less than in the prior year.

We have completed the calculations based on the formula used in prior years, and the results are displayed in the attached tables. The amount budgeted for the program in calendar year 2020 is \$120,000.00, the same amount as was budgeted in 2018 and 2019. Because ratios have changed in each county this year, and because no additional resources were budgeted, the result of the formula is that some counties would again receive a smaller credit than in the prior year.

To mitigate this it is again recommended that a temporary adjustment in the formula be made to ensure that each county would receive a credit which is no less than credit granted in 2019. Counties with higher E-Submission ratios would still receive a higher credit amount.

The effect of this change would be modest, increasing the overall credits by about \$667.00. The total amount of credits granted would remain within the \$120,000.00 budget amount. The intention of this adjustment is that it be temporary, as it is hoped that as E-Submission will continue to grow in calendar year 2020 and more resources can be budgeted for the program in calendar year 2021.

Recommendation: Approval of the suggested credit amounts for calendar year 2020 (fiscal year 2021).

Calendar 2019
E-Submission Ratio Table

Co #	CountyName	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2019	2018	Change
1	ADAIR	30.47%	39.41%	38.83%	35.52%	35.56%	53.42%	-17.86
2	ADAMS	43.18%	39.75%	44.13%	42.89%	42.57%	27.05%	15.52
3	ALLAMAKEE	19.62%	19.17%	21.05%	23.28%	21.03%	16.15%	4.88
4	APPANOOSE	30.69%	20.00%	22.54%	22.84%	23.63%	24.36%	-0.73
5	AUDUBON	40.68%	39.84%	46.43%	46.20%	43.26%	35.93%	7.33
6	BENTON	50.81%	49.50%	54.84%	56.75%	53.36%	49.50%	3.86
7	BLACK HAWK	38.67%	43.09%	46.74%	45.83%	43.94%	41.47%	2.47
8	BOONE	41.65%	41.79%	36.61%	47.23%	41.95%	39.38%	2.57
9	BREMER	36.76%	43.57%	50.35%	43.10%	44.18%	39.06%	5.12
10	BUCHANAN	42.75%	37.53%	46.43%	48.31%	43.53%	44.33%	-0.80
11	BUENA VISTA	26.96%	25.14%	37.37%	34.81%	31.31%	28.60%	2.71
12	BUTLER	49.36%	48.56%	47.30%	47.01%	47.96%	42.90%	5.06
13	CALHOUN	47.26%	40.56%	45.35%	51.10%	46.46%	39.15%	7.30
14	CARROLL	30.57%	32.29%	30.27%	30.57%	30.93%	26.77%	4.16
15	CASS	41.32%	35.15%	42.90%	40.19%	39.77%	32.05%	7.71
16	CEDAR	49.69%	55.54%	54.57%	52.57%	53.35%	49.40%	3.95
17	CERRO GORDO	50.29%	49.11%	47.21%	49.83%	48.97%	45.59%	3.38
18	CHEROKEE	20.00%	29.67%	29.17%	30.17%	27.31%	23.10%	4.21
19	CHICKASAW	27.35%	29.43%	25.59%	29.64%	28.10%	21.94%	6.16
20	CLARKE	28.35%	31.33%	31.82%	36.55%	32.10%	29.81%	2.29
21	CLAY	35.34%	38.84%	37.59%	40.87%	38.31%	37.47%	0.84
22	CLAYTON	33.24%	31.93%	30.40%	30.57%	31.43%	25.82%	5.61
23	CLINTON	26.32%	28.12%	29.99%	30.23%	28.86%	22.81%	6.05
24	CRAWFORD	43.93%	44.41%	39.67%	49.19%	44.56%	41.40%	3.15
25	DALLAS	52.49%	48.97%	49.04%	50.92%	50.15%	47.29%	2.85
26	DAVIS	17.47%	22.15%	20.14%	20.37%	20.15%	23.74%	-3.59
27	DECATUR	20.35%	20.37%	27.62%	26.84%	23.90%	20.27%	3.63
28	DELAWARE	28.59%	31.45%	35.23%	35.62%	33.13%	30.26%	2.87
29	DES MOINES	60.15%	59.35%	59.90%	63.46%	60.78%	53.90%	6.87
30	DICKINSON	33.52%	35.41%	36.68%	39.70%	36.53%	32.79%	3.74
31	DUBUQUE	29.16%	28.51%	37.40%	32.20%	32.38%	29.08%	3.29
32	EMMET	30.05%	29.92%	27.52%	36.07%	30.76%	25.46%	5.30
33	FAYETTE	26.28%	27.09%	24.48%	27.56%	26.36%	24.19%	2.17
34	FLOYD	47.46%	49.66%	52.23%	51.21%	50.37%	48.05%	2.32
35	FRANKLIN	43.67%	43.03%	34.94%	43.13%	41.09%	38.71%	2.38
36	FREMONT	39.67%	42.41%	47.48%	45.03%	43.85%	40.63%	3.21
37	GREENE	43.24%	35.11%	31.73%	32.21%	35.03%	31.32%	3.71
38	GRUNDY	47.68%	41.09%	46.41%	39.66%	43.29%	49.14%	-5.84
39	GUTHRIE	25.64%	40.34%	42.96%	37.94%	36.38%	31.88%	4.50
40	HAMILTON	33.05%	38.49%	29.59%	34.90%	33.56%	30.23%	3.34
41	HANCOCK	33.79%	43.08%	44.75%	41.82%	41.08%	39.64%	1.45
42	HARDIN	45.98%	49.36%	48.85%	45.76%	47.51%	48.00%	-0.49
43	HARRISON	45.67%	43.18%	50.00%	48.77%	47.14%	47.33%	-0.19
44	HENRY	38.62%	43.58%	44.74%	46.47%	43.68%	41.11%	2.56
45	HOWARD	19.25%	15.55%	19.39%	16.02%	17.40%	14.91%	2.49
46	HUMBOLDT	29.17%	35.15%	33.59%	38.34%	34.30%	30.63%	3.67
47	IDA	81.55%	72.38%	74.35%	68.38%	75.25%	64.00%	11.25
48	IOWA	61.99%	61.60%	61.88%	58.80%	61.01%	50.80%	10.21
49	JACKSON	23.82%	31.82%	34.91%	34.61%	31.89%	26.15%	5.74
50	JASPER	33.96%	38.46%	31.88%	36.45%	35.30%	33.41%	1.89
51	JEFFERSON	31.61%	20.72%	27.77%	27.62%	26.34%	26.21%	0.13

Calendar 2019
E-Submission Ratio Table

Co #	CountyName	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2019	2018	Change
52	JOHNSON	68.79%	71.01%	74.00%	70.04%	71.32%	68.92%	2.40
53	JONES	36.12%	38.36%	39.43%	40.45%	38.64%	37.16%	1.48
54	KEOKUK	47.95%	40.75%	45.44%	41.39%	43.71%	42.31%	1.41
55	KOSSUTH	31.07%	42.87%	41.90%	32.07%	37.14%	32.60%	4.54
56	LEE	44.97%	46.27%	52.86%	50.16%	48.82%	42.87%	5.94
57	LINN	61.14%	63.18%	63.67%	62.21%	62.67%	59.63%	3.03
58	LOUISA	60.56%	61.70%	58.78%	62.84%	60.90%	59.78%	1.12
59	LUCAS	41.78%	42.22%	43.10%	42.33%	42.37%	42.56%	-0.19
60	LYON	29.02%	28.50%	27.57%	26.45%	27.84%	27.15%	0.69
61	MADISON	31.53%	35.20%	40.42%	42.41%	37.65%	37.17%	0.48
62	MAHASKA	25.61%	30.04%	30.93%	37.14%	31.17%	32.49%	-1.31
63	MARION	42.97%	41.37%	44.86%	52.21%	45.60%	37.83%	7.78
64	MARSHALL	49.35%	46.93%	51.13%	48.80%	49.05%	43.43%	5.61
65	MILLS	50.19%	45.40%	40.88%	55.28%	47.66%	45.36%	2.30
66	MITCHELL	25.33%	22.44%	20.29%	29.80%	24.42%	32.94%	-8.52
67	MONONA	44.97%	44.85%	42.92%	46.76%	44.80%	40.23%	4.57
68	MONROE	20.58%	19.78%	25.12%	26.63%	23.33%	20.18%	3.15
69	MONTGOMERY	25.88%	30.95%	27.14%	35.43%	30.04%	30.16%	-0.11
70	MUSCATINE	55.17%	52.01%	52.27%	52.79%	52.92%	50.63%	2.29
71	O'BRIEN	32.41%	22.70%	28.01%	22.15%	26.40%	21.11%	5.29
72	OSCEOLA	23.48%	23.35%	21.78%	25.00%	23.46%	24.49%	-1.03
73	PAGE	25.71%	28.37%	28.63%	31.05%	28.56%	24.84%	3.72
74	PALO ALTO	32.95%	31.63%	37.79%	30.24%	33.20%	36.15%	-2.96
75	PLYMOUTH	38.89%	38.54%	38.52%	36.43%	37.98%	33.50%	4.48
76	POCAHONTAS	17.71%	25.50%	23.90%	26.22%	23.32%	21.17%	2.14
77	POLK	46.66%	46.94%	46.58%	48.31%	47.19%	44.92%	2.26
78	POTTAWATTAMIE	64.69%	63.81%	65.75%	65.23%	64.91%	59.49%	5.42
79	POWESHIEK	59.98%	59.20%	66.96%	59.86%	61.75%	57.89%	3.85
80	RINGGOLD	30.19%	37.02%	31.41%	37.50%	34.06%	31.93%	2.13
81	SAC	49.08%	48.67%	54.06%	40.23%	48.15%	38.07%	10.08
82	SCOTT	38.12%	43.35%	37.71%	41.04%	40.07%	33.38%	6.69
83	SHELBY	25.37%	32.42%	31.85%	30.55%	30.21%	28.09%	2.12
84	SIOUX	26.29%	26.88%	27.52%	26.83%	26.93%	21.98%	4.95
85	STORY	41.97%	38.37%	40.67%	43.17%	40.98%	37.52%	3.47
86	TAMA	40.91%	42.47%	49.30%	38.36%	42.79%	44.18%	-1.39
87	TAYLOR	41.50%	33.33%	33.55%	32.63%	35.39%	33.06%	2.33
88	UNION	50.00%	46.85%	45.79%	38.44%	45.06%	42.95%	2.11
89	VAN BUREN	29.46%	24.42%	31.32%	31.86%	29.33%	27.69%	1.64
90	WAPELLO	25.74%	28.58%	24.55%	29.76%	27.23%	25.66%	1.57
91	WARREN	49.39%	43.44%	43.85%	46.15%	45.41%	42.42%	2.99
92	WASHINGTON	52.11%	56.42%	59.83%	61.03%	57.91%	54.51%	3.40
93	WAYNE	20.49%	25.85%	24.74%	26.86%	24.82%	29.68%	-4.86
94	WEBSTER	42.99%	46.16%	46.82%	45.63%	45.53%	42.65%	2.88
95	WINNEBAGO	32.40%	32.99%	48.70%	41.23%	38.97%	33.50%	5.47
96	WINNESHIEK	16.03%	17.32%	20.13%	21.65%	19.08%	14.53%	4.55
97	WOODBURY	42.50%	40.50%	44.22%	45.44%	43.28%	42.85%	0.43
98	WORTH	29.22%	38.83%	45.32%	42.24%	39.37%	34.06%	5.31
99	WRIGHT	32.69%	33.23%	38.13%	36.35%	35.10%	30.09%	5.01
	TOTAL	43.26%	44.60%	45.87%	45.85%	45.03%	41.83%	3.20

Calendar 2019
E-Submission Ratio Table

Co #	CountyName	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2019	2018	Change
47	IDA	81.55%	72.38%	74.35%	68.38%	75.25%	64.00%	11.25
52	JOHNSON	68.79%	71.01%	74.00%	70.04%	71.32%	68.92%	2.40
78	POTTAWATTAMIE	64.69%	63.81%	65.75%	65.23%	64.91%	59.49%	5.42
57	LINN	61.14%	63.18%	63.67%	62.21%	62.67%	59.63%	3.03
79	POWESHIEK	59.98%	59.20%	66.96%	59.86%	61.75%	57.89%	3.85
48	IOWA	61.99%	61.60%	61.88%	58.80%	61.01%	50.80%	10.21
58	LOUISA	60.56%	61.70%	58.78%	62.84%	60.90%	59.78%	1.12
29	DES MOINES	60.15%	59.35%	59.90%	63.46%	60.78%	53.90%	6.87
92	WASHINGTON	52.11%	56.42%	59.83%	61.03%	57.91%	54.51%	3.40
6	BENTON	50.81%	49.50%	54.84%	56.75%	53.36%	49.50%	3.86
16	CEDAR	49.69%	55.54%	54.57%	52.57%	53.35%	49.40%	3.95
70	MUSCATINE	55.17%	52.01%	52.27%	52.79%	52.92%	50.63%	2.29
34	FLOYD	47.46%	49.66%	52.23%	51.21%	50.37%	48.05%	2.32
25	DALLAS	52.49%	48.97%	49.04%	50.92%	50.15%	47.29%	2.85
64	MARSHALL	49.35%	46.93%	51.13%	48.80%	49.05%	43.43%	5.61
17	CERRO GORDO	50.29%	49.11%	47.21%	49.83%	48.97%	45.59%	3.38
56	LEE	44.97%	46.27%	52.86%	50.16%	48.82%	42.87%	5.94
81	SAC	49.08%	48.67%	54.06%	40.23%	48.15%	38.07%	10.08
12	BUTLER	49.36%	48.56%	47.30%	47.01%	47.96%	42.90%	5.06
65	MILLS	50.19%	45.40%	40.88%	55.28%	47.66%	45.36%	2.30
42	HARDIN	45.98%	49.36%	48.85%	45.76%	47.51%	48.00%	-0.49
77	POLK	46.66%	46.94%	46.58%	48.31%	47.19%	44.92%	2.26
43	HARRISON	45.67%	43.18%	50.00%	48.77%	47.14%	47.33%	-0.19
13	CALHOUN	47.26%	40.56%	45.35%	51.10%	46.46%	39.15%	7.30
63	MARION	42.97%	41.37%	44.86%	52.21%	45.60%	37.83%	7.78
94	WEBSTER	42.99%	46.16%	46.82%	45.63%	45.53%	42.65%	2.88
91	WARREN	49.39%	43.44%	43.85%	46.15%	45.41%	42.42%	2.99
88	UNION	50.00%	46.85%	45.79%	38.44%	45.06%	42.95%	2.11
67	MONONA	44.97%	44.85%	42.92%	46.76%	44.80%	40.23%	4.57
24	CRAWFORD	43.93%	44.41%	39.67%	49.19%	44.56%	41.40%	3.15
9	BREMER	36.76%	43.57%	50.35%	43.10%	44.18%	39.06%	5.12
7	BLACK HAWK	38.67%	43.09%	46.74%	45.83%	43.94%	41.47%	2.47
36	FREMONT	39.67%	42.41%	47.48%	45.03%	43.85%	40.63%	3.21
54	KEOKUK	47.95%	40.75%	45.44%	41.39%	43.71%	42.31%	1.41
44	HENRY	38.62%	43.58%	44.74%	46.47%	43.68%	41.11%	2.56
10	BUCHANAN	42.75%	37.53%	46.43%	48.31%	43.53%	44.33%	-0.80
38	GRUNDY	47.68%	41.09%	46.41%	39.66%	43.29%	49.14%	-5.84
97	WOODBURY	42.50%	40.50%	44.22%	45.44%	43.28%	42.85%	0.43
5	AUDUBON	40.68%	39.84%	46.43%	46.20%	43.26%	35.93%	7.33
86	TAMA	40.91%	42.47%	49.30%	38.36%	42.79%	44.18%	-1.39
2	ADAMS	43.18%	39.75%	44.13%	42.89%	42.57%	27.05%	15.52
59	LUCAS	41.78%	42.22%	43.10%	42.33%	42.37%	42.56%	-0.19
8	BOONE	41.65%	41.79%	36.61%	47.23%	41.95%	39.38%	2.57
35	FRANKLIN	43.67%	43.03%	34.94%	43.13%	41.09%	38.71%	2.38
41	HANCOCK	33.79%	43.08%	44.75%	41.82%	41.08%	39.64%	1.45
85	STORY	41.97%	38.37%	40.67%	43.17%	40.98%	37.52%	3.47
82	SCOTT	38.12%	43.35%	37.71%	41.04%	40.07%	33.38%	6.69
15	CASS	41.32%	35.15%	42.90%	40.19%	39.77%	32.05%	7.71
98	WORTH	29.22%	38.83%	45.32%	42.24%	39.37%	34.06%	5.31
95	WINNEBAGO	32.40%	32.99%	48.70%	41.23%	38.97%	33.50%	5.47
53	JONES	36.12%	38.36%	39.43%	40.45%	38.64%	37.16%	1.48

Calendar 2019
E-Submission Ratio Table

Co #	CountyName	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2019	2018	Change
21	CLAY	35.34%	38.84%	37.59%	40.87%	38.31%	37.47%	0.84
75	PLYMOUTH	38.89%	38.54%	38.52%	36.43%	37.98%	33.50%	4.48
61	MADISON	31.53%	35.20%	40.42%	42.41%	37.65%	37.17%	0.48
55	KOSSUTH	31.07%	42.87%	41.90%	32.07%	37.14%	32.60%	4.54
30	DICKINSON	33.52%	35.41%	36.68%	39.70%	36.53%	32.79%	3.74
39	GUTHRIE	25.64%	40.34%	42.96%	37.94%	36.38%	31.88%	4.50
1	ADAIR	30.47%	39.41%	38.83%	35.52%	35.56%	53.42%	-17.86
87	TAYLOR	41.50%	33.33%	33.55%	32.63%	35.39%	33.06%	2.33
50	JASPER	33.96%	38.46%	31.88%	36.45%	35.30%	33.41%	1.89
99	WRIGHT	32.69%	33.23%	38.13%	36.35%	35.10%	30.09%	5.01
37	GREENE	43.24%	35.11%	31.73%	32.21%	35.03%	31.32%	3.71
46	HUMBOLDT	29.17%	35.15%	33.59%	38.34%	34.30%	30.63%	3.67
80	RINGGOLD	30.19%	37.02%	31.41%	37.50%	34.06%	31.93%	2.13
40	HAMILTON	33.05%	38.49%	29.59%	34.90%	33.56%	30.23%	3.34
74	PALO ALTO	32.95%	31.63%	37.79%	30.24%	33.20%	36.15%	-2.96
28	DELAWARE	28.59%	31.45%	35.23%	35.62%	33.13%	30.26%	2.87
31	DUBUQUE	29.16%	28.51%	37.40%	32.20%	32.38%	29.08%	3.29
20	CLARKE	28.35%	31.33%	31.82%	36.55%	32.10%	29.81%	2.29
49	JACKSON	23.82%	31.82%	34.91%	34.61%	31.89%	26.15%	5.74
22	CLAYTON	33.24%	31.93%	30.40%	30.57%	31.43%	25.82%	5.61
11	BUENA VISTA	26.96%	25.14%	37.37%	34.81%	31.31%	28.60%	2.71
62	MAHASKA	25.61%	30.04%	30.93%	37.14%	31.17%	32.49%	-1.31
14	CARROLL	30.57%	32.29%	30.27%	30.57%	30.93%	26.77%	4.16
32	EMMET	30.05%	29.92%	27.52%	36.07%	30.76%	25.46%	5.30
83	SHELBY	25.37%	32.42%	31.85%	30.55%	30.21%	28.09%	2.12
69	MONTGOMERY	25.88%	30.95%	27.14%	35.43%	30.04%	30.16%	-0.11
89	VAN BUREN	29.46%	24.42%	31.32%	31.86%	29.33%	27.69%	1.64
23	CLINTON	26.32%	28.12%	29.99%	30.23%	28.86%	22.81%	6.05
73	PAGE	25.71%	28.37%	28.63%	31.05%	28.56%	24.84%	3.72
19	CHICKASAW	27.35%	29.43%	25.59%	29.64%	28.10%	21.94%	6.16
60	LYON	29.02%	28.50%	27.57%	26.45%	27.84%	27.15%	0.69
18	CHEROKEE	20.00%	29.67%	29.17%	30.17%	27.31%	23.10%	4.21
90	WAPELLO	25.74%	28.58%	24.55%	29.76%	27.23%	25.66%	1.57
84	SIOUX	26.29%	26.88%	27.52%	26.83%	26.93%	21.98%	4.95
71	O'BRIEN	32.41%	22.70%	28.01%	22.15%	26.40%	21.11%	5.29
33	FAYETTE	26.28%	27.09%	24.48%	27.56%	26.36%	24.19%	2.17
51	JEFFERSON	31.61%	20.72%	27.77%	27.62%	26.34%	26.21%	0.13
93	WAYNE	20.49%	25.85%	24.74%	26.86%	24.82%	29.68%	-4.86
66	MITCHELL	25.33%	22.44%	20.29%	29.80%	24.42%	32.94%	-8.52
27	DECATUR	20.35%	20.37%	27.62%	26.84%	23.90%	20.27%	3.63
4	APPANOOSE	30.69%	20.00%	22.54%	22.84%	23.63%	24.36%	-0.73
72	OSCEOLA	23.48%	23.35%	21.78%	25.00%	23.46%	24.49%	-1.03
68	MONROE	20.58%	19.78%	25.12%	26.63%	23.33%	20.18%	3.15
76	POCAHONTAS	17.71%	25.50%	23.90%	26.22%	23.32%	21.17%	2.14
3	ALLAMAKEE	19.62%	19.17%	21.05%	23.28%	21.03%	16.15%	4.88
26	DAVIS	17.47%	22.15%	20.14%	20.37%	20.15%	23.74%	-3.59
96	WINNESHIEK	16.03%	17.32%	20.13%	21.65%	19.08%	14.53%	4.55
45	HOWARD	19.25%	15.55%	19.39%	16.02%	17.40%	14.91%	2.49
	TOTAL	43.26%	44.60%	45.87%	45.85%	45.03%	41.83%	3.20

Recommended Cost Share Allocation - 2020

County Name	2020 Formula Cost Share Amount	2019 Cost Share Amount	Difference	2020 Adjusted Cost Share Formula
ADAIR	\$957.04	\$1,676.90	-\$719.86	\$1,676.90
ADAMS	\$1,145.85	\$984.62	\$161.23	\$1,145.85
ALLAMAKEE	\$566.01	\$506.93	\$59.08	\$566.01
APPANOOSE	\$636.04	\$764.72	-\$128.68	\$764.72
AUDUBON	\$1,164.25	\$1,218.35	-\$54.11	\$1,218.35
BENTON	\$1,436.29	\$1,554.04	-\$117.75	\$1,554.04
BLACK HAWK	\$1,182.74	\$1,301.97	-\$119.23	\$1,301.97
BOONE	\$1,129.18	\$1,391.34	-\$262.16	\$1,391.34
BREMER	\$1,189.26	\$1,316.03	-\$126.77	\$1,316.03
BUCHANAN	\$1,171.53	\$1,391.65	-\$220.13	\$1,391.65
BUENA VISTA	\$842.72	\$984.88	-\$142.16	\$984.88
BUTLER	\$1,290.93	\$1,435.66	-\$144.73	\$1,435.66
CALHOUN	\$1,250.42	\$1,313.53	-\$63.11	\$1,313.53
CARROLL	\$832.49	\$840.42	-\$7.93	\$840.42
CASS	\$1,070.32	\$1,020.02	\$50.29	\$1,070.32
CEDAR	\$1,435.87	\$1,597.73	-\$161.86	\$1,597.73
CERRO GORDO	\$1,063.68	\$1,003.48	\$60.20	\$1,063.68
CHEROKEE	\$735.12	\$824.02	-\$88.90	\$824.02
CHICKASAW	\$756.32	\$745.90	\$10.42	\$756.32
CLARKE	\$863.89	\$939.59	-\$75.70	\$939.59
CLAY	\$1,031.05	\$1,178.76	-\$147.71	\$1,178.76
CLAYTON	\$845.84	\$810.49	\$35.34	\$845.84
CLINTON	\$776.78	\$741.18	\$35.60	\$776.78
CRAWFORD	\$1,199.34	\$1,514.00	-\$314.67	\$1,514.00
DALLAS	\$1,349.71	\$1,495.39	-\$145.68	\$1,495.39
DAVIS	\$542.33	\$745.31	-\$202.98	\$745.31
DECATUR	\$643.20	\$692.35	-\$49.15	\$692.35
DELAWARE	\$891.64	\$1,014.65	-\$123.01	\$1,014.65
DES MOINES	\$1,635.91	\$1,829.83	-\$193.92	\$1,829.83
DICKINSON	\$983.22	\$1,029.36	-\$46.14	\$1,029.36
DUBUQUE	\$871.48	\$913.00	-\$41.52	\$913.00
EMMET	\$828.06	\$799.37	\$28.70	\$828.06
FAYETTE	\$709.42	\$759.35	-\$49.93	\$759.35
FLOYD	\$1,355.70	\$1,508.28	-\$152.58	\$1,508.28
FRANKLIN	\$1,105.85	\$1,215.12	-\$109.27	\$1,215.12
FREMONT	\$1,180.24	\$1,471.87	-\$291.64	\$1,471.87
GREENE	\$942.83	\$1,099.07	-\$156.24	\$1,099.07
GRUNDY	\$1,165.24	\$1,542.50	-\$377.25	\$1,542.50
GUTHRIE	\$979.15	\$1,000.80	-\$21.66	\$1,000.80
HAMILTON	\$903.38	\$948.89	-\$45.51	\$948.89
HANCOCK	\$1,105.77	\$1,414.13	-\$308.36	\$1,414.13
HARDIN	\$1,278.88	\$1,510.11	-\$231.23	\$1,510.11
HARRISON	\$1,268.78	\$1,544.36	-\$275.58	\$1,544.36
HENRY	\$1,175.56	\$1,290.66	-\$115.10	\$1,290.66
HOWARD	\$468.40	\$550.28	-\$81.88	\$550.28
HUMBOLDT	\$923.33	\$961.63	-\$38.30	\$961.63
IDA	\$2,025.46	\$2,139.20	-\$113.75	\$2,139.20

Recommended Cost Share Allocation - 2020

IOWA	\$1,642.08	\$1,594.77	\$47.31	\$1,642.08
JACKSON	\$858.22	\$820.82	\$37.40	\$858.22
JASPER	\$950.08	\$1,089.21	-\$139.14	\$1,089.21
JEFFERSON	\$709.03	\$931.47	-\$222.45	\$931.47
JOHNSON	\$1,919.69	\$2,163.62	-\$243.93	\$2,163.62
JONES	\$1,040.11	\$1,191.10	-\$150.98	\$1,191.10
KEOKUK	\$1,176.57	\$1,328.11	-\$151.54	\$1,328.11
KOSSUTH	\$999.67	\$1,023.32	-\$23.65	\$1,023.32
LEE	\$1,313.91	\$1,396.30	-\$82.39	\$1,396.30
LINN	\$1,686.78	\$1,889.47	-\$202.69	\$1,889.47
LOUISA	\$1,639.20	\$1,876.71	-\$237.52	\$1,876.71
LUCAS	\$1,140.39	\$1,336.06	-\$195.67	\$1,336.06
LYON	\$749.39	\$886.90	-\$137.51	\$886.90
MADISON	\$1,013.43	\$1,167.02	-\$153.59	\$1,167.02
MAHASKA	\$839.09	\$1,060.50	-\$221.42	\$1,060.50
MARION	\$1,227.38	\$1,226.53	\$0.85	\$1,227.38
MARSHALL	\$1,320.12	\$1,363.52	-\$43.41	\$1,363.52
MILLS	\$1,282.69	\$1,432.15	-\$149.46	\$1,432.15
MITCHELL	\$657.38	\$1,034.13	-\$376.76	\$1,034.13
MONONA	\$1,205.84	\$1,289.22	-\$83.38	\$1,289.22
MONROE	\$627.97	\$770.80	-\$142.83	\$770.80
MONTGOMERY	\$808.61	\$1,043.20	-\$234.60	\$1,043.20
MUSCATINE	\$1,424.42	\$1,655.36	-\$230.94	\$1,655.36
O'BRIEN	\$710.62	\$662.62	\$48.00	\$710.62
OSCEOLA	\$631.34	\$768.81	-\$137.47	\$768.81
PAGE	\$768.74	\$779.90	-\$11.16	\$779.90
PALO ALTO	\$893.53	\$1,134.98	-\$241.45	\$1,134.98
PLYMOUTH	\$1,022.17	\$1,051.55	-\$29.38	\$1,051.55
POCAHONTAS	\$627.59	\$772.83	-\$145.24	\$772.83
POLK	\$1,270.05	\$1,449.93	-\$179.88	\$1,449.93
POTTAWATTAMIE	\$1,747.04	\$1,928.25	-\$181.20	\$1,928.25
POWESHIEK	\$1,662.00	\$1,817.44	-\$155.44	\$1,817.44
RINGGOLD	\$916.82	\$1,131.58	-\$214.76	\$1,131.58
SAC	\$1,296.07	\$1,337.75	-\$41.67	\$1,337.75
SCOTT	\$1,078.38	\$1,082.12	-\$3.74	\$1,082.12
SHELBY	\$813.14	\$1,077.44	-\$264.31	\$1,077.44
SIOUX	\$724.96	\$690.14	\$34.82	\$724.96
STORY	\$1,103.13	\$1,258.44	-\$155.31	\$1,258.44
TAMA	\$1,151.74	\$1,387.08	-\$235.34	\$1,387.08
TAYLOR	\$952.66	\$1,056.45	-\$103.79	\$1,056.45
UNION	\$1,212.95	\$1,348.47	-\$135.52	\$1,348.47
VAN BUREN	\$789.37	\$896.12	-\$106.75	\$896.12
WAPELLO	\$732.99	\$830.88	-\$97.90	\$830.88
WARREN	\$1,222.30	\$1,331.79	-\$109.49	\$1,331.79
WASHINGTON	\$1,558.62	\$1,711.12	-\$152.50	\$1,711.12
WAYNE	\$667.97	\$931.69	-\$263.72	\$931.69
WEBSTER	\$1,225.51	\$1,338.87	-\$113.36	\$1,338.87
WINNEBAGO	\$1,048.84	\$1,119.41	-\$70.57	\$1,119.41
WINNESHIEK	\$513.49	\$456.21	\$57.29	\$513.49
WOODBURY	\$1,164.93	\$1,345.19	-\$180.26	\$1,345.19
WORTH	\$1,059.56	\$1,191.63	-\$132.07	\$1,191.63
WRIGHT	\$944.77	\$944.52	\$0.25	\$944.77
Total	\$104,649.81	\$116,935.28		\$117,602.06

Amendment to Chapter 1
ESS Policies and Procedures
Reserve Fund Policy

Section 1.7(6) of the Electronic Services System Policies and Procedures is amended to update policies relating to reserve funds managed through Fund 255 in the Office of the State Treasurer, and the Bank of America Treasury Management accounts. With the establishment of a consolidated budget through the Bank of America (BOA) Treasury Management account, it is necessary to add several new Reserve Funds in the BOA chart of accounts.

1. Section 1.7(6) of the ESS Policies and Procedures is amended as follows.

ESS – 1.7 Financial Procedures.

(Iowa Code Section 331.604, Subsection 3(a))

1.7(6) Allocation and Expenditure of Reserve Funds. The following reserve funds are established.

- a. Fund 255 - Software Development and Equipment Maintenance Reserve. The purpose of the reserve is to provide resources for necessary equipment replacement or maintenance and for the development of software to improve or maintain services provided through the Electronic Services System
- b. Fund 255 - Redaction Reserve. The purpose of the reserve is to provide resources for the redaction of personally identifiable information which may be included in images of Back File documents as defined in Section 4.1
- c. Fund 255 – Restricted Operating Reserve. The purpose of the reserve is to provide resources which may be necessary to sustain the operation of the Electronic Services System due to an unforeseen event or emergency
- d. Fund 255 – Unrestricted Operating Reserve. The purpose of the reserve is to provide resources for planned operating expenses when income varies from budget projections
- e. Treasury Management Software Development and Equipment Maintenance Reserve. The purpose of the reserve is to provide resources for authorized software development, technical assistance, equipment replacement or maintenance, and human resource management activities
- f. Treasury Management Redaction Reserve. The purpose of the reserve is to provide resources for the redaction of personally identifiable information which may be included in images of Back File documents as defined in Section 4.1

- g. Treasury Management Restricted Operating Reserve. The purpose of the reserve is to provide resources to maintain the necessary liquidity for daily operations including the distribution of funds to participating public agencies, budgeted operating expenses, and payments to vendors
- h. Treasury Management Unrestricted Reserve. The purpose of the reserve is to provide resources for planned operating expenses when income varies from budget projections

Any reserve funds shall be reviewed at least annually by the ESS Coordinating Committee and the ESS Finance Subcommittee. The expenditure of reserve funds shall be subject to the approval of the ICRA Executive Board, or the ESS Coordinating Committee if such authority is delegated to it. As needed the reserve funds may be adjusted or rebalanced by the ICRA Executive Board, or the ESS Coordinating Committee if such authority is delegated to it.

Approval of the updated Reserve Fund Policy is requested.

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Dell EMC Storage Upgrade: SC5020

FOR Electronic Services System
ORDER # SS-080841
VERSION 1

Hardware

Description	Price	Qty	Ext. Price
Dell EMC SC 5020 SAN Upgrade SC5020 Controller Components: SC5020 Controller Components SC5020 Mezz Card: SC, RJ45, 4-port, Mezz Card, Qty 2 Power Supply: Redundant Power Supply, 1485W, C14: 200-240 VAC 2 x Power Cords: C13 to C14, PDU Style, 10 AMP, 6.5 Feet (2m), Power Cord, Qty 2 (total of 4) Bezel: SC5020 Bezel Front-End IO Cards: IO, 12GSAS, 4port, PCI-E, Full height, QTY 2 2 x SAS Cables: 12Gb HD-Mini to HD-Mini SAS cable, 4m, Qty 2 (total of 4) 6 x Front-End IO Cables: SC Cable, SFP28 to SFP28, 25GbE, Passive Copper Twinax Direct Attach Cable, 3 Meter Storage Center Base SW Storage Center Optimization SW Bundle 7 x Hard Drives: SC5020, 1.92TB, SAS, 12Gb, RI SSD, 2.5" 23 x Hard Drives: SC5020, 2.5" SAS, Drive Blank Hardware Support Services: 3 Years ProSupport Plus and Mission Critical 4Hr Onsite Service SC400 3.5 Enclosure: SC400 Enclosure (1st enclosure of new array) Bezel: SC400 Bezel Enclosure Management Module: Enclosure Management Module, Dual 8 x Hard Drives: SC400, 8TB, NL-SAS, 12Gb, 7.2K, 3.5" HD 4 x Hard Drives: SC400, 3.5" SAS, Drive Blank Rack Rails: Static Power Supply: Redundant Power Supply, 600W Power Cords: NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, Qty 2 Hardware Support Services: 3 Years ProSupport Plus and Mission Critical 4Hr Onsite Service	\$88,406.00	1	\$88,406.00

Subtotal: **\$88,406.00**

Dell EMC Storage Upgrade: SC5020



Prepared by:
Aureon - West Des Moines
Steve Simpson
(515) 245-7649
Fax 515-245-7730
steve.simpson@aureon.com

Prepared for:
Electronic Services System
8711 Windsor Parkway
Suite 2
Johnston, IA 50131
Phil Dunshee
(515) 491-8939
phil@clris.com

Information:
Order #: SS-080841
Version: 1
Delivery Date: 01/21/2020
Expiration Date: 01/29/2020

Summary

	Amount
Hardware	\$88,406.00
Subtotal:	\$88,406.00
Shipping:	\$150.00
Total:	\$88,556.00

Proposals shall become void if not accepted by the Expiration date. These prices may NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. We reserve the right to cancel orders arising from pricing or other errors. Supply subject to availability. Labor quotes are just estimates and are not guaranteed unless stated otherwise. Aureon is in no manner responsible for any action or inaction of any third party and does not guarantee the service or product provided by third parties in any way. Orders over \$15,000 may be subject to a 50% down payment. A restocking fee up to 20% may apply to all unopened product returns. Opened returns will need authorization from Aureon before they will be processed. For rush overnight order requests, please notify our sales team by 1:00PM CT in order to better guarantee on-time delivery. The signature below signifies your acceptance of the terms of this proposal.

Electronic Services System

Signature: _____
Name: Phil Dunshee
Date: _____

STATEMENT OF WORK

CONTRACT #200122ESS-SANUPGRADE-S-1

This Statement of Work (the "SOW"), with an effective date of January 22, 2020 (the "Effective Date"), is to formalize an arrangement between Electronic Services System ("Client") and Aureon IT, Inc. ("Aureon") to provide services specified below. This SOW is issued pursuant to the Master Service Agreement ("Agreement") between Aureon and Client, dated July 9, 2015, and the terms and conditions of such Agreement are hereby incorporated and made a part of this SOW by reference and shall be applicable to the Services provided hereunder.

1. SCOPE OF SERVICES:

1.1. Project Summary:

Client has requested the services of Aureon to install a new Dell SC5020 SAN at their main office location in Johnston, Iowa. The new SAN will replace Client's existing SC4020 SAN which will then be retired.

1.2. Aureon Essential Duties and Responsibilities:

- **SAN Install**
 - Install SC5020 storage array and SC400 expansion enclosure in rack
 - Cable the controller and expansion
 - Install drives into the racked enclosures (if needed)
 - Install/migrate Licensing
 - Configure SAN management IP interface
 - Update firmware
 - Configure Dell Storage Manager to include new storage array
- **Testing**
 - Test controller failover
 - Test sending SupportAssist is properly functioning
 - Verify with Dell EMC Support that they received the SupportAssist information
 - Map a single volume from the SAN to a server
 - Verify that we can read and write to the volume
- **Data Migration**
 - Configure cluster
 - Setup connections for data migration
 - Migrate data from old SAN to new SAN
- **Knowledge Transfer**
 - Provide Client with basic system orientation
 - Ensure Client understands how to contact Dell EMC Support for all service or support issues and how to access the Dell EMC Knowledge Center and customer portal website
- **Decommission old SAN**
 - Confirm the entirety of Client's data has been migrated
 - Decommission Client's existing SC4020 SAN
 - Store old SAN hardware for reference on site

- SAN Documentation
 - Update documentation to reflect new SAN configuration information
 - Document all system passwords
- Project Management

1.3. Out of Scope:

- VMware version upgrades or Server OS upgrades / configuration changes
- Disposal of old equipment or wiping data from old hard drives
- Anything not identified in Section 1.2 of this scope of work will be considered out of scope

1.4. Client Essential Duties and Responsibilities:

- Assist Aureon with access to the facilities as needed
- Provide a Windows Server (virtual or physical) to install Dell Storage Manager (if needed)
- Validation that the datacenter has enough rack space, power (220-240VAC required) and cooling to support the new equipment
- Provide network information
 - Up to 15 static IP addresses for configuration on the new SAN
 - Default Gateways
 - SMTP server information
 - DNS server information
 - NTP server information
- Provide and maintain full backups of existing servers throughout the duration of the project
- Provide physical access to facilities (possibly after hours)

Client Initials: _____

1.5. Risks:

- Minor risk of new equipment having firmware, hardware, or software issues beyond Aureon's control that can impact project duration (shipping problems, manufacturing flaws, etc.)
- Available electrical power may be insufficient to support both SANs during data transfer
- Not enough room for the controller or expansion in the existing racks
- Not enough and/or long enough cables
- Non-standard rack sizes for correctly mounting Dell equipment

2. ENGAGEMENT TIME:

Anticipated Project Duration:

Two (2) to Three (3) Weeks

Commencement Date:

The first available date, not less than two (2) weeks from date of SOW signature. Final Project Commencement Date will be determined mutually between Aureon and Client.

CONTRACT #200122ESS-SANUPGRADE-S-1

3. COMPENSATION/RATE:

Fixed Rate of \$9,500 (Travel and Expenses are not included in this rate)

Travel time will be invoiced to Client at the rate of \$95/hour for travel to and from Client's location. Rate includes any mileage or gasoline expenses. Other incurred travel expenses, including but not limited to, lodging, meals and airfare will be billed to Client.

4. PAYMENT TERMS: Net Thirty (30) Days

5. FEDERAL TAX ID: 39-1895727

6. DETAILS OF SERVICE:

The services described above shall be performed between the hours of 7:00AM and 5:00PM CT, Monday-Friday, at the office of Aureon located at 7760 Office Plaza Drive South, West Des Moines, Iowa 50266, and at the office of Client, located at 8711 Windsor Parkway, Suite 2, Johnston, Iowa 50131.

7. CONTACT PERSONS:

Electronic Services System	Aureon IT, Inc.
NAME: Phil Dunshee	NAME: Steve Simpson
TITLE: Product Manager	TITLE: Sales Executive
PHONE: (515) 491-8939	PHONE: (515) 245-7649
EMAIL: phil@clris.com	EMAIL: steve.simpson@aureon.com
FAX: (515) 309-0140	FAX: (515) 245-7730

8. AUTHORIZED SIGNATURES:

By: _____
(Sign Above)

By: _____
(Sign above)

Its: _____
(Print name & title of person signing on behalf of Client)

Its: _____
(Print name & title of person signing on behalf of Aureon)

Date: _____

Date: _____

The terms and conditions described are valid for sixty (60) days from the date listed in paragraph one of this SOW.

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ESS GOVERNANCE

- ESS 28E Agreement – Unique Construction
 - Established By Iowa Counties Under Chapter 28E
 - Under the Control of a Not-Profit Association
 - “ESS shall be under the direction and control of the ASSOCIATION Board of Directors” – The Association is the Iowa County Recorders Association
 - ESS uniquely is both audited as a public entity AND submits a 990 Tax Return as the Association (including all ESS transaction activity).
 - The Association Board delegates authority to the ESS Coordinating Committee, but periodically ratifies all actions of the Committee.
 - All Counties Except Hamilton County Have Adopted the 28E Agreement.

ESS GOVERNANCE

- Pros
 - Clearly Provides Recorders With Control Over ESS and Iowa Land Records – Functions in the Domain of County Recorders
- Cons
 - Requires Procedures Not Common to 28E Organizations
 - Filing of Both an Audit and a 990 Return
 - Periodic Ratification of delegated Committee Actions.
 - Confusing To State Agencies When Discussing Options for Entering a 28E Agreement With ESS
 - “You can’t enter into a 28E agreement with a non-profit association” (paraphrased)
 - Structure May Inhibit Participation in Collaborative Activities By Other Government Offices

OPTIONS FOR ACTION

- Amend The 28E Agreement
 - The Association may submit an amendment to Boards of Supervisors
 - Board Action Required Within 30 Days
 - Any county not voting upon the amendment within this time shall be considered to have approved the amendment.
 - Amendment requires a majority of the votes of all ESS member counties
 - If there is a majority the amendment would become effective ten (10) days following the date the vote is tabulated
 - An Amendment Could Be Structured To Align With Current ESS Coordinating Committee Membership

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: **Placeholder list Counties and date and Book and page number of agreement...** entered into the above described County Electronic Services System 28E Agreement; 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 confidential information efficiently and accurately; and

WHEREAS, the Electronic Services System has efficiently and successfully provided online records access and has facilitated the electronic recording of documents and access to public records while protecting the privacy of Iowans through the redaction of personally identifiable information; 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 organization 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 a/k/a the Iowa Land Records Information System. The purpose of the Electronic Services System was to establish a system and the necessary associated infrastructure to allow both for the recordation of various land records by interested parties in all areas of the State while providing reasonable public access to the public to land record information. At the same time assuring that personally identifiable information was redacted in accordance with Iowa Law prior to public access to such records through the system(s) portal.

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 ESS 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 subject to the approval of the Board of Directors of an affiliate of the Iowa State Association of Counties, other local government association or other organization;
 - 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 Bylaws to provide for the operation of the ESS Coordinating Committee.
 - k. Establish 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 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) or its successor laws.
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 ESS is abolished by a two-thirds vote of the ESS Coordinating Committee.
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 15 members, and the number of members may be adjusted in the manner provided pursuant to paragraph ____.
 - 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 professional realtors or brokers.
 - iv. One member who is representative of professionals in abstracting and land title management.
 - v. One member who is representative of professional and licensed land surveyors.

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. 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, 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 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 bylaws, 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 Community, and of each Participating Community's principal officers and of the Committee representatives and alternates.

- 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. The Nominating Committee shall select and offer nominations for each office at the annual meeting. Nominations shall also be accepted from the representatives present at the annual meeting. All nominees, including those offered by the Nominating Committee, 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. Alternates shall not be eligible to serve as officers. Each of the officers shall be from different Participating Communities. 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 to the members of the Committee, at least four (4) days prior to the meeting, or as may otherwise be set forth in the bylaws.
- b. Special meetings of the Committee, for any purpose or purposes not inconsistent with this Agreement, may be called by the Chair and 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 a majority of 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. **BYLAWS.** The Committee may adopt bylaws relating to the notice and conduct of its meetings and those of any committees it shall establish. Such bylaws may be adopted, and may be amended or repealed, by a two-thirds 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 such bylaws or proposed amendment or repeal of such bylaws, was presented in writing at a prior regular meeting of the Committee, and 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 record information website(s)
- d. To Integrate land record information managed by county recorders with from other sources
- 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 electronic 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 in the Iowa Code, 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, 2020, 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, 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. 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 electronic 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 by first adopting such amendment and then submitting it to the individual member counties. A separate explanation of the reasons for the amendment shall be included. 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 stating the county's vote within thirty (30) days of the date that the county received 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 ESS 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 corporation. 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. **DISPOSITION OF ASSETS**. In the event this Agreement is terminated and ESS is abolished, all property of ESS shall be delivered, assigned and conveyed to the ESS member counties in equal shares, after payment of all just debts, obligations and liabilities of ESS.

19. **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)

ESS/Iowa Land Records

8711 Windsor Parkway, Suite 2
Johnston, Iowa 50131

November 7, 2019

To: ESS Coordinating Committee
ESS Finance Subcommittee

From: Phil Dunshee, ILR Project Manager

Re: Bank of America Treasury Management Account

In recent months ESS staff and executive leadership have communicated with senior executives in the Office of the State Treasurer and the Office of State Auditor to brief them on the Electronic Services System and Iowa Land Records. Both offices have new leadership and team members, and with just a few exceptions the offices have little institutional memory about ESS and ILR. We proactively sought audiences with key staff in those offices to provide them with an overview of the history and financial management of ESS and ILR. The meetings were constructive, and we believe new channels of communication have been established with both offices.

During the meeting we advised them of some pending changes in the ESS budget structure and billing methods. Subsequent communications with the offices indicate that they have reviewed the changes. The position they have taken is that "the method of budget preparation for ILR/ESS is a decision to be made by you [ESS] and the governing board of the County Recorders' Association." They have also endorsed the proposal to submit one invoice per month for reimbursement. These proposed actions are incorporated in the budget recommendations now before you.

Our intent is to continue to communicate with them. One topic that came up in the discussion with the Auditor's staff is the unusual nature of a 28E organization being managed by a non-profit organization. Specifically, it was noted that the 28E organization was being audited annually AND a 990 return was also being filed. Technically, government organizations are not required to file a 990 return.

As you know, in recent years we have taken some procedural steps to clarify the status of the Electronic Services System as a governmental 28E organization. For example, in past years the Association served as the contracting entity for work performed by outside vendors. Based on the advice of our legal counsel, all contracts are now originated by ESS. But there are several areas where the Association is the named party. This includes the Bank of America Treasury Management account. In discussions with our CPA firm (Bergan KDV) and our private auditor (Denman), the possible transition of banking activities to ESS has been reviewed.

Because we are now in the process of consolidating ESS budget activities through the Bank of America account, this may be the right time to change the account to be associated with ESS rather than ICRA. We believe this could become effective on January 1, 2020 – subject to your consent.

Please be assured that this change would not diminish the role of the Association as the controlling entity for the Electronic Services System as defined in the 28E agreement itself. The change would have the following effects.

- The operating financial transactions would be labeled as either ESS or the Electronic Services System. For example, when checks are written they would be associated with ESS and not ICRA.
- There would no longer be a need for our CPA to prepare a combined financial statement.
- It is likely that there would no longer be a need to prepare and file a 990 return with the IRS (beginning in 2021 for the 2020 calendar year)
- There could be a reduction in the liability exposure for the Association. This would need to be reviewed with our insurance broker and underwriters.

I believe this would be a prudent course of action, and one which would help clarify roles for the State Auditor, Treasurer of State, our vendors and others. Your consideration is respectfully requested. If you approve, the following motion would be in order.

"I move that the ILR/ESS staff take steps to establish a new treasury management account for ESS operations to be effective January 1, 2020 or as soon as practicable thereafter."

Thank you. We look forward to the discussion.

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January 31, 2020

Mr. Phil Dunshee
Project Manager
Electronic Services System
8711 Windsor Pkwy, Suite 2
Johnston, Iowa 50131

We are pleased to confirm our understanding of the services we are to provide for Electronic Services System for the year ended December 31, 2019.

We will audit the special-purpose statement of net position and the related special-purpose statement of activities and special-purpose statement of cash flows for the year then ended, and the related notes to the financial statements, which collectively comprise the basic financial statements of Electronic Services System as of and for the year ended December 31, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Electronic Service System's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Electronic Service System's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with the financial reporting requirements of the County Electronic Services System 28E Agreement. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America, and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Electronic Services System and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of Electronic Services System's financial statements. Our report will be addressed to the Electronic Services System Coordinating Committee. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Electronic Services System is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the organization or to acts by management or employees acting on behalf of the organization. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in United States of America. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the organization and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Organization's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Electronic Services System in conformity with the financial reporting requirements of the County Electronic Services System 28E Agreement based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the financial reporting requirements of the County Electronic Services System 28E Agreement, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the organization complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Electronic Services System; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of our Firm and constitutes confidential information. However, subject to applicable laws or regulations, we may be requested to make certain audit documentation available to the applicable oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of our Firm personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by regulators. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

During the course of our engagement, we may accumulate records containing data which should be reflected in your books and records. You will determine that all such data, if necessary, will be so reflected. Accordingly, you will not expect us to maintain copies of such records in our possession.

We expect to begin our audit on approximately May 1, 2020 and issue our reports no later than June 30, 2020. David Ellis is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees are based on the time required by the individuals assigned to the engagement, plus direct expenses. Individual hourly rates vary according to the degree of responsibility involved and the skill required. Our fee for the audit of the financial statements will not exceed \$6,550 for the year ended December 31, 2019. Interim billings will be submitted as work progresses and as expenses are incurred.

Government Auditing Standards require us to provide our most recent external peer review report and any subsequent review reports if requested by the client. We have included our 2018 peer review report for your information.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Denman & Company, LLP

DENMAN & COMPANY, LLP

RESPONSE:

This letter correctly sets forth the understanding of Electronic Services System.

By: _____

Title: _____

Date: _____

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331.603 General powers.

1. The recorder may administer oaths and take affirmations on matters relating to the business of the office of recorder as provided in section 63A.2.

2. Subject to the requirements of section 331.903, the recorder may appoint and remove deputies, assistants, and clerks.

3. The recorder may reproduce in miniature on a durable medium any instrument to be recorded. When a recorded instrument involves a release, assignment, or other subsequent reference to an original document, the separate instrument filed acknowledging the release, assignment, or other subsequent reference shall be reproduced. In lieu of marginal entries, the recorder shall cross-reference the release, assignment, or other subsequent reference with the record of the original document. When an official record is produced in miniature, a security copy shall be reproduced at the same time and kept outside of the courthouse.

4. The recorder may, in lieu of maintaining separate index books, prepare and maintain a combined index record or system which shall contain the same data and information as required to be kept in the separate index books.

5. a. The governing board of the county land record information system may enter into an agreement, including but not limited to an agreement pursuant to Iowa Code chapter 28E, with a public agency, as defined in Section 28E.2, to provide access to electronic documents or records on a batch basis. Access to electronic documents or records may be provided for a fee if permitted in the agreement between the governing board and the public agency.

~~a.~~ b. The governing board of the county land record information system shall not enter into an agreement other than as outlined in subsection a, to provide access to electronic documents or records on a batch basis. The county recorder may collect reasonable fees for access to electronic documents and records pursuant to an agreement. The fees shall not exceed the actual cost of providing access to the electronic documents and records. "Actual cost" means only those expenses directly attributable to providing access to electronic documents and records. "Actual cost" shall not include costs such as employment benefits, depreciation, maintenance, electricity, or insurance associated with the administration of the office of the county recorder or the county land record information system.

~~b.~~ c. Electronic documents and records made available under this subsection shall not include personally identifiable information and shall be subjected to a redaction process prior to the transfer of the electronic documents or records to another person pursuant to an agreement under paragraph "a".

1, 2. [C51, §411; R60, §642; C73, §766; C97, §496; S13, §496; C24, 27, 31, 35, 39, **§5238, 5240**; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §341.1, 341.3; S81, §331.603; 81 Acts, ch 117, §602]

3, 4. [C54, 58, 62, 66, §343.13; C71, 73, 75, 77, 79, 81, §335.17, 343.13; S81, §331.603; 81 Acts, ch 117, §602]

2001 Acts, ch 44, §6; 2006 Acts, ch 1031, §2; 2009 Acts, ch 27, §5; 2009 Acts, ch 159, §2

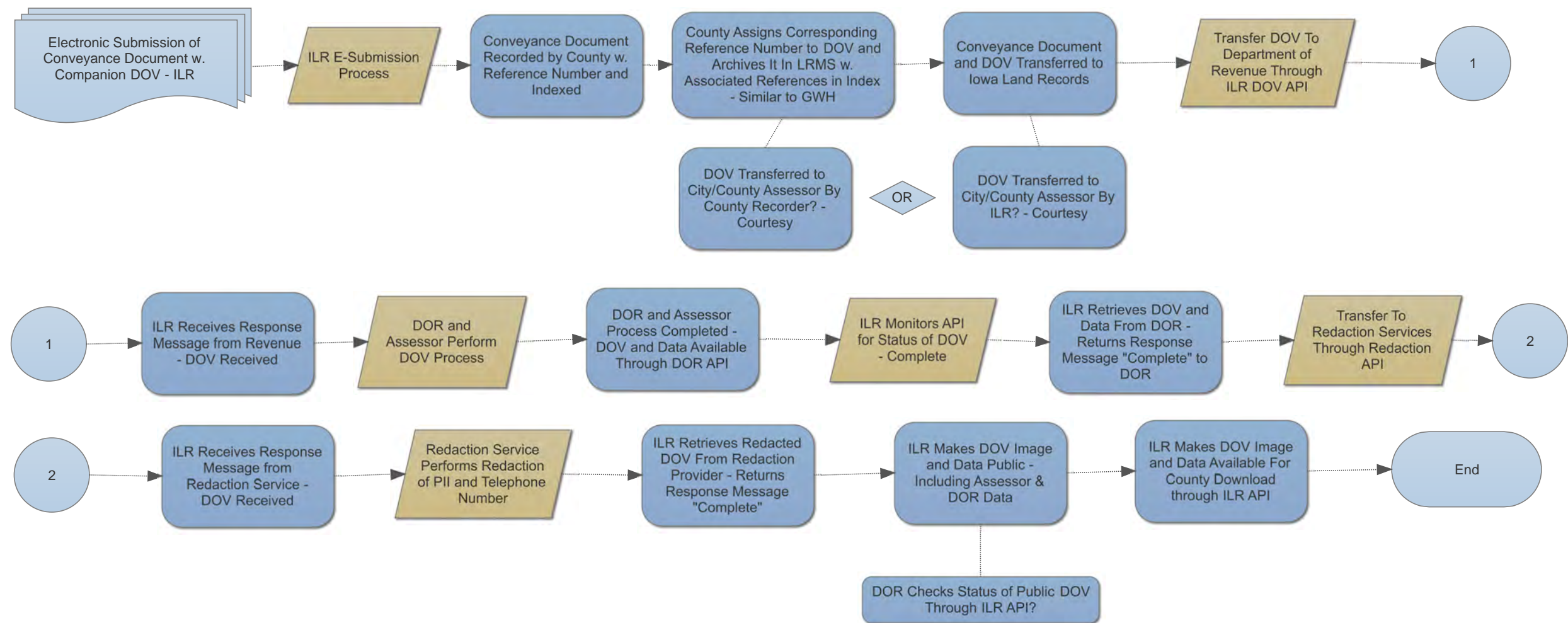
Sec. __. Section 428A.1, subsections 2 and 3, Code 2020, are amended to read as follows:

2. When each deed, instrument, or writing by which any real property in this state is granted, assigned, transferred, or otherwise conveyed is presented for recording to the county recorder, a declaration of value signed by at least one of the sellers or one of the buyers or their agents shall be submitted to the county recorder. However, if the deed, instrument, or writing contains multiple parcels some of which are located in more than one county, separate declarations of value shall be submitted on the parcels located in each county and submitted to the county recorder of that county when paying the tax as provided in section 428A.5. A declaration of value is not required for those instruments described in section 428A.2, subsections 2 to 5, 7 to 13, and 16 to through 21, or described in section 428A.2, subsection 6, except in the case of a federal agency or instrumentality, or if a transfer is the result of acquisition of lands, whether by contract or condemnation, for public purposes through an exercise of the power of eminent domain.

3. The declaration of value shall state the full consideration paid for the real property transferred. If agricultural land, as defined in section 9H.1, is purchased by a corporation, limited partnership, trust, alien or nonresident alien, the declaration of value shall include the name and address of the buyer, the name and address of the seller, a legal description of the agricultural land, and identify the buyer as a corporation, limited partnership, trust, alien, or nonresident alien. The county recorder shall ~~not~~ record the declaration of value, but shall not charge a recording fee. The county recorder shall enter on the declaration of value information the director of revenue requires for the production of the sales/assessment ratio study and transmit all declarations of value to the city or county assessor in whose jurisdiction the property is located. The city or county assessor shall ~~enter on the declaration of value~~ provide the information the director of revenue requires for the production of the sales/assessment ratio study and transmit ~~one copy of each declaration of value to the director of revenue,~~ at times as directed by the director of revenue. The assessor shall retain ~~one copy of each declaration of value~~ the sales information for three years from December 31 of the year in which the transfer of realty for which the declaration was filed took place. The director of revenue shall, upon receipt of the information required to be filed under this chapter by the city or county assessor, send to the office of the secretary of state that part of the declaration of value which identifies a corporation, limited partnership, trust, alien, or nonresident alien as a purchaser of agricultural land as defined in section 9H.1.

- **Certificates.** We installed new certificates recently. We are not aware of any issues, and for some it was a non-event. Some needed to implement the updated keystore file. Nevertheless, you can't always predict what will happen when changes are made.
- **TLS.** We are beginning to have a discussion about removing TLS 1.1 from our allowed protocol list (TLS 1.2 and TLS 1.3 will be allowed) We want you to be aware of this.
- **REST.** Our progress toward the release of a new "REST" API into production for the ILR E-Submission service was slowed in recent months as our focus was on the release of a new Recorder's interface for the ILR E-Submission service. The new Recorder's E-Submission interface is now in production in 21 counties, and it is our intention to migrate the remainder of the counties by the end of this quarter. We intend to move our focus back to the "REST" API in our next sprints.
- **DOV.** At the last meeting we reported that there was a project plan being developed to transmit all Declaration of Value documents (PDF) and the associated index data for the conveyance document to Iowa Land Records. This includes both paper-filed and electronically filed documents. This would be a joint project with the Iowa Department of Revenue. Since the last call, a working group has been formed, and in recent meetings some preliminary decisions have been made that would change a few things when compared with our update back in October, 2019.
 - DOV documents would be "recorded" and it will be necessary to archive them locally (as is done with Groundwater Hazard statements). As it stands today, some Department of Revenue/ILR requirements relating to recording will be as follows:
 - The Declaration of Value Document Type will need to be enabled in each local land records indexing/management system
 - The Declaration of Value Document Type will be included in the portal application and added in the same structure as it is for the E-Submission service.
 - Local land records indexing/management systems must be set up to map the DOV document types to the specified ILR/PRIA document type.
 - When indexed, the indexing information for the DOV (party names, location information, etc.) must be the same for the DOV as it is for the companion conveyance document (except for the document type itself)
 - The index information/annotation information must contain a bilateral associated reference between the conveyance document and the DOV. [This should be true for all documents in a conveyance package including groundwater hazard documents, but this specific requirement relates to the conveyance document and the DOV.]
 - Each DOV document must be assigned a unique reference number or book/page, and an ILR unique document number. The same reference number cannot be used, even if a document is recorded in a different year. The reference number MAY be distinguished by a prefix or suffix such as D or DOV.
 - After recording, the DOV documents would be transferred to ILR for processing.
 - At this time it is unclear whether completed DOV documents (with Assessor's and DOR information) would be presented to the counties for local archiving.
- **Other Support Topics**

DOV Process - Electronic Recording



Recorder Fees and Budgets Project

Background. There are a number of topics currently circulating with respect to county fees and budgets. These topics include:

- National groups such as the American Land Title Association and the Property Records Industry Association are promoting the concept “flat” recording fees. A frequently used euphemism is “predictable” recording fees.
- Recent policy actions concerning recording fees for Groundwater Hazard statements indicated that some policy makers perceive current recording fees and income to be sufficient if not excessive
- There is a need to ensure a long-term and sustainable source of revenue to support the Iowa Land Records system, but there is some stakeholder resistance for various reasons. For example, the Iowa Land Title Association is fundamentally opposed to a core Iowa Land Records legislative mandate to make records accessible over the Internet. Some stakeholders strongly support this legislative mandate, and they want it for “free” – which will not be sustainable over time.

There may be a lack of awareness of some fundamental realities. These realities include the following:

- The \$5.00 per page Recording Fee was established July 1, 1984 – 35 YEARS AGO! In today’s dollars the per page fee would be about \$12.00. Source: usinflationcalculator.com
- For many counties, the cost of delivering recording services may exceed the revenue from recording fees. For example, for fiscal year 2019 in Clayton County, the base recording fees collected was \$79,702.00 including the county portion of the real estate transfer tax. The estimated annual cost of providing recording functions was \$232,460.00. This represents a deficit of \$152,758.00.

Objective. Research and document the actual annual local recording revenue and the actual annual cost for providing recording services in each county for fiscal year 2019. Determine the net income (loss) for each county and determine how best to communicate this information to policy makers and stakeholder groups. This information could also be used as the basis for developing policy recommendations on the various topics such as “What should recording fees be in order to cover actual costs for delivering the service?” or “If Iowa were to implement a flat fee structure, what should the structure and fee level(s) be?”. Average Recording Cost – Set Fee Amount To Cover Actual Costs.

Process and Method. It is proposed that a working group be established to coordinate and conduct this research. One or more Recorder representatives from each group would be invited to participate and to serve as “captains” in their respective districts to assist counties with the process and a standard method for defining and organizing the data.

Revenue Calculation. The working group would assist with the definition of revenue to be included in research, such as recording fees or revenue derived from a county’s share of real estate transfer tax revenue.

Cost Calculation. The working group would assist with the definition of recording related expenses such as software license fees (LRMS), staff costs (based on time dedicated to recording functions), equipment costs, and a proportionate share of general office expenses.

Recorder Fees and Budgets Project

Data Collection Methods. Once the working group determines what should be included in revenues and expenses, they would then help establish a common or recommended method for assembling the information and providing it to the team captains and the working group.

ESS staff will assist with these efforts and assemble information into a statewide report to the ICRA Executive Board and the ESS Coordinating Committee.

Meetings and Timetable. A tentative plan would be to establish the working group by February 21, and to convene a planning (web conference/face-to-face) by March 6. If the working group was able to agree on the definitions and methodology, then the project would be presented at the ICRA affiliate meeting in conjunction with the ISAC conference March 12-13. This presentation could possibly include training on how to collect the data.

It is anticipated that data collection would occur through the end of April, and that a report would be prepared by the end of May. The working group would convene via web conference as needed to report on progress and/or to resolving any issues blocking progress.

Auditor Transfer Fee. As a possible supplemental topic, information about the Auditor Transfer Fee could be assembled. While not directly in the Recorder's domain, The Auditor's fee does have an impact on any "flat" or "predictable" fee scenario. It would be useful to gather information about how much is collected or how the resource is used.



Recording Fees in Iowa

How Do Iowa Recording Fees Compare?

Recording Fees are charged by Iowa counties, and the resources from those fees are used to pay for the cost of providing the recording service as well as other related services including maintaining the public archive of recording documents and providing various means to access information in the public record. In some cases, the revenue from recording services may be used to support other services provided by a County Recorder or the county generally.

In Iowa the recording fee is based on the number of pages. Currently the recording fee in Iowa is \$7.00 for the first page and \$5.00 for each page thereafter. In certain cases, such as real estate documents which convey property from one party to another, there may be supplemental fees including the state real estate transfer tax (Iowa Code section 428A.1) or a County Auditor transfer fee (Iowa Code section 331.507(2a)).

For the purposes of comparison with recording fees charged in other states, it is easiest to focus on the base recording fee. It is also helpful to make some assumptions, such as the average number of pages in recorded documents. In recent history, the average number of pages in recorded documents in Iowa is four.

Iowa Fees Lowest Among Contiguous States

Each state has a different method for determining the base recording fee. Some states like Wisconsin, Minnesota and South Dakota have a “flat” fee structure which is not solely based on the number of pages. Wisconsin and Minnesota have established their base recording fees as \$30.00 and \$46.00 per document. South Dakota has a flat fee of \$30.00 per document respectively, but additional fees apply if a document has more than 50 pages. Illinois has a flat fee structure, but the fee varies by county.

For this comparison, Rock Island County, located across the river from Scott County, was used for the comparison. Nebraska and Missouri base their recording fees on the number of pages in a document. For the typical document with four or fewer pages – Iowa recording fees are lower. This is true even if the additional E-Submission service fee of \$3.00 per document is included.

Iowa recording fees also compare favorably with other states in the central United States region. Among sixteen states in the region ranging from Colorado to Oklahoma, Tennessee and Michigan, only Kentucky and North Dakota have a lower base recording fee for a four-page document. Iowa has the lowest fee for one-page documents.

Thanks to Black Knight Inc. and Ernst Publishing for providing access to the data necessary to do this research.



Base Recording Fees By State

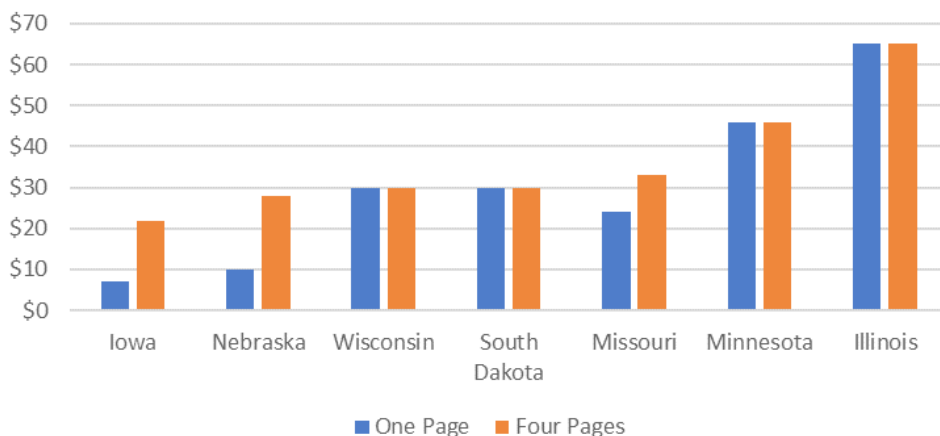


Did You Know?

The base Recording Fee of \$5.00 per page was established July 1, 1984.

This was 35 YEARS AGO! In today's dollars the per page fee would be about \$12.00.

Recording Fees
Contiguous States



See Chapter 1124, Laws of the Seventieth General Assembly, 1984 Session (House File 2187). <https://www.legis.iowa.gov/docs/publications/iactc/70.2/CH1124.pdf>

GROUNDWATER HAZARD STATEMENT CONCEPT

- New Method For Declaring “Nothing To Report”
- Insert “Exemption” Phrase
- No Companion GWH Document If the Submitter Declares Nothing To Report

GROUNDWATER HAZARD STATEMENT CONCEPT

EXAMPLE OF CURRENT TAX-DOV EXEMPTION STATEMENT

TRUSTEE SPECIAL WARRANTY DEED

For the consideration of One (\$1.00) Dollar and other valuable consideration, **Michael E. Hansen, Successor Trustee of The Hansen Family Trust dated April 22, 2004**, does hereby convey to **Michael E. Hansen**, the following described real estate in Dallas County, Iowa:

Undivided one-half interest in the West Half of the Southwest Quarter (W1/2 SW1/4) and the West 16 acres of the East Half of the Southwest Quarter (E1/2 SW1/4) of Section nine (9) and the Northeast Quarter of the Northwest Quarter (NE1/4 NW1/4) of Section Sixteen (16), Township Eighty (80) North, Range Twenty-seven (27) West of the 5th P.M.

This deed is exempt according to Iowa Code 428A.2(21).

The grantor hereby covenants with grantees, and successors in interest, that grantor holds the real estate by title in fee simple; that grantor has good and lawful authority to sell and convey the real estate; that the real estate is free and clear of all liens and encumbrances, except as may be above stated; and grantor covenants to warrant and defend the real estate against the lawful claims of all persons, except as may be above stated.

The grantor further warrants to the grantees all of the following: That the trust pursuant to which the transfer is made is duly executed and in existence; that to the knowledge of the grantor the person creating the trust was under no disability or infirmity at the time the trust was created; that the transfer by the trustee to the grantees is effective and rightful; and that the trustee knows of no facts or legal claims which might impair the validity of the trust or the validity of the transfer.

Words and phrases herein, including the acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

Dated: December 6, 2019.

GROUNDWATER HAZARD STATEMENT CONCEPT

SAMPLE – EXAMPLE – SAMPLE – EXAMPLE - SAMPLE
EXAMPLE OF POSSIBLE GWH EXEMPTION STATEMENT

TRUSTEE SPECIAL WARRANTY DEED

For the consideration of One (\$1.00) Dollar and other valuable consideration, **Michael E. Hansen, Successor Trustee of The Hansen Family Trust dated April 22, 2004**, does hereby convey to **Michael E. Hansen**, the following described real estate in Dallas County, Iowa:

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This Deed is Exempt from the filing of a Groundwater Hazard Statement

The grantor hereby covenants with grantees, and successors in interest, that grantor holds the real estate by title in fee simple; that grantor has good and lawful authority to sell and convey the real estate; that the real estate is free and clear of all liens and encumbrances, except as may be above stated; and grantor covenants to warrant and defend the real estate against the lawful claims of all persons, except as may be above stated.

The grantor further warrants to the grantees all of the following: That the trust pursuant to which the transfer is made is duly executed and in existence; that to the knowledge of the grantor the person creating the trust was under no disability or infirmity at the time the trust was created; that the transfer by the trustee to the grantees is effective and rightful; and that the trustee knows of no facts or legal claims which might impair the validity of the trust or the validity of the transfer.

Words and phrases herein, including the acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

SAMPLE – EXAMPLE – SAMPLE – EXAMPLE - SAMPLE

CHAPTER 43
NOTARIAL ACTS

721—43.1(9B) Certificate of notarial acts. A notarial act shall be evidenced by a certificate signed and dated by a notarial officer, be executed contemporaneously with the performance of the notarial act for which the certificate applies, and not be completed until the notarial act has been performed. The certificate shall include all of the information required by Iowa Code section 9B.15(1). A certificate of a notarial act is sufficient if it meets the requirements set out in Iowa Code section 9B.15(3). A certificate of a notarial act performed under Iowa Code section 9B.14A must also meet the requirements of Iowa Code section 9B.14A(4).

721—43.2(9B) Short form certificates. Short form certificates of notarial acts may be used provided the certificates comply with the provisions of Iowa Code sections 9B.15 and 9B.16. For purposes of this rule, a “record” and an “instrument” have the same meaning and effect. A short form certificate of a notarial act performed under Iowa Code section 9B.14A must meet the requirements of Iowa Code section 9B.14A(5).

New rule

721—43.3(9B) Jurisdiction. For purposes of complying with the requirements of Iowa Code sections 9B.15 and 9B.16, the jurisdiction in which the notarial act is performed is determined by the location of the notary public in this state at the time the notarial act is performed.

721—43.4(9B) Conflict of interest. A notarial officer shall not perform a notarial act that creates a conflict of interest as prohibited in Iowa Code section 9B.4(2). For purposes of this rule, a direct financial benefit does not exist when the notarial officer is compensated on an individual loan commission basis or as provided in Iowa Code section 9B.26(2).

721—43.5(9B) Commission as notary public. An individual applying to the secretary of state for a commission as a notary public shall comply with the requirements and qualifications of Iowa Code section 9B.21.

43.5(1) Application. The applicant shall complete and file with the secretary of state an Application for Appointment as Notary Public. An individual who wishes to perform notarial acts for remotely located individuals shall also complete and file with the secretary of state an application containing information indicating that applicant meets the additional training and technological requirements of Iowa Code section 9B.14A and this chapter, as well as any additional information the secretary of state may require. The affirmation section on an Application for Appointment as Notary Public shall constitute an executed oath of office as required by Iowa Code section 9B.21(3).

43.5(2) Training.

- a. Within the six-month period immediately preceding application for appointment as a notary public, an applicant shall satisfactorily complete an initial training course approved by the secretary of state concerning the functions and duties of a notary public, and shall provide satisfactory proof to the secretary of state that applicant has completed the course.

- b. Within the six-month period immediately preceding the deadline for application for reappointment as a notary public by an applicant who currently holds a notary public commission and who has satisfactorily completed the initial training course required by subsection (a) at least one time, such applicant shall satisfactorily complete an update course approved by the secretary of state concerning the functions and duties of a notary public, and shall provide satisfactory proof to the secretary of state that applicant has completed the course.
- c. A notary public who wishes to begin performing notarial acts under Iowa Code section 9B.14A shall, within the six-month period immediately preceding the first performance of a such an act, satisfactorily complete a training course approved by the secretary of state concerning the requirements and methods for performing notarial acts for remotely located individuals, and shall provide satisfactory proof to the secretary of state that applicant has completed the course. This training is in addition to that required by subsections (a) and (b).
- d. An applicant for reappointment as a notary public who currently holds a notary public commission, who wishes to continue performing notarial acts under Iowa Code section 9B.14A, and who has satisfactorily completed the initial training course required by subsection (c) at least one time prior to the twelve-month period immediately preceding application for reappointment shall, within the six-month period immediately preceding the deadline for application for reappointment, satisfactorily complete an update course approved by the secretary of state concerning the requirements and methods for performing notarial acts for remotely located individuals, and shall provide satisfactory proof to the secretary of state that applicant has completed the course.
- e. If the secretary of state has approved an update course as satisfying the requirements of both subsections (b) and (d), an applicant for reappointment as a notary public who completes the course and meets the remaining requirements of subsections (b) and (d) satisfies the requirements of both subsections.

721—43.6(9B) Performance of notarial act on electronic record. A notarized document is deemed to be in compliance with the requirements for a notarial act on an electronic record under Iowa Code chapter 9B when either:

43.6(1) The notary public attaches an electronic notarial certificate that meets the requirements set out in Iowa Code section 9B.15(3); or

43.6(2) The document is submitted and accepted on the electronic document management system (EDMS) administered by the Iowa judicial branch.

This rule is intended to implement Iowa Code section 9B.27.

New rule

721-43.7(9B) Protection of recording and personally identifiable information. A notary public shall protect from unauthorized access the recording of a notarial act pursuant to Iowa

Code section 9B.14A(3)(c) and any “personally identifiable information” as defined in Iowa Code section 9B.14C(1) disclosed during the performance of an electronic notarial act using audio-visual communications, except as permitted pursuant to Iowa Code sections 9B.14C(2) and (3).

721—43.8(9B) Notary Public Sanctions. The secretary of state may impose any of the sanctions set out in Iowa Code section 9B.23 including issuing a letter of reprimand as a condition on a commission as a notary public.

43.8(1) *Complaint.* A person alleging misconduct by a notary public shall complete and file a Statement of Complaint with the secretary of state. The secretary of state may also initiate investigations without the filing of a complaint if information is provided to the secretary of state that a notary public has allegedly engaged in conduct prohibited in Iowa Code section 9B.23. A copy of the complaint or a notice of investigation shall be sent to the notary public.

43.8(2) *Investigation.* The secretary of state shall conduct an investigation to determine if the conduct alleged occurred and if sanctions should be imposed. Upon completion of an investigation, the secretary of state shall dismiss the matter, issue a letter of reprimand as a condition on commission, or set the matter for hearing as a contested case proceeding. A dismissal or issuance of a letter of reprimand as a condition on commission is deemed final agency action for purposes of judicial review under Iowa Code section 17A.19.

43.8(3) *Hearing.* If a hearing is set, it shall be conducted as a contested case proceeding in accordance with Iowa Code chapter 17A and administrative rules in 721—Chapter 3. A final decision by the secretary of state is subject to judicial review as provided in Iowa Code section 17A.19.

New rule

721—43.9(9B) Standards for communication technologies and identity proofing for notarial acts performed for remotely located individuals.

43.9(1) A notary public may not perform a notarial act for a remotely located individual unless the technologies identified by the notary public pursuant to Iowa Code section 9B.14A(7) satisfy all of the following:

- a. Have been approved by the secretary of state in accordance with this chapter.
- b. Provide continuous, synchronous audio-visual feeds.
- c. Provide sufficient video resolution and audio clarity to enable the notary public and remotely located individual to see and speak with each other simultaneously through live, real-time transmission.
- d. Provide sufficient captured image resolution for identity proofing performed in accordance with Iowa Code section 9B.14A(3).
- e. Provide a means of authentication that reasonably ensures only authorized parties have access to the audio-visual record of the performed notarial act.

- f. Provide for the recording of the electronic notarial act in compliance with this chapter and Iowa Code section 9B.14A in sufficient quality to ensure the verification of the electronic notarial act.
- g. Ensure that any change to or tampering with an electronic record before or after the electronic notarial seal has been affixed and the electronic notarial act has been completed is evident.
- h. Provide confirmation that the electronic record presented is the same electronic record notarized.
- i. Provide a means of electronically affixing the notary's official stamp to the notarized document.
- j. Provide an electronic notary journal that complies with the provisions of this chapter to document the electronic notarial acts.
- k. Provide [reasonable] [(PCI) (CIS Controls) (FISMA) (ISO/IEC 27001) -compliant] security measures to prevent unauthorized access to:
 - (1) The live transmission of the audio-visual communication.
 - (2) A recording of the audio-visual communication.
 - (3) The verification methods and credentials used in the identity proofing procedure.
 - (4) The electronic records presented for online notarization.
 - (5) Any personally-identifying information used in the identity proofing or credential analysis.

43.9(2) Identity proofing and credential analysis must be performed by a reputable third-party credential service provider whose methods and standards comply with the most recent edition of the National Institute of Standards and Technology's Digital Identity Guidelines, and that has provided evidence to the notary public of the ability to satisfy the requirements of this chapter:

- (a) Identity proofing is performed through dynamic knowledge-based authentication which meets the following requirements:
 - (1) principal must answer a quiz consisting of a minimum of five questions related to the principal's personal history or identity, formulated from public and proprietary data sources;
 - (2) each question must have a minimum of five possible answer choices;
 - (3) at least 80% of the questions must be answered correctly;
 - (4) all questions must be answered within two minutes;
 - (5) if the principal fails the first attempt, they may retake the quiz one time within 24

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hours;

(6) during the retake, a minimum of 60% of the prior questions must be replaced; and

(7) if the principal fails the second attempt, they are not permitted to retry with the same notary public for 24 hours.

(b) Credential analysis is performed utilizing public and proprietary data sources to verify the credential presented by the principal.

(c) Credential analysis shall, at a minimum:

(1) use automated software processes to aid the notary public in verifying the identity of a principal or any credible witness;

(2) ensure that the credential passes an authenticity test, consistent with the most recent edition of the National Institute of Standards and Technology's Digital Identity Guidelines that:

(A) Uses appropriate technologies to confirm the integrity of visual, physical or cryptographic security features;

(B) Uses appropriate technologies to confirm that the credential is not fraudulent or inappropriately modified;

(C) Uses information held or published by the issuing source or authoritative source(s), as available, to confirm the validity of personal details and credential details; and

(D) Provides output of the authenticity test to the notary public.

(3) Enable the notary public to visually compare the following for consistency: the information and photo presented on the credential itself and the principal as viewed by the notary public in real time through audio-visual transmission.

(d) If the principal must exit the workflow, the principal must meet the criteria outlined in this section and must restart the identity proofing and credential analysis from the beginning.

43.9(3) Upon material change of any of the technologies identified by the notary public pursuant to Iowa Code section 9B.14A(7) which affects compliance with the requirements of Iowa Code chapter 9B or this chapter, the provider of the technology shall immediately notify the secretary of state and all Iowa notaries public using its technology of the change. Information that qualifies as trade secret under Iowa law shall be kept confidential in accordance with Iowa Code section 22.7(3). It is the responsibility of the provider to specify to the secretary of state the information it believes falls within the definition of "trade secret" under Iowa Code section 550.2(4) and other applicable law.

New rule

721—43.10(9B) Requirements for providers of communication technology.

43.10(1) A notary public authorized to perform notarial acts for remotely located individuals may not use a provider of communication technology for the audio-visual recording of electronic notarial acts subject to the provisions of this chapter and Iowa Code sections 9B.14A and 9B.14B unless the provider:

- a. Has registered with and been approved by the secretary of state in accordance with this chapter;
- b. Allows the remote notary public sole control of the recording of the electronic notarial act using audio-visual communication, subject to the authorized access granted by the notary; and
- c. Provides access to the recording of the electronic notarial act using audio-visual communication pursuant to this chapter.

43.10(2) Backup strategy requirement – release of records to secretary of state.

- a. The secretary of state may not approve a provider of communication technology as defined in Iowa Code section 9B.14A(1)(a) unless the provider uses a backup strategy that is acceptable to the secretary of state for use as a record keeper for any record that is related to a remote notarial act.
- b. If the provider of communication technology and the owner of the backup strategy described in subsection (a) are the same entity, in the event that the provider ceases business operations, provider shall notify the secretary of state in advance of such cessation of business operations, and, at the secretary's request, shall release to the secretary of state any record described in subsection (a).
- c. If the provider of communication technology and the owner of the backup strategy of the backup strategy described in subsection (a) are separate entities, provider shall sign an agreement with the owner of the backup strategy that, in the event that the provider or the owner ceases business operations, the entity ceasing business operations shall notify the other entity and the secretary of state in advance of such cessation of business operations, and, at the secretary's request, the owner of the backup strategy shall release to the secretary of state any record described in subsection (a).

43.10(3) Protection of recording and personally identifiable information. A provider of communication technology shall protect from unauthorized access the recording of a notarial act pursuant to Iowa Code section 9B.14A(3)(c) and any "personally identifiable information" as defined in Iowa Code section 9B.14C(1) disclosed during the performance of an electronic notarial act using audio-visual communications.

New rule

721—43.11(9B) Registration of provider of communication technology and approval of communication technology.

43.11(1) *Registration.* A provider of communication technology that wishes to apply for approval by the secretary of state for use of its technology by Iowa notaries public to perform notarial acts under Iowa Code section 9B.14A shall submit a registration electronically to the secretary of state which shall include:

- a. Legal name of the provider of communication technology;
- b. How the business is organized;
- c. Mailing address of provider of communication technology;
- d. Physical address of provider of communication technology;
- e. Name and title of contact person at provider of communication technology;
- f. Phone number of contact person named in (e);
- g. Name of communication technology provided;
- h. Description of the technology used to ensure compliance with the provisions of Iowa Code chapter 9B and this chapter;
- i. Name of the provider or providers of the knowledge-based authentication, credential analysis, and digital certificate services;
- j. Plan for the retention and storage of data including, but not limited to, records, journals, and recordings in the event the provider of communication technology no longer provides the technology for use by Iowa notaries public for any reason; and
- k. Declaration that the communication technology complies with all Iowa laws.

Information provided to the secretary of state in compliance with subsection (h) of this section that qualifies as trade secret under Iowa law shall be kept confidential in accordance with Iowa Code section 22.7(3). It is the responsibility of the provider to specify to the secretary of state the information it believes falls within the definition of “trade secret” under Iowa Code section 550.2(4).

43.11(2) *Approval prior to use.* If, after submission of the application required by subsection (1), the secretary of state determines that the provider of communication technology and the technology provided satisfy all of the requirements of the Iowa Code and the Iowa Administrative Code, the secretary of state shall approve the use of the technology.

43.11(3) *Denial of approval.* If the secretary of state determines that the provider of communication technology or the technology provided do not satisfy all of the requirements of the Iowa Code and the Iowa Administrative Code, the secretary of state shall deny the use of the technology, and shall notify the provider of such denial, specifying the reasons for the denial.

43.11(4) *Application for reconsideration.* Following notification of denial of use of technology, a provider of communication technology may correct the specified deficiencies and apply for reconsideration. If the provider of communication technology and the technology provided then satisfy all of the requirements of the Iowa Code and the Iowa Administrative Code, the secretary of state shall approve the use of the technology.

43.11(5) *Grounds for rescinding approval.* Approval may be rescinded if it is found that:

- a. The technology no longer permits notaries public to meet the requirements of Iowa Code chapter 9B or this chapter;
- b. The technology no longer complies with the requirements of Iowa law;
- c. Material changes have been made to the technology and provider has not provided notification as required by section 43.9(3);
- d. Provider ceases to provide the technology which has been approved for use;
- e. Provider has failed to protect from unauthorized access any information it is required to protect under the Iowa Code or this chapter; or
- f. Any other grounds that may materially affect the ability of notaries public to meet the requirements of Iowa law.

43.11(6) Procedure for rescinding approval. The secretary may rescind approval on any ground listed above.

- a. Complaint. A person alleging violation of a ground listed above by a provider of communication technology or of the technology itself, and who is a remote notary in or was a principal in a remote notarization interaction, regardless of whether such interaction resulted in completion of a remote notarial act, shall complete and file a Statement of Complaint with the secretary of state. The secretary of state may also initiate investigations without the filing of a complaint.
- b. Investigation. The secretary of state shall investigate each complaint to determine if the alleged violation occurred or is occurring, and if such violation warrants rescission of approval of the use of the communication technology. Upon determination that the alleged violation occurred or is occurring, the secretary of state shall:
 - (1) dismiss the matter;
 - (2) rescind approval, whereupon the secretary shall notify all Iowa notaries public using the technology that it is no longer approved for use and shall notify the provider of rescission of approval, specifying the reasons for the rescission; or
 - (3) communicate grounds for possible rescission of approval to the provider, whereupon provider shall have thirty (30) days in which to correct the specified deficiencies and submit proof of such corrections to the secretary for review. If the secretary determines the deficiencies have been corrected, the secretary may dismiss the matter; if the secretary determines that deficiencies still exist, the secretary may either renew the communication and correction process as provided in this subsection or finally rescind approval of use of the technology. If the secretary rescinds approval of the use of the technology, the secretary shall notify all Iowa notaries public using the technology that it is no longer approved for use and shall notify the provider of rescission of approval, specifying the reasons for the rescission.

Commented [CD2]: Modify existing Statement of Complaint to cover a complaint against either a notary or technology, or keep current SoC and create a new form to cover technology?

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TERRY COADY
SNYDER ASSOCIATES

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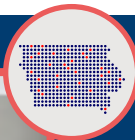
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Best Practices



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Terms of Use

A registered organization or user acting as a surveyor company or surveyor shall ensure that any survey or plat has been reviewed and approved by any city or county jurisdiction, when such review and approval is required, prior to submitting the survey or plat through the Iowa Land Records E-Submission service.

Recorders Record Documents

As a general rule, recorders do not make legal judgements about the content of documents submitted for recording. It is the responsibility of the parties of a document to assure authenticity – or if they can't, a court must decide. The recorder's latitude in accepting or rejecting a document is primarily related to document formatting (in relation to their duty to archive the documents) and to the fees paid for the recording.

Index Legend

ALIQUOT PART OF U.S.P.L.S. OR PART OF OFFICIAL PLAT:
Part of SE¼ NW¼ and Part of SW¼ NW¼ in Sec. 15-83-8W of 5th P.M. Cedar Rapids, Linn County, Iowa
LAND SURVEYOR, INCLUDING FIRM OR ORGANIZATION:
H. Frank Bellon, Jr., P.L.S. Midwest Development Co. 411 First Avenue SE, Suite 410 Cedar Rapids, Iowa 52401-1368 Phone: (319) 363-3444
SURVEY REQUESTED BY:
Skogman Construction Company of Iowa 411 First Avenue SE, Suite 410 Cedar Rapids, Iowa 52401-1368 Phone: (319) 363-8285
PROPRIETOR OR OWNER:
Justin Scott 100 Court Avenue, Suite 203 Des Moines, Iowa 50309
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Land Surveyor

Plats, maps, exhibits and other drawings certified by a land surveyor presented for recording shall contain an Index Legend as required in Sections 355.6A, subsection 4(c) and 331.606B of the Iowa Code.

The Index Legend shall include the legal description to be indexed by the county recorder, and the names of any applicable parties to the document including a requestor, proprietor, or owner when applicable. The legal description shall be parsed by section, township, range, and quarter sections (unplatted land), or by lot, block, subdivision and town/city (platted land) to the extent possible. The name of the surveyor, the surveyor company including mailing address and other contact information, and any information necessary for the county recorder to return the document.

- If possible, place the index legend in the upper left portion of the page
- Provide space at the top of the page for the official recording stamp (3.75" by 2.5")
- Use a table with a title of "Index Legend"
- Sans Serif Font - 10 or 11 points
- Be legible and concise
- Locations (include "-" for ranges or "&" for adjacent parcels)
- Don't forget surveyor information

Submitter Document Formatting Requirements

Plats, maps, exhibits and other drawings certified by a land surveyor presented for recording shall contain an Index Legend as required in Sections 355.6A, subsection 4(c) and 331.606B of the Iowa Code. U.S. Public Land Survey Corner Certificates are exempt from this requirement.

- A survey or plat document may be submitted with dimensions of up to 24.0" by 36.0"
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- File size should be approximately 100 kb
- Legibility still matters - give attention to line drawings
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County Requirements

- Counties are required to have the ability to scan up to 11" by 17" and archive up to 24" by 36"
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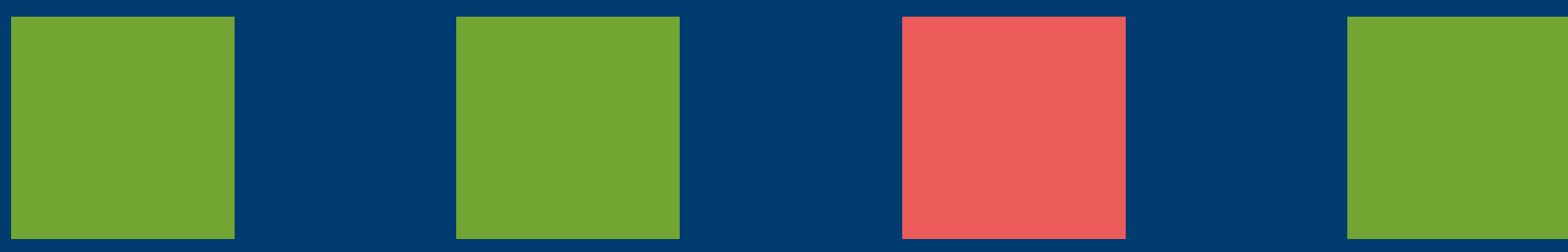
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Our Mission

New Branding, New Resources Same Quality Customer Service

Iowa Land Records is excited to announce that we're launching a new set of landing pages featuring updated, modern branding.

Please note that if you previously used www.iowalandrecords.org to access our portal website you will be redirected to our new landing pages as of **February 1**. You can continue to easily access the Iowa Land Records portal using the "search" link in the upper right-hand corner of the new home page or by bookmarking www.iowalandrecords.org/portal.

The new branding and landing pages will enhance the Iowa Land Records experience, but customers can still expect the same quality customer service we have provided for over a decade!

Check out the information below to learn more about what features will be available on the new website.

Resources



Do you submit documents to Iowa county recorders? Submitting land records electronically can save valuable time. Our step-by-step videos, guides and tips can help you determine if e-submission could help you simplify your recording process.

News



Stay informed about the latest news affecting Iowa Land Records customers and stakeholders by visiting our blog.

Reporting



As a subdivision of the State of Iowa, governed by the Iowa County Recorders Association, it's our duty to openly share our reports and policies. Find financial reports, governance documents, meeting audio and more on the new site.

Events



Find and register for training webinars, seminars and other Iowa Land Records events open to customers.

NEW BRAND & NEW RESOURCES

Same Quality Customer Service

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Iowa Land Records is excited to announce that we have launched new branding and a new set of landing pages for our website!

The new branding and landing pages will enhance the Iowa Land Records experience, but customers can still expect the same quality customer service that we have provided for over a decade! Resources, reporting, news and events are just a few of the many components of the new website that will provide customers with convenient access to all things Iowa Land Records!



If you previously used www.iowalandrecords.org to access our portal website, you are now being redirected to our new landing pages.

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You can continue to easily access the Iowa Land Records portal by using the "search" link in the upper right-hand corner or by clicking "Search Records" on the main menu.

Want to bypass the home page completely? Easy!

Bookmark www.iowalandrecords.org/portal in order to go directly to the application every time.

Resources



Resources

News



News

Reporting



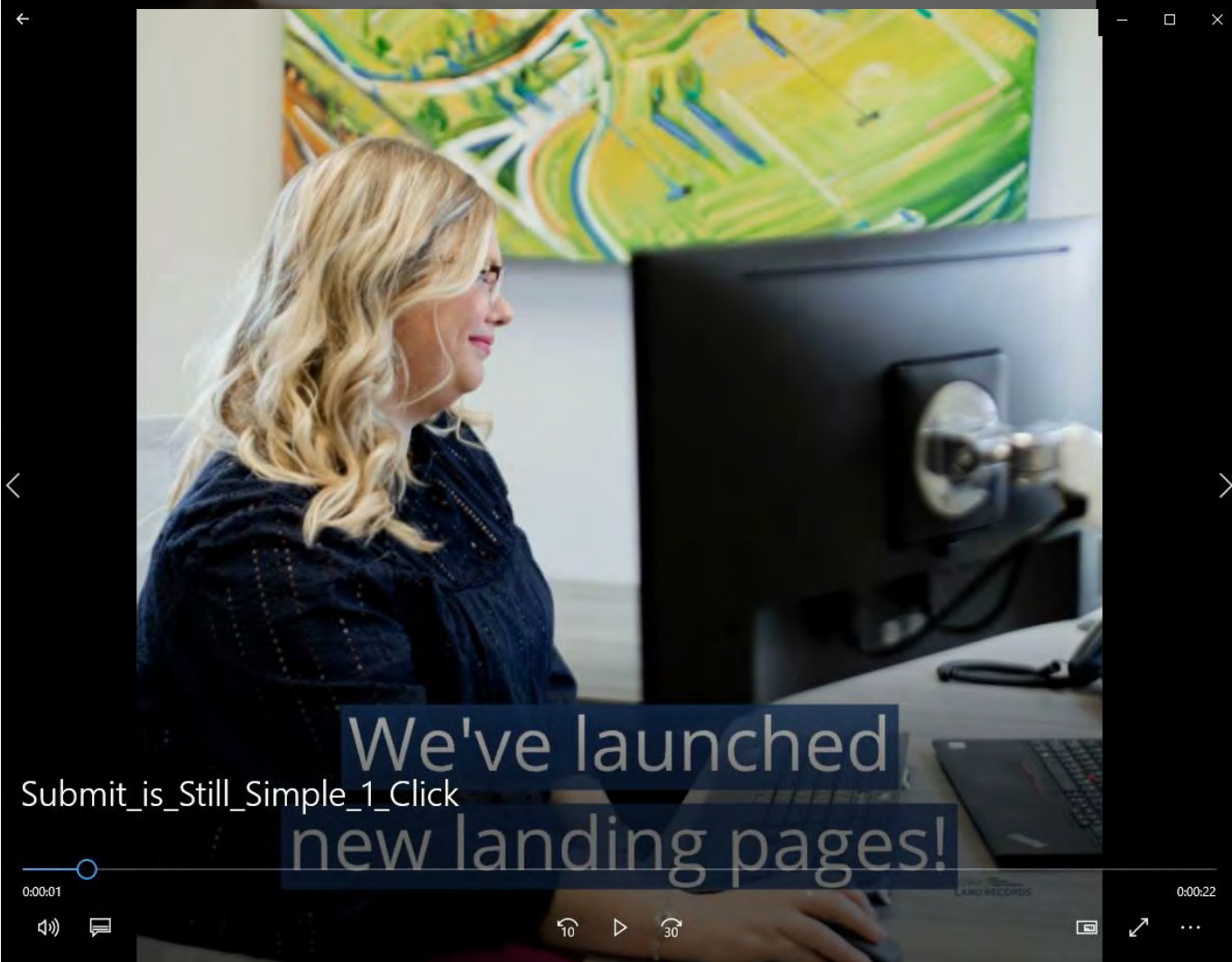
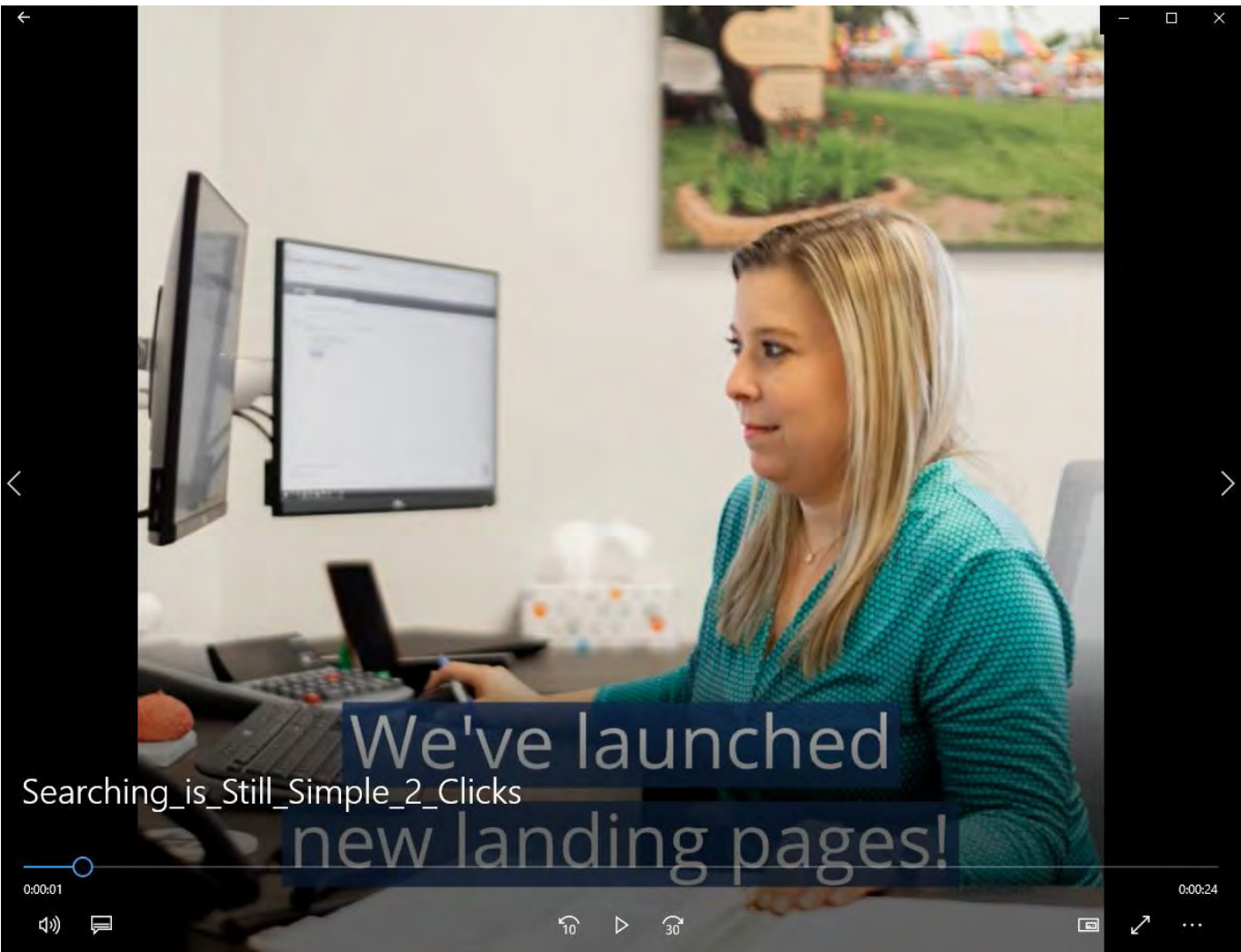
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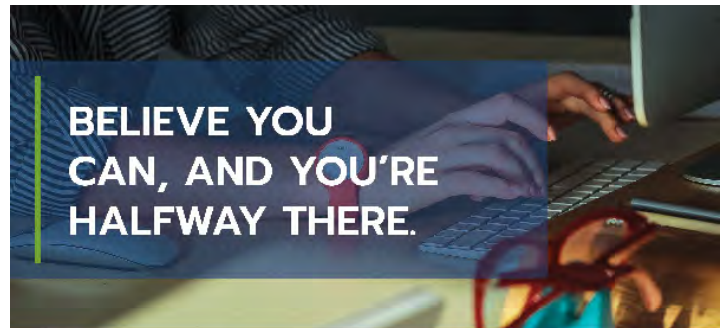
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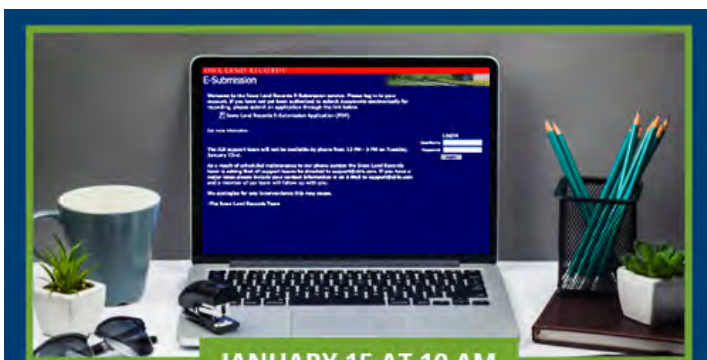
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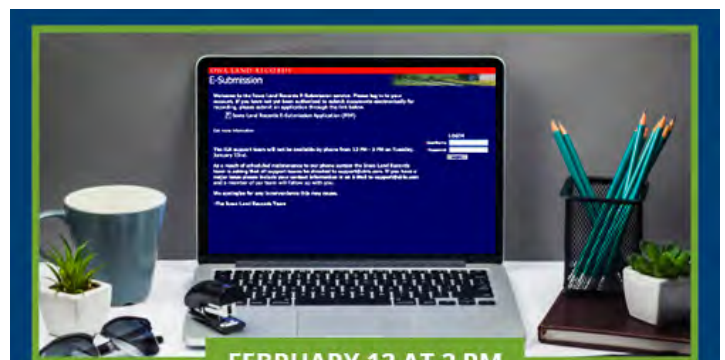
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LINDSAY LAUFERSWEILER

District I Representative,
Webster County Recorder

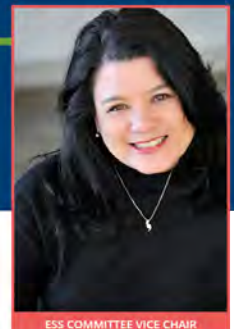


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JULIE HAGGERTY

Large County Representative,
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January 31, 2020

For Immediate Release

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PRIA Publishes *Best Practices: Decreasing Document Rejections*

RALEIGH, N.C. – PRIA (Property Records Industry Association) has approved and published a paper on [Best Practices: Decreasing Document Rejections](#). The best practices identified in this paper provide a basis for developing training and education efforts for both recorders and submitters. Rejection reasons were identified in seven general categories from which ideas for best practices evolved.

This paper includes the following main sections:

1. An overview of document rejection issues from the perspectives of recorders and document preparers or submitters;
2. A detailed description of best practices for recorders, document preparers and document submitters; and
3. A set of definitions for all forms and causes of document rejections.

Larry Burtness, customer operations manager, Figure Technologies, president of PRIA, explains, “This project solicited input from all participants in the document preparation, submission and recording processes. The paper is an example of PRIA’s long history of advocating for collaboration and process improvement for the benefit of all participants in the real property industry.”

Phil Dunshee, Iowa County Records Association, government co-chair for this project states, “Reducing document rejections can best be achieved through a collaboration among recorders and document submitters. This paper identifies best practices for both groups with respect to document

preparation and review, and better communication that can result in a significant improvement in recording processes.”

According to the project’s business co-chair, **Brian Ernissee**, Nationwide Title Clearing Inc., “This PRIA best practices paper on document rejections should help to unify a practice that has wide variances across all recording jurisdictions in the US. Through thoughtful planning, preparation and collaboration the work group has produced a set of practices that, if followed, could help revolutionize the way document rejections are processed between all stakeholders while helping to increase efficiency in our industry.”

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PRIA develops and promotes national standards and best practices for the property recording industry by identifying appropriate opportunities for collaboration among industry stakeholders; developing recommendations for standards and best practices; encouraging and supporting the adoption of such standards and practices; providing a clearinghouse for property-records-related information; and educating members, stakeholders and the public about the property records industry.

For more information on PRIA, visit www.pria.us.

Current Bylaws	Proposed Changes	Intention of Proposed Revision
<p>ARTICLE II - PURPOSE AND OBJECTIVES</p> <p>The Corporation is formed for bringing together the major participants in the property records industry, including government officials, associations and business concerns, to:</p> <ol style="list-style-type: none"> I. Identify opportunities for the industry to work together to improve the trustworthiness and effectiveness of the property ownership principles and financing methods that are the foundation of market capitalism in the United States and abroad; II. Acknowledge diversity of viewpoints on industry issues so as to identify areas of consensus within the industry leading to recommendations in support of best standards and practices; III. Encourage adoption of such model standards and practices; IV. Provide a clearinghouse for information about property-records-related principles, practices, systems, protocols and legislation; and V. Educate industry participants, legislators, law enforcement agencies and the public about the organization, role and function of the property records industry. 	<p>ARTICLE II - PURPOSE AND OBJECTIVES</p> <p>The Corporation is formed for bringing together the major participants in the property records industry, including government officials, associations and business concerns, to:</p> <ol style="list-style-type: none"> I. Identify opportunities for the industry to work together to improve the trustworthiness and effectiveness of the property ownership principles and financing methods that are the foundation of market capitalism in the United States and abroad; II. Acknowledge diversity of viewpoints on industry issues so as to identify areas of consensus within the industry leading to recommendations in support of best standards and practices; III. Encourage adoption of such model standards and practices; IV. Provide a clearinghouse for information about<u>related to</u> property-records-related <u>records'</u> principles, practices, systems, protocols and legislation; and V. Educate industry participants, legislators, law enforcement agencies and the public about the organization, role and function of the property records industry. 	<p>ARTICLE II - PURPOSE AND OBJECTIVES</p> <ol style="list-style-type: none"> I. PRIA no longer focuses on financing methods. IV. Cleans up language and makes the statement more succinct. V. PRIA is not engaged with educating law enforcement agencies.
<p>Membership/Classes. There shall be two classes of members, which shall be known as Regular Members, and Associate Members.</p> <p style="padding-left: 40px;">a. Regular Members. Any individual, association, organization, or government</p>	<p>Membership/Classes. There shall be two<u>three</u> classes of members, which shall be known as Regular Members, and Associate <u>Members, and Individual</u> Members.</p> <p style="padding-left: 40px;">a. Regular MembersMember. Any</p>	<p>Membership/Classes. This section codifies the current classes of membership by adding “individual members,” primarily retired government and business individuals</p>

<p>agency may apply to be a Regular Member, if the primary purpose of the individual, association, organization, or government agency is to provide processes or services relating to the functions of recording conveyance of property, taxing of property, and recording of liens on property, as well as making this information available to the public, at the county or other level, nationwide or worldwide. If an association, organization, or government agency applies to be a Regular Member, the association, organization, or government agency shall designate one individual to act on behalf of the association, organization, or government agency for all purposes set forth in these Bylaws and, except as otherwise provided for herein or the Certificate of Incorporation, with respect to rights and privileges afforded to members under Delaware General Corporation Law. Regular Members shall be further classified as being Government Sector Members or Business Sector Members.</p>	<p>individual, association, for-profit or non-profit organization, or government agency may apply to be a Regular Member, if the primary purpose of the individual, association, organization, or government agency applicant is to provide processes or services relating to the functions of recording conveyance of property, taxing of property, and recording of liens on property, as well as making this information available to the public, at the county or other jurisdiction level, nationwide or worldwide. If an association, a for-profit or non-profit organization, or government agency applies to be a Regular Member, the association, organization, or government agency applicant shall designate one individual to act on behalf of the association, organization, or government agency applicant for all purposes set forth in these Bylaws and, except as otherwise provided for herein in <u>these Bylaws</u> or the Certificate of Incorporation, with respect to rights and privileges afforded to members under Delaware General Corporation Law. Regular Members shall be further classified as being Government Sector Members or Business Sector Members. <u>An individual shall not be a Regular Member.</u></p>	<p>who join PRIA.</p> <p>a. Removes reference to “individual” from the Regular Member category and moves to its own category.</p> <p>Changes reference from county to recording jurisdiction, which more accurately describes the government members in this category.</p> <p>Cleans up redundancies in language. Eliminates overly formal wording like “herein.”</p> <p>b. Defines an “associate” member in clear, straightforward language.</p>
<p>b. Associate Members. An assistant to a Regular Member may apply to become an Associate Member. In addition, any individual, association, organization, or government agency, whose primary purpose is not substantially involved directly in the</p>	<p><u>b. Associate Member. A Regular Member may designate additional Associate Members from its organization.</u></p> <p>c. — b. Associate Members. An assistant to a Regular Member may apply to become an Associate Member. In addition,</p>	

<p>processes or services as defined under Regular Members, but who is indirectly related to such activities of any Regular Member, may apply for Associate membership. If an association, organization, or government agency applies to be an Associate Member, the association, organization, or government agency shall designate one individual to act on behalf of the association, organization, or government agency for all purposes set forth in these Bylaws and, except as otherwise provided for herein or the Certificate of Incorporation, with respect to rights and privileges afforded to members under Delaware General Corporation Law.</p>	<p>any individual, association, organization, or government agency, whose primary purpose is not substantially involved directly in the processes or services as defined under Regular Members, but who is indirectly related to such activities of any Regular Member, may apply for Associate membership. If an association, organization, or government agency applies to be an Associate Member, the association, organization, or government agency shall designate one individual to act on behalf of the association, organization, or government agency for all purposes set forth in these Bylaws and, except as otherwise provided for herein or the Certificate of Incorporation, with respect to rights and privileges afforded to members under Delaware General Corporation Law.</p>	
<p>2. Registered Observers. An individual or representative of an association, organization, or government agency that is neither a Regular nor Associate Member, and who registers for a meeting or other event organized by or on behalf of the Corporation or any of its committees or other groups is a Registered Observer for all purposes set forth in these Bylaws.</p>	<p>2. Registered Observers. An individual or representative of an association, organization, or government agency that is neither a Regular nor Associate Member, and who registers for a meeting or other event organized by or on behalf of the Corporation or any of its committees or other groups is a Registered Observer for all purposes set forth in these Bylaws.</p> <p><u>3 Individual Member. An individual may include a retired Regular or Associate Member, a member in transition, a student or any other individual that the Board deems appropriate. An individual who currently is associated with a non-profit or for-profit</u></p>	<p>2. Registered Observers. When PRIA first formed as a taskforce (Property Records Industry Joint Taskforce) in the late 90s, and then continuing as PRIA incorporated as a 501(c)(6), non-members attending meetings were asked to sign an IPR statement as a consideration of their registration. These non-members were referred to as Registered Observers. The current practice is for non-members to agree to the IPR statement by signing the conference registration form. The IPR was more critical in the early days of PRIA when technical standards were</p>

	<u>organization or government agency shall not be eligible for Individual Member category.</u>	being developed. 3. The Individual Member category is created to address several circumstances: 1) Retired Members are individuals who choose to maintain an affiliation with PRIA; 2) Members who are transitioning between jobs but wish to maintain their membership status with PRIA.
Acceptance of Member. All applications for membership must be in the form provided by the Corporation and addressed to the Manager of the Corporation. Any application for membership will be reviewed by the Manager. If the application is deficient, the Manager shall notify the applicant of the deficiency. The Manager is authorized to act on any membership application deemed complete by the CSO. If the Manager determines that an application should be referred to the Board of Directors for action, the Manager shall give notice of the application's referral to all members of the Board of Directors at least five days prior to the meeting of the Board of Directors at which the application will be considered.	Acceptance of Member. All applications for membership must be in the form provided by the Corporation and addressed to the <u>Manager of the Corporation-Chief Staff Officer ("CSO")</u> . Any application for membership will be reviewed by the <u>Manager-CSO or a staff member, as designated by the CSO</u> . If the application is deficient, the <u>ManagerCSO</u> shall notify the applicant of the deficiency. The <u>ManagerCSO</u> is authorized to act on any membership application deemed complete by the <u>ManagerCSO</u> . If the <u>ManagerCSO</u> determines that an application should be referred to the Board of Directors for action, the <u>ManagerCSO</u> shall give notice of the application's referral to all members of the Board of Directors at least five days prior to the meeting of the Board of Directors at which the application will be considered.	Acceptance of Member. This section changes the nomenclature from Manager of the Corporation to Chief Staff Officer, which is the applicable title currently being used.
Rights and Privileges of Members and Registered Observers. Except as otherwise provided in these Bylaws, each class of membership shall have the rights and	Rights and Privileges of Members-and Registered Observers. Except as otherwise provided in these Bylaws, each class of membership shall have the rights and	Rights and Privileges of Members. Removes reference to Registered Observer category, which is being eliminated.

<p>other privileges as provided for in these Bylaws, the Certificate of Incorporation, and the General Corporation Law of the State of Delaware.</p> <p>a. Regular Member: The rights of Regular Members shall include the following:</p> <ul style="list-style-type: none"> • The right to hold office as an officer or member of the Board of Directors as provided for by these Bylaws; • The right to vote on any matter brought before annual and special meetings of the members; • The right to be a member of a committee or other group designated by the Board of Directors as provided for by these Bylaws; • The right to participate in professional benefits offered by the Corporation; and • Such other rights and privileges as granted by the Board of Directors. <p>b. Associate Members: Associate Members shall not have any voting rights in the Corporation. The rights of Associate Members shall include the following:</p> <ul style="list-style-type: none"> • The right to attend and participate in a conference, meeting, or other event of the Corporation organized by or on behalf of the Corporation 	<p>other privileges as provided for in these Bylaws, the Certificate of Incorporation, and the General Corporation Law of the State of Delaware.</p> <p>a. Regular Member: The rights of Regular Members shall include the following:</p> <ul style="list-style-type: none"> • The right to hold office as an officer or member of the Board of Directors as provided for by these Bylaws; • The right to vote on any matter brought before annual and special meetings of the members; • The right to be a member of a committee or other group designated by the Board of Directors as provided for by these Bylaws; • The right to participate in professional benefits offered by the Corporation; and • Such other rights and privileges as granted by the Board of Directors. <p>b. Associate <u>Members and Individual Members</u>: Associate Members <u>and Individual Members</u> shall not have any voting rights in the Corporation. The rights of <u>both</u> Associate <u>and Individual</u> Members shall include the following:</p> <ul style="list-style-type: none"> • The right to attend and participate in a conference, meeting, or other event of the 	<p>b. Clarifies voting rights for Associate and Individual Members.</p> <p>c. Removes reference to Registered Observer category, which is being eliminated.</p> <p>6. Eliminates reference to Registered Observer category.</p>
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<p>or any of its committees, work groups, or other groups;</p> <ul style="list-style-type: none"> • The right to be a member of a committee or other group designated by the Board of Directors as provided for in these Bylaws, provided that the Associate Member has authorization of the Regular Member to be a member of the committee, work group, or other group; and • Such other rights and privileges as granted by the Board of Directors. <p>c. Registered Observers: Registered Observers shall not have any voting rights in the Corporation or in any of its committees or other groups. The rights of Registered Observers shall include:</p> <ul style="list-style-type: none"> • The right to attend a conference, meeting or other event of the Corporation organized by or on behalf of the Corporation or any of its committees or other groups; and • Such other rights and privileges as granted by the Board of Directors. <p>6. Obligations of Members and Registered Observers. In addition to other requirements provided in these Bylaws, Regular Members, Associate Members, and</p>	<p>Corporation organized by or on behalf of the Corporation or any of its committees, work groups, or other groups;</p> <ul style="list-style-type: none"> • The right to be a member of a committee or other group designated by the Board of Directors as provided for in these Bylaws, provided that the Associate Member has authorization of the Regular Member to be a member of the committee, work group, or other group; and • Such other rights and privileges as granted by the Board of Directors. <p>———— c. Registered Observers: Registered Observers shall not have any voting rights in the Corporation or in any of its committees or other groups. The rights of Registered Observers shall include:</p> <ul style="list-style-type: none"> • — The right to attend a conference, meeting or other event of the Corporation organized by or on behalf of the Corporation or any of its committees or other groups; and • — Such other rights and privileges as granted by the Board of Directors. <p>6. Obligations of Members and Registered Observers. Members. In</p>	
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Registered Observers, shall abide by the highest ethical principles in the conduct of their affairs.	addition to other requirements provided in these Bylaws, Regular Members, Associate Members, and Registered Observers , <u>Individual Members</u> shall abide by the highest ethical principles in the conduct of their affairs.	
Removal. The members, by affirmative vote of the majority of the members entitled to vote, may remove or suspend any member for reasonable cause. In addition, any member who is convicted of a public offense involving dishonesty, or who has violated their state or other professional association ethical principles or guidelines, may be subject to removal from any office held within the Corporation, as well as any membership benefits, by the affirmative vote of the majority members entitled to vote. Requests for the removal of a member may be filed by any member in good standing. Such requests shall be in writing, directed to the Manager. The Manager shall notify the Board of Directors of the request and shall cause the request to be listed for membership action at the next scheduled membership meeting. Notice of the request shall be supplied to the members in accordance with the notice provisions of these bylaws.	Removal. The members <u>Board of Directors</u> , by affirmative vote of the majority of the members <u>Board of Directors</u> entitled to vote, may remove or suspend any member for reasonable cause. In addition, any member who is convicted of a public offense involving dishonesty, or who has violated their state or other professional association ethical principles or guidelines, may be subject to removal from any office held within the Corporation, as well as any membership benefits, by the affirmative vote of the majority members entitled to vote. Requests for the removal of a member may be filed by any member in good standing. Such requests shall be in writing, directed to the Manager <u>CSO</u> . The Manager <u>CSO</u> shall notify the Board of Directors of the request and shall cause the request to be listed for membership action at the next scheduled membership meeting <u>of the Board of Directors</u> . Notice of the request shall be supplied to the members <u>Board of Directors</u> in accordance with the notice provisions of these bylaws <u>Bylaws</u> .	Removal. This changes the responsibility for removing or suspending a member for cause from the membership to the Board of Directors. In the unlikely event that a request for removal is filed, the board could more expediently address an issue than convening the full membership for a majority vote of the membership
Action by Consent. Any action required or permitted to be taken at any meeting of the members, or any actions which may be taken	Action by Consent. Any action required, permitted, or allowed to be taken at any meeting of the members may be taken	Action by Consent. This changes the approval process from “all” members to a “majority” of members, which is a

at a meeting of members, may be taken without a meeting if consent in writing or by electronic transmission, setting forth the action so taken, shall be signed by all of the members entitled to vote with respect to the subject matter thereof.	without a meeting if consent in writing or by electronic transmission, setting forth the action so taken, shall be signed by all the <u>majority of the members</u> entitled to vote with respect to the subject matter thereof.	more reasonable expectation from such a vote.
Presiding Officer. At any meeting of the members, the President shall be the presiding officer for the meeting. Should the President not be available to preside, a Vice President or a person designated by the Board of Directors shall preside.	Presiding Officer. At any meeting of the members, the President shall be the presiding officer for the meeting. Should the President not be available to preside, a Vice President or a person designated by the Board of Directors <u>President</u> shall preside.	Presiding Officer. This allows the sitting President to designate a presiding officer in his or her absence.
Voting List and Voting. A complete list of members eligible to vote shall be made available by the CSO at any meeting of members. The list shall be by member name, in alphabetical order, and shall include the address, telephone and facsimile numbers, and email addresses of each member. The list shall be produced and kept open at the date, time and place of the meeting and shall be subject to the inspection of any member during the whole time of the meeting. At the discretion of the presiding officer of a meeting of members, voting may be taken by ballot, voice, show of hands or such other method determined by the presiding officer, unless it is required, by vote of the members before the vote begins, that the vote be taken by ballot.	Voting List and Voting. A complete list of members eligible to vote shall be made available by the CSO at any meeting of members. The list shall be by member <u>designated individual</u> name, in alphabetical order, and shall include the address, telephone and facsimile numbers, and email addresses of each member <u>the member organization name</u> . The list shall be produced and kept open at the date, time and place of the meeting and shall be subject to the inspection of any member during the whole time of the meeting. At the discretion of the presiding officer of a meeting of members, voting may be taken by ballot, voice, show of hands or such other method determined by the presiding officer, unless it is required, by vote of the members before the vote begins, that the vote be taken by ballot.	Voting List and Voting. This change serves to protect the personally identifiable information (PII) of the membership while still providing a full list of voting members for inspection.
17. Members in Good Standing. The rights and privileges granted to members by Delaware General Corporation Law, the	17. Members in Good Standing. The rights and privileges granted to members by Delaware General Corporation Law, the	Moved to Article 3 Membership, Section 4

<p>Certificate of Incorporation, these Bylaws, and the Operating Rules established pursuant to these Bylaws are granted only to Members in Good Standing. A Member in Good Standing is any member who has met the General Conditions for Membership, has been accepted as a member as specified in these Bylaws, has not been suspended, and has not been declared in default by the Board of Directors for non-payment of dues. Any member declared by the Board of Directors to be in default in payment of dues shall be notified in writing that unless the dues are paid within one month thereafter, such default will be deemed to be the member's resignation from the Corporation.</p>	<p>Certificate of Incorporation, these Bylaws, and the Operating Rules established pursuant to these Bylaws are granted only to Members in Good Standing. A Member in Good Standing is any member who has met the General Conditions for Membership, has been accepted as a member as specified in these Bylaws, has not been suspended, and has not been declared in default by the Board of Directors for non-payment of dues. Any member declared by the Board of Directors to be in default in payment of dues shall be notified in writing that unless the dues are paid within one month thereafter, such default will be deemed to be the member's resignation from the Corporation.</p>	
<p>Nomination. A slate of persons who qualify for the position of director shall be nominated. The slate of persons shall be transmitted to the Secretary of the Corporation by the Chief Staff Officer not later than 45 days prior to each annual meeting of the members.</p>	<p>Nomination. A slate of persons<u>Regular Members ("Persons")</u> who qualify for the position of director shall be nominated. The slate of persons<u>Persons</u> shall be transmitted to the Secretary of the Corporation by the Chief Staff Officer<u>CSO</u> not later than 45 days prior to each annual meeting of the members.</p>	<p>Nomination. To clarify those eligible to stand for election to the Board of Directors will be Regular Members.</p>
<p>Committees of the Board. The Board of Directors may, by resolution, establish one or more committees as it deems necessary or proper. The committees will be chaired by Regular Members. The Board of Directors may make provisions for the appointment of the chairpersons of committees, establish procedures to govern the committees' activities, and delegate authority to the</p>	<p>Committees of the Board. The Board of Directors may, by resolution, establish one or more committees as it deems necessary or proper. The committees will be chaired by Regular <u>or Associate</u> Members. The Board of Directors may make provisions for the appointment of the chairpersons of committees, establish procedures to govern the committees' activities, and delegate</p>	<p>Committees of the Board. Removes the requirement for a Board Resolution to establish a new committee. This section further clarifies what committees can or cannot do.</p>

<p>committees as may be necessary or desirable for the efficient management of the Corporation, including appointing a Board member to serve as liaison between the committee and the Board. However, the Board of Directors shall not delegate to any committee the power or authority to (1) amend, adopt, or repeal the Bylaws; (2) adopt or approve a plan of merger or consolidation; (3) authorize the voluntary dissolution of the Corporation; or (4) amend or repeal any resolution of the Board of Directors which by its terms is not amendable or repealable. Unless otherwise specified in the resolution establishing a committee, a committee's authority shall continue until terminated by the Board of Directors.</p>	<p>authority to the committees as may be necessary or desirable for the efficient management of the Corporation, including appointing a Board member to serve as liaison between the committee and the Board. However, the Board of Directors shall not delegate to any committee the power or authority to (1) amend, adopt, or repeal the Bylaws; (2) adopt or approve a plan of merger or consolidation; (3) authorize the voluntary dissolution of the Corporation; or (4) amend or repeal any resolution of the Board of Directors which by its terms is not amendable or repealable. Unless otherwise specified in the resolution establishing a committee, a committee's authority shall continue until terminated by the Board of Directors.</p>	
<p>Election and Tenure. The officers of the Corporation shall consist of the President, a Vice President, a Secretary, a Treasurer, and such other officers as the Board of Directors deems appropriate. The officers of the Corporation shall be elected by the Board of Directors from its membership at the annual meeting of the directors. Officers shall be elected for a one-year term. An officer shall serve from the date of his or her election until his or her successor has been elected or until his or her death, incapacity, resignation, or removal from office with or without cause by the Board of Directors. In the event that there is a vacancy among the officers of the Board of Directors, a successor shall be</p>	<p>Election and Tenure. The officers of the Corporation shall consist of the President, a Vice President, a Secretary, a Treasurer, and such other officers as the Board of Directors deems appropriate. The officers of the Corporation shall be elected by the Board of Directors from its membership at the annual meeting of the directors. Officers shall be elected for a one-year term. An officer shall serve from the date of his or her election until his or her successor has been elected or until his or her death, incapacity, resignation, or removal from office with or without cause by the Board of Directors. In the event that there is a vacancy among the officers of the Board of Directors, a successor shall be</p>	<p>Election and Tenure. This section further clarifies the parameters of an officer's term and removal.</p>

chosen by a majority vote of the Board present at any meeting at which a quorum is present, to serve the remainder of the unexpired term.	chosen by a majority vote of the Board present at any meeting at which a quorum is present, to serve the remainder of the unexpired term.	
Duties of the Vice President. In the absence of the President or in the event of his/her inability or refusal to act, the Vice President (or in the event there be more than one Vice President, the Vice Presidents, in their order of election) shall perform the duties of the President, and who so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as may be assigned by the President or by the Board of Directors.	Duties of the Vice President. In the absence of the President or in the event of his/her inability or refusal to act, the Vice President (or in the event there be more than one Vice President, the Vice Presidents, in their order of election) <u>another officer</u> shall perform the duties of the President, and who so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President <u>or another officer</u> shall perform such other duties as may be assigned by the President or by the Board of Directors.	Duties of the Vice President. This section clarifies that there is only one Vice President serving as an officer on the PRIA Board of Directors. This allows flexibility for the Vice President or another officer to perform assigned duties.
Duties of the Secretary. The Secretary shall assure that the minutes of the meetings of the members and Board of Directors are kept; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records; keep a record of the mailing address and email address of each Regular, Associate and Individual Members which shall be provided by each member; and in general perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or by the Board of Directors.	Duties of the Secretary. The Secretary shall <u>works with the CSO to</u> assure that the minutes of the meetings of the members and Board of Directors are kept; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records; keep a record of the mailing address and email address of each Regular, Associate and Individual Members which shall be provided by each member; and in general perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or by the Board of Directors.	Duties of the Secretary. This change clarifies which secretarial tasks are performed by the Chief Staff Officer (CSO).
Duties of the Treasurer. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of duties in such sum and with such sureties as the Board	Duties of the Treasurer. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of duties in such sum and with such sureties as the Board	Duties of the Treasurer. The CSO and staff are responsible for PRIA's bank accounts and funds and, therefore, are the bonded individuals. The Treasurer

of Directors shall determine. The Treasurer shall report on all funds and securities of the Corporation; review and approve receipts for moneys due and payable to the Corporation in financial institutions as shall be selected in accordance with the provisions of Article IX of these Bylaws; and in general perform all the duties incident to the office of Treasurer and such other duties as may be assigned by the President or by the Board of Directors.	of Directors shall determine. The Treasurer shall report on all funds and securities of the Corporation; review and approve receipts for moneys due and payable to the Corporation in financial institutions as shall be selected in accordance with the provisions of Article IX of these Bylaws; and in general perform all the duties incident to the office of Treasurer and such other duties as may be assigned by the President or by the Board of Directors.	oversees the CSO's activities.
6. Assistant Treasurer and Assistant Secretary. The Board of Directors may appoint an Assistant Treasurer as well as an Assistant Secretary, for administrative purposes. Such assistants shall not be considered officers of the Corporation. If required by the Board of Directors, the Assistant Treasurer shall give a bond for the faithful discharge of duties in such sums and with such sureties as the Board of Directors shall determine. The Assistant Treasurer and Assistant Secretary in general shall perform such duties as shall be assigned to them by the Treasurer or Secretary or by the President or by the Board of Directors.	6. Assistant Treasurer and Assistant Secretary. The Board of Directors may appoint an Assistant Treasurer as well as an Assistant Secretary, for administrative purposes. Such assistants shall not be considered officers of the Corporation. If required by the Board of Directors, the Assistant Treasurer shall give a bond for the faithful discharge of duties in such sums and with such sureties as the Board of Directors shall determine. The Assistant Treasurer and Assistant Secretary in general shall perform such duties as shall be assigned to them by the Treasurer or Secretary or by the President or by the Board of Directors.	Assistant Treasurer and Assistant Secretary. There has not been an Assistant Treasurer or an Assistant Secretary for PRIA in the past 14 years so this section is no longer necessary.
7. Compensation. An officer may be compensated for services performed on behalf of the Corporation, as the Board of Directors shall establish by resolution.	7. Compensation. An officer may be compensated for services performed on behalf of the Corporation, as the Board of Directors shall establish by resolution.	Compensation. No officer is compensated for services beyond approved out-of-pocket reimbursements for which there is a line item in the budget.
Right to Indemnification. In the case of a proceeding brought by or in the right of the Corporation, indemnification shall be limited to reasonable expenses	Right to Indemnification. In the case of a proceeding brought by or in the right of the Corporation <u>against the individual</u> , indemnification shall be limited to	Right to Indemnification. This clarifies that the individual board members are indemnified.

<p>(including attorneys' fees) incurred in connection with the proceeding; except that the Corporation shall not indemnify any individual under such circumstances with respect to any claim, issue, or matter as to which he or she is adjudged liable to the Corporation, unless, and only to the extent that the court in which such proceeding is brought shall determine upon application that, despite the adjudication of liability and in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnification for such expenses as the court shall deem proper.</p>	<p>reasonable expenses (including attorneys' fees) incurred in connection with the proceeding; except that the Corporation shall not indemnify any individual under such circumstances with respect to any claim, issue, or matter as to which he or she is adjudged liable to the Corporation, unless, and only to the extent that the court in which such proceeding is brought shall determine upon application that, despite the adjudication of liability and in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnification for such expenses as the court shall deem proper.</p>	
<p>Authorization of Indemnification. The Corporation shall not indemnify any individual unless and until a determination has been made that indemnification is permissible under the circumstances because the individual has met the standard of conduct set forth above in section 2 of this Article, and indemnification is authorized for the specific proceeding for which indemnification is sought. The determination that indemnification is permissible shall be made:</p> <ul style="list-style-type: none"> (a) by the Board of Directors by a majority vote of a quorum consisting of Directors who were not parties to the proceeding; or (b) if such a quorum is not 	<p>Authorization of Indemnification. The Corporation shall not indemnify any individual unless and until a determination has been made that indemnification is permissible under the circumstances because the individual has met the standard of conduct set forth above in section 2 of this Article, and indemnification is authorized for the specific proceeding for which indemnification is sought. The determination that indemnification is permissible shall be made:</p> <ul style="list-style-type: none"> (a) by the Board of Directors by a majority vote of a quorum consisting of Directors who were not parties to the proceeding; or (b) if such a quorum is not obtainable, or, even if 	<p>Authorization of Indemnification. This further clarifies the indemnification of the individual unless the individual did not meet the standard set forth in Section 2.</p> <p>Section 2 reads: The Corporation shall, to the fullest extent required or permitted by applicable law, indemnify any person who is or was made, or is threatened to be made, a party to any actual or threatened proceeding because he or she is or was a member, director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a member, director, officer, partner, trustee, employee or agent of another</p>

<p>obtainable, or, even if obtainable, a quorum of disinterested Directors so directs, by independent legal counsel in a written opinion.</p> <p>The termination of a proceeding by judgment, order, settlement, conviction, or upon a plea of <i>nolo contendere</i> or its equivalent, shall not of itself create a presumption that an individual did not meet the standard of conduct set forth in section 2 of this Article. Authorization that indemnification should be made for the specific proceeding for which it is sought shall also be made in the manner prescribed by subsections (a) and (b) of this section, except that, if the determination that indemnification is permissible is made by special legal counsel under subsection (b), the authorization and evaluation of the reasonableness of expenses shall be made by those persons entitled under subsection (b) to select the counsel.</p>	<p>obtainable, a quorum of disinterested Directors so directs, by independent legal counsel in a written opinion.</p> <p>The termination of a proceeding by judgment, order, settlement, conviction, or upon a plea of <i>nolo contendere</i> or its equivalent, shall not of itself create a presumption that an individual did not meet the standard of conduct set forth in section 2 of this Article. Authorization that indemnification should be made for the specific proceeding for which it is sought shall also be made in the manner prescribed by subsections (a) and (b) of this section, except that, if the determination that indemnification is permissible is made by special legal counsel under subsection (b), the authorization and evaluation of the reasonableness of expenses shall be made by those persons entitled under subsection (b) to select the counsel.</p> <p><u>above in section 2 of this Article.</u></p>	<p>corporation, partnership, joint venture, trust, employee benefit plan or other enterprise, against the obligation to pay expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred in connection with such proceeding if:</p> <p>(a) he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interest of the Corporation;</p> <p>(b) in the case of a criminal proceeding, he or she had no reasonable cause to believe that his or her conduct was unlawful; and</p> <p>(c) indemnification is authorized pursuant to the terms of these Bylaws. In the case of a proceeding brought by or in the right of the Corporation against the individual, indemnification shall be limited to reasonable expenses (including attorneys' fees) incurred in connection with the proceeding; except that the Corporation shall not indemnify any individual under such circumstances with respect to any claim, issue, or matter as to which he or she is adjudged liable to the Corporation, unless, and only to the extent that the court in which such proceeding is brought shall determine upon application that, despite the adjudication of liability and in view of all the circumstances of the</p>
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		case, such person is fairly and reasonably entitled to indemnification for such expenses as the court shall deem proper.
Mandatory Indemnification. The Corporation shall indemnify any member, director, officer, employee or agent of the Corporation against expenses (including attorneys' fees) actually and reasonably incurred by him or her in defense of a proceeding referred to in section 2 of this Article, or of any claim, issue, or matter therein, to the extent such individual has been successful on the merits or otherwise.	Mandatory Indemnification. The Corporation shall indemnify any member, director, officer, employee or agent of the Corporation against expenses (including attorneys' fees) actually and reasonably incurred by him or her in defense of a proceeding referred to in section 2 of this Article, or of any claim, issue, or matter therein, to the extent such individual has been successful on the merits or otherwise.	Mandatory Indemnification. Cleans up language in this section and removes superfluous information.
ARTICLE VIII - NOTICE 1. Notice of Meeting. Whenever, under the provisions of law, the Certificate of Incorporation, or the Bylaws, notice is required or permitted to be given to any member or director, such notice may be given in writing, addressed to such member at his or her designated address as it appears on the current records of the Corporation. Such notice shall be deemed to be given at the time it is deposited, with postage prepaid thereon, in the United States mail. Notice may also be given by telegraph, teletype, or other form of wire or wireless communication, electronic mail, or private carrier, except as otherwise provided by law, the Certificate of Incorporation, or these Bylaws.	ARTICLE VIII - NOTICE 1. Notice of Meeting. Whenever, under the provisions of law, the Certificate of Incorporation, or the Bylaws, notice is required or permitted to be given to any member or director, such notice may be given in writing, addressed to such member at his or her designated address, <u>including electronic mail</u> , as it appears on the current records of the Corporation. Such notice shall be deemed to be given at the time it is deposited, with postage prepaid thereon, in the United States mail. Notice may also be given by telegraph, teletype, or other form of wire or wireless communication, electronic mail, or private carrier, except as otherwise provided by law, the Certificate of Incorporation, or these Bylaws transmitted.	ARTICLE VIII - NOTICE Provides for notification via electronic mail and removes the requirement to provide such notice by USPS.
Waiver of Notice. Whenever any notice is	Waiver of Notice. Whenever any notice is	Waiver of Notice. Allows for waiver in

<p>required or permitted to be given under the provisions of law, the Certificate of Incorporation, or these Bylaws, a written waiver, signed by the person entitled to such notice and delivered to the Secretary for inclusion with the records of the meeting, whether before or after the time stated therein, shall be deemed to be the equivalent of such notice. Waiver may also be given by telegraph, teletype, or other form of wire or wireless communication, electronic mail, or private carrier, except as otherwise provided by law, the Certificate of Incorporation, or these Bylaws. In addition, any member or director who attends a meeting of the members or Board of Directors, shall be conclusively deemed to have waived notice of such meeting, unless he or she objects at the beginning of the meeting or promptly upon his or her arrival to the lack of such notice and does not thereafter vote for or assent to action taken at the meeting.</p>	<p>required or permitted to be given under the provisions of law, the Certificate of Incorporation, or these Bylaws, a written waiver, signed by the person entitled to such notice and delivered to the Secretary for inclusion with the records of the meeting, whether before or after the time stated therein, shall be deemed to be the equivalent of such notice. Waiver may also be given by telegraph, teletype,<u>in writing, addressed to such member at his</u> or other form of wire or wireless communication,<u>her designated address, including</u> electronic mail, or private carrier, except as otherwise provided by law, the Certificate of Incorporation, or these Bylaws. In addition, any member or director who attends a meeting of the members or Board of Directors, shall be conclusively deemed to have waived notice of such meeting, unless he or she objects at the beginning of the meeting or promptly upon his or her arrival to the lack of such notice and does not thereafter vote for or assent to action taken at the meeting.</p>	<p>writing or electronic delivery removing means of communication (telegraph or teletype) that are no longer applicable.</p>
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ARTICLE IX - CONTRACTS, CHECKS, DEPOSITS AND FUNDS	ARTICLE IX - CONTRACTS, CHECKS, DEPOSITS AND FUNDS	ARTICLE IX - CONTRACTS, CHECKS, DEPOSITS AND FUNDS
<p>The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these Bylaws to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. All electronic funds transfers, checks, drafts or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or an Assistant Treasurer. All funds of the Corporation shall be deposited to the credit of the Corporation in such financial institutions as the Board of Directors may select.</p> <p>The Board of Directors on behalf of the Corporation may accept any contribution, gift, bequest, or devise for the purposes of the Corporation. The Board of Directors may also, as it deems appropriate, authorize the raising of funds for the purposes of the Corporation.</p>	<p>The Board of Directors may authorize any officer or officers, <u>CSO, or</u> agent or agents of the Corporation, in addition to the officers so authorized by these Bylaws to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. All electronic funds transfers, checks, drafts or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, <u>CSO,</u> agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or an Assistant Treasurer. All funds of the Corporation shall be deposited to the credit of the Corporation in such financial institutions as the Board of Directors may select.</p> <p>The Board of Directors on behalf of the Corporation may accept any contribution, gift, bequest, or devise for the purposes of the Corporation. The Board of Directors may also, as it deems appropriate, authorize the raising of funds for the purposes of the Corporation.</p>	<p>Allows authorization for the PRIA CSO to enter into contractual agreements on behalf of the Board of Directors when so approved by the Board of Directors.</p>

THE PROPERTY RECORDS INDUSTRY

- PRIA
 - ESS/ILR Has Recently Expressed Concern About The Balance of Participation by Recorders and the Private Sector
 - ESS Has Encouraged PRIA To Be More Transparent and Accountable In Policy Making
 - PRIA Has Promised To Publish Meeting Materials and To Be More Transparent
- Ongoing Engagement
 - Continued Monitoring & Engagement With PRIA is Needed
 - More Engagement By Elected Recorders Is Needed
- Other Organizations Such As MISMO and Relevant Groups Merit Attention By County Recorders and Elected Officials

THE PROPERTY RECORDS INDUSTRY

- Pros
 - More Engagement By Elected Officials Can be More Effective
 - Engagement By Staff Is Desirable But Not Sufficient
 - A Records' "Point of View" Should be Defined and Promoted – Just As Private Sector Vendors Promote Themselves
- Cons
 - Records Have Full Time Responsibilities
 - Policy Development Is Sometimes Complex and Difficult – A Team Effort May Be Needed

OPTIONS FOR ACTION

- ICRA/ESS Establishes A PRIA Subcommittee
 - Develop a Recorder Agenda – Policy Committee
 - Split Up Participation in PRIA Committees and Workgroups
 - Split Up Participation in Policy Discussions by PRIA Leadership
 - Periodically Convene and Share Knowledge
 - Monitor PRIA Board Meeting Agendas and Materials
 - Attend PRIA Conferences
 - Communicate Observations With Recorders In Other States - “Community Organizer”
 - Support and Coordination From ESS Staff
 - Prepare Plan For Nominating an Iowa Recorder For The PRIA Board of Directors in 2021
 - Consider Similar Strategies For Other Relevant Groups