

Electronic Real Estate Recording Task Force
Minutes: 31 March 2003
As recorded by Bob Horton

Present: (Members) Gail Miller, Jeanine Barker, Jeff Carlson, Mike Cunniff, Larry Dalien, Marty Henschel, Bob Horton, Secretary of State Mary Kiffmeyer, Leonard Peterson,. (Guests) Mike Ryan ,Paul Backes, Joel Beckman, Luci Botzek, John Engerholm, Erin Freeman, Greg Hubinger, Lowell Haagenson, Beth McInerny, Carmen Mulder, Pam Trombo, Rick Kvien (via telephone), Scott Loomer,.

1. Call to order

Bob Horton called the meeting to order at 2.05.

2. Approval of 13 March 2003 minutes

The minutes of the 13 March meeting were approved as distributed.

3. Project coordinator update

John Engerholm presented the update. To modify the schemas to revert to the MN standards, BenNevis has developed a proposal and description of the process. Beth McInerny noted that she has discussed the proposal with Pam Trombo. The results will not be in synch with the PRIA standard, but would benefit from it. Michael Cunniff suggested calling this version 2.0. The task force will appoint a sub-committee to work with BenNevis as the effort progresses. The Office of Technology has provided a version control software package to use.

Mike Ryan recommended proposing this as a state-wide standard, through the architecture review board. The best time to start that would be after the pilots are completed and the standard is more or less set. The architecture, as currently composed, is available for review at the Office of Technology web site, at <http://www.ot.state.mn.us/architecture>.

Leonard Peterson moved and Michael Cunniff seconded approval of the amendment to the BenNevis contract. The motion passed.

Erin Freeman from Navis discussed pilot county baseline and performance measurements for Phase 1. Some numbers have been compiled from earlier documents but more need to be supplied. She reviewed a table identifying the criteria selected so far. This list focuses solely on providing a baseline for the satisfactions and certificates of release to be tested in Phase 1. Michael Cunniff asked if this was derived from an earlier list of criteria and asked that, in the future, documents like this be distributed to the task force prior to meetings.

Beth McInerny said that the key to performance measurement is consistency. The task force needs to be able to compare like to like. It will be critical, in order to show progress, to have measurements comparing processes as completed now to processes completed after they are automated. Representatives of the pilot counties pointed out that it will be difficult to provide

some of this information except as estimates – for example, satisfactions are only processed as parts of larger packages. They agreed to start with an estimate, along with a description of how they arrived at these numbers, over a six month period prior to the pilot.

Jeff Carlson moved and Leonard Peterson seconded a motion to approve the criteria as presented. The motion passed.

Greg Hubinger reported on the status of the pilot counties' contracts. Most of the concerns with Hennepin have been resolved and a contract should be signed soon. The contract with Renville has also progressed, with some revisions, and is nearly finalized. Dakota will use Renville's contract as the base for its agreement with the task force. The Lyon County contract is under review at the county level. All the counties should be in position to approve the contracts by the end of April. The task force and the LCC should be able to approve the contracts on behalf of the state very quickly after their receipt.

4. Roseau County Proposal

Bob Horton reviewed the criteria the pilot review committee had listed as significant for evaluating the Roseau County proposal. Michael Cunniff said that ownership has always been a point of negotiation in the negotiations between the state and the counties; this is not unique to Roseau. He added that all the counties were otherwise working with vendors who had already developed e-recording solutions. WCI would add another competitor to the mix and that would be beneficial. Spending this much money is a different issue and it would be equitable for Roseau to contribute, as the other pilot counties have; outside of that, the Roseau proposal has some real merit. WCI and Hennepin are going to work together on the development of an electronic numbering system for documents.

Jeanine Barker pointed out that the Roseau proposal did not include any costs for Roseau county contributions, such as staff time. Rick Kvien said he had not calculated this because of the many contingencies yet in the equation.

Larry Dalien moved that the task force approve the Roseau proposal on the cost model used for the other counties, without state ownership. Paul Backes explained the formula used for developing the costs over a three year period. The percentages would be 18/36 for hardware and 21/36 for software. Lowell Haagenson said that Roseau would lease the software. The current quotation is approximately \$78,000, with \$75,000 for software. Under that formula, the amount available would be \$45,250. Dalien amended the motion to read that the task force could provide a maximum of \$50,000 to fund its proposal. Whether Roseau can proceed on that basis should be determined in discussions between the county and WCI. Jeff Carlson seconded the motion. The motion passed. Michael Cunniff abstained from the vote.

Secretary Kiffmeyer asked Rick Kvien to report back on the status of the proposal at the April meeting of the task force.

5. Adjournment

The meeting adjourned at 3.30.