Electronic Real Estate Recording Task Force
14 August 2003

Present: Joel Beckman, Angela Burrs, Jeff Carlson, Michael Cunniff, Larry Dalien, Bob Horton, Chuck Hoyum, Rep. Al Juhnke, Secretary Mary Kiffmeyer, Paul Kiltinen, Cindy Koosman, Denny Kron, Carol Leonard (via phone), Marty Henschel (via phone), Gail Miller. Guests: Bert Black, Luci Botzek, Tom Clark, John Engerholm, Lowell Haagenson (via phone), Erin Hultgren, Scott Loomer, Beth McInerny, Bill Mori, Kathy Revord (via phone), Pramod Taneja, Molly Terry (via phone).

1. Call to order

Secretary Kiffmeyer called the meeting to order at 9.35.

2. Approval of 11 July 2003 minutes

The minutes of the 11July meeting were approved as distributed.

3. Project coordinator update

Beth McInerny reported on the project's budget. The total funding from the surcharge received so far is $1,690,397.50. Of that, $465,397.50 have not been committed.

Julie Bergh had attended the NCCUSL meeting, but was unable to be at the task force meeting. Beth McInerny delivered the task force's memo to the drafting committee and to all of the Minnesota NCCUSL members. Bert Black suggested that the task force's sub-committee to review and respond to the draft of the model law in development should set a schedule to prepare a text. The sub-committee members are Gail Miller, Mike Cunniff, Denny Kron, Bert Black, Chuck Parsons, Bob Horton, Eileen Roberts and Chuck Hoyum. Other task force members are welcome to participate.

The Phase II pilot sub-committee is planning a meeting and will be ready to report in September.

Erin Hultgren from the Navis Group reported on the plans to test compliance with the ERER standards of the Phase I pilot systems. Navis has prepared a form for compliance review and findings. Pramod Taneja from Navis described the compliance process. Navis will prepare a comprehensive set of test documents for the validation checking and submit these to the counties. Dakota is the first scheduled. Navis will not be reviewing any code and will not be doing any volume or stress testing.

Pam Trombo discussed the schema review for the assignment and the deeds. The meeting on 23 July introduced several changes. The fee schema now includes an element for the signatures of the auditor and/or treasurer. They are also now listed in the reject information schema. The signature schema was changed to make it consistent with the other signature types. The address schema now requires a city, if there is an address. Last, an additional type (a married person) was added to the relationship status. Beth McInerny said that these changes will affect documents currently being tested. Joel Beckman said he wanted to have the system upgraded to accept the most recent versions of the schema. Other counties will implement the new schemas, as introduced. Mike Cunniff said that US Recordings indicated that it would have no trouble accommodating the new schemas. Bert Black will draft a text for the counties to

submit as a formal acceptance of the changes. Mike Cunniff moved to accept the changes discussed today, as well as to the CRV discussed at the last meeting. Denny Kron seconded. The motion passed.

Mike Cunniff moved that the task force thank Pam Trombo for her outstanding work and contributions to the task force. Larry Dalien seconded. The motion passed unanimously.

4. Pilot testing status

Each county reported on pilot activities. Gail Miller said Renville County had just finished its kickoff meeting and is ready to get started. The plan is to go live in November. Erin Hultgren added that Renville was wondering to what extent the electronically produced image had to resemble the paper image. Chuck Hoyum said this was not an issue now, due to legislation passed expressly for the pilots, but might have to be addressed after them. Mike Cunniff said Hennepin wants to retain the current rules on appearance. Joel Beckman said, for Dakota County, setting a default for the page size of 8.5 x 14 in the style sheet assured the three inch margin at the top of a document. All requirements for the text of the documents are the same for paper and electronic. Secretary Kiffmeyer suggested that Navis should facilitate a monthly conference call among the pilot counties to compare notes and learn from each other's experiences.

Hultgren reported for Lyon County, which just yesterday converted to its new indexing system and today is installing its new recording system. It plans to start e-recording on 19 August.

Joel Beckman said that Dakota had not done any e-recording for the past two weeks. There was an issue of an expired digital signature license used by Fidlar and a change was made to utilize Microsoft .net signature process. This transition took some time to implement and resulted in two weeks of down time for Dakota and US Recording. But the system went back into operation this morning, processing 200 satisfactions at a rate of one per every six seconds. The total number processed so far is over 1000. Dakota is actively looking for other trusted submitters. It is also considering how to streamline a number of its business operations.

Mike Cunniff reported that Hennepin is working with Proficient. He is making final arrangements for an agreement with the LCC, which should be done within a week. The county is now working on a variety of internal business process improvements to set the foundation for e-recording. It should go live sometime in November.

Lowell Haagenson said Roseau signed contracts with trusted submitters this week. Erin Hultgren said the county is working on the new indexing software, with plans to move to e-recording tests in October or November.

5. Adjournment

The meeting adjourned at 10.35.