

**County Real Estate Web Portal Board
August 15, 2008 Minutes
Hoover Office Building, Des Moines, Iowa**

Voting Members Present

Ken Kline, Chair
Holly Fokkena
Diane Swoboda Peterson
Deb Roberts
LaRayne Riccadonna
Kathy Croker
Darrell Bauman
Mike Grandon

Representing

ISACA, Auditors' Affiliate, (Cerro Gordo County)
ISACA, Auditors' Affiliate, (Butler County)
ICRA, Recorders' Affiliate, (Woodbury County)
ICRA, Recorders' Affiliate (Floyd County)
ISAA, Assessors' Affiliate, (Polk County)
ISAA, Assessors' Affiliate (Buena Vista County)
ISCTA, Treasurers' Affiliate, (Dallas County)
ISCTA, Treasurers' Affiliate, (Cerro Gordo County)

Advisory Members Present

Lee Duin
Matt Boeck

Iowa Tax & Tags, (Polk County)
ICIT, (Story County)

Guests Present

Tami McFarland
Dave Ellis
Michael Tutty
Deb McDaniel
Scott LaBlanc
Don Wilson
Pam Sprague
Lori Hesse
Wayne Walter
Eric Stierman
Dave Jamison

ISAA (Black Hawk)
ISAA (Warren)
DAS-ITE
DAS-ITE
Iowa Interactive
ABC Virtual
ISCTA President (Taylor)
ISCTA (Allamakee)
ISCTA (Winneshiak)
ISCTA (Dubuque)
ISCTA (Story)

The meeting of the County Real Estate Web Portal Board of Directors (CREW Board) was called to order at 10:05 a.m. by Ken Kline.

Designation of Voting Members:

Auditors:	Ken Kline	Holly Fokkena
Recorders:	Diane Swoboda Peterson	Deb Roberts
Treasurers:	Darrell Bauman	Mike Grandon
Assessors:	LaRayne Riccadonna	Kathy Croker

Introductions were made.

Kline outlined the proposed agenda. It was moved by Grandon, second by Bauman to approve said agenda. Motion carried.

It was moved by Riccadonna, seconded by Swoboda Peterson to approve the minutes of the June 23, 2008 CREW board meeting. Motion carried.

It was moved by Bauman, seconded by Grandon to approve the Treasurer's Report showing a current balance of \$22,058.63. Motion carried.

Kline reviewed the details and timing of the recent IOWAccess grant application. He said he reported at the June 23rd CREW board meeting that the funds were nearly depleted and we might need to go back to the IOWAccess Advisory Council for additional funding. He said that within two days after that meeting he had a conversation with Deb McDaniel, who said that the CREW board decision to do coding for the XML log would reduce funds to zero and that the next IOWAccess Council meetings were July 9th and September 10th. Kline said that in order to apply for funds at the July IOWAccess meeting and thereby assure that funds were available to continue work on the project; he made a decision on behalf of the CREW board to move forward with the grant application without express approval of the CREW board. He said that he worked long-distance with McDaniel over a three-day period to draft the written application, and that any errors or omissions were entirely his.

Kline said this was the third grant application to the IOWAccess Advisory Council. The first grant for \$25,000 was approved in March 2006 to design the system, and the second grant for \$146,000 was approved in March 2007 to build it. Of the \$146,000, \$101,000 was directly for CREW, with \$25,000 going to the auditors and \$20,000 to the assessors. Each of these smaller amounts was to be matched by funds from the respective affiliate or its members. The third grant amount approved in July 2008 for \$69,200 was to complete the project and was based on the newly increased hourly rates for ITE services.

Kline asked Tutty to report on the XML logging code approved at the last CREW meeting. Tutty said the XML has been available since early July and that no further work remains on the issue.

A discussion was held on the new WSDL, or web service definition language, which allows all the web services to "speak the same language." Kline stated that the initial draft of the business search rules was developed at the March CREW board meeting, with subsequent revisions at the May meeting and adoption of a final draft at the June meeting. Following that adoption by the CREW board, Kline said the various IT representatives had a conference call with DAS-ITE in July.

Tutty explained that the implementation of the business search rules as finalized on June 23, 2008 and the multiple-county search functionality required a change to the WSDL. Tutty said the new WSDL has been built to be comprehensive so that changes at the affiliate web service levels should not require changes at the CREW level.

Croker voiced her unresolved concerns regarding assessors' assessment year field on the consolidated page. The main concern is that the field needs to accept both alpha and numeric data. It was decided that this issue would be addressed again later in the meeting.

Through discussion and questioning Tutty stated that the WSDL was necessary to implement the business search rules and multi-county search functionality. He said the necessary decisions for each of the affiliate web services were in the following order:

- 1) implement the new WSDL
- 2) implement the new business search rules
- 3) implement the multi-county search

Tutty said that implementing the new WSDL was an important step without which an affiliate web service would be disconnected from the CREW portal. He then said implementation of the new business search rules by each affiliate web service will support the diagnostic testing needed to get the website operational. LaBlanc reported that the ITAT treasurers and ISACA have implemented and tested the above changes. In response to a series of questions LaBlanc said that Iowa Interactive had spent six hours coding to implement the new WSDL and six hours to implement the business search rules, and that these hours represented work for both the ISACA and ITAT web services together. He said they had already had the multi-county search functionality and had not needed to make any further changes for that.

Kline restated that when CREW “cuts over” to the new WSDL, affiliate web services that don’t implement the new WSDL would be disconnected from the CREW Portal. Tutty reported that approximately four hours of testing remained prior to the “cut over.” Croker reported that the assessors’ executive board voted to proceed with the new WSDL; however the new business search rules may not be implemented until after CREW is live and functioning. Croker said Jerry Leibold, the assessor’s IT manager, had said he could implement the new WSDL and business search rules “over a weekend”. It was uncertain at the time whether ISCTA would be able to implement the new WSDL. It was acknowledged by the ISCTA representatives that if the new WSDL was not implemented, they would be disconnected from the portal.

Pam Sprague, President of the Iowa State County Treasurers Association, was present as were a number of her executive board. She indicated she was present to gain knowledge about the CREW project and also voiced her concern regarding the possible disconnection of ISCTA. She also questioned the “fifth affiliate” references used in the recent IOWAccess grant application, and inquired about whether voting members on the CREW board had changed. Kline indicated that there had been no change in voting members, with each of the four affiliates having two voting members. He further apologized for the grammatical error in the grant application and assured the treasurers present that it should have said “fifth affiliate web service.” He further offered to make an attempt to correct the grant application if the IOWAccess Council would allow it.

David Jamison stated his opinion that the grant application was not factual in that he felt it lead people to believe that all the additional funds were being requested because of the split in web service providers among the treasurers. He, as well as others in the treasurers group, requested more detailed information on how the amount \$69,200 was determined. McDaniel provided more detailed explanation of how the hours of work were split out and indicated that approximately 40 hours additional work was created due to the treasurers splitting into two affiliate web services.

Kline said that the CREW portal was not a typical DAS-ITE project where they answer to one individual with decision-making authority. With this project each of the several authorities is independent, and much time has had to be spent on communication and consensus-building before DAS-ITE can proceed. This has caused DAS-ITE to spend many of their scheduled programming hours for the project on policy development and communication issues.

Fokkena requested that the treasurers’ executive board accept Kline’s apology and prepare a specific request of the corrections they would like in the IOWAccess grant application and forward it to Kline with the hopes IOWAccess would allow such

corrections to be made. Pam Sprague indicated that a written request would be prepared prior to the next meeting of the IOWAccess Council. She further requested a written notice to ISCTA that if they were unable or unwilling to adopt the new WSDL, they would be disconnected from the CREW Portal.

At this time the treasurers' executive board members excused themselves from the remainder of the meeting.

Kline proceeded to poll each affiliate web service as to whether they were ready or intended to implement the new WSDL.

- Assessors – will implement the new WSDL as soon as possible, but need to check with programmer on timeframe.
- Auditors – ready to go now
- Iowa Tax & Tags treasurers – ready to go now
- ISCTA – uncertain pending action by treasurers' executive board

It was moved by Swoboda Peterson, second by Fokkena that DAS-ITE should “cut over” to the new WSDL as soon as possible. Motion carried, with one dissenting vote (Grandon).

The CREW budget was discussed, as were anticipated expenditures. It was determined that a proposed FY09 (Nov 1 – Oct 31) Budget be prepared for consideration at the September meeting. Kline suggested that due to the current balance held by CREW, Annual Affiliate Fees should be waived for FY09. It was moved by Croker, second by Roberts to waive said Fees for FY09. Motion carried.

Croker stated that the assessors' executive board recently passed a motion requesting a waiver of the 2009 Fees as well as a refund of the 2008 Fees. Following discussion, it was the consensus of the members that the refund request would be addressed at the time of the proposed budget discussion in September.

Fokkena requested direction on the reinvestment of a Certificate of Deposit in the amount of \$7,500.00 which has matured. It was moved by Swoboda Peterson, second by Roberts to cash the Certificate of Deposit and place the funds in the CREW checking account. Motion carried.

It was determined that the next CREW board meeting would be held on Wednesday, September 24, 2008 at 1:00 p.m. in Des Moines, Iowa. The exact location would be announced.

It was further determined that the CREW board annual meeting will be held on Tuesday, November 18, 2008 at 4:00 p.m. in Coralville, Iowa. The exact location would be announced.

The discussion returned to Croker's earlier concerns regarding assessors' assessment year field on the consolidated page and her request that the field accept both alpha and numeric data. After much discussion, Kline requested a brief break to allow the assessors present to come to a consensus regarding their position on the issue. After the break, Croker indicated that a determination was reached that the assessors' data will

not appear on the consolidated page, but a link to a specific parcel on the assessors' website would appear (similar to the recorders link).

The issue of number of records returned in a search was again discussed. It was again determined that the issue would be revisited once the site was "live" to ascertain needed changes, if any.

The matter of Project Manager was tabled until the September meeting.

There being no further business appearing before the board, Kline declared the meeting adjourned.

Respectfully submitted,

Holly A. Fokkena
Secretary-Treasurer