

NDRIN Quarterly Meeting

Mary Campus Fargo

July 10, 2019

1. Call to order:

Lisa Guenther called the quarterly meeting of the NDRIN board to order at 9:00 a.m., CST, on July 10, 2019, at the Mary Campus Building, 1351 Page Drive, Fargo ND 58103

Attendees:

The following persons and/or county member were present: Mike Steiner, Debbie Kroshus, Carrie Krause, Katie Nadeau, Betty Braun, Jackie Babbitt, Vicki Kubat, Julie Fischer, Deb Moeller, Marlene Eblen, Laurie Good, Alison Toepke, and Sarah Bruce.

Also present was: Denise Pieterick.

Board members present were: Lisa Guenther, Patty Hilbert, Lynelle Lyman Hoppe and Chris Johnson.

2. Motion made by Lynelle Hoppe to approve the minutes from April 4th, 2019, seconded by Patty Hilbert.
3. Kim Kasian submitted a request to stepdown from the board as she has not been able to attend meetings regularly. After discussion, Patty Hilbert made a motion to elect Alison Toepke to replace Kim Kasian as 2nd Member-at-Large. Lynelle Hoppe seconded the motion and motion carried.
4. NDRIN Issues:
 - A. NDRIN Subscriber Update: December 2019 renewals were averaging around 1800. No questions.
 - B. 2019 Budget Review: Mike Steiner went over each line and noted that interest was up for the last 6 months. No questions.
 - C. 2019 NDRIN Expense Report: Document removal for the 3 counties who left is completed and the cost of \$105.00 was the last expense with this process. There were no questions on the Expense Report.
 - D. Proposed 2020 Budget Review: Mike Steiner reviewed the upcoming expenses. The \$10,000 budgeted for Tyler Technology is the conversion charge from Oracle to Sequel. Oracle is outdated and 2010 was the last update. 13 servers need to be upgraded. The last microfilming project for every county will be approximately \$4000.00 and completed in January of 2021. The \$10,000 expense under repository is for non-print expenses. There was discussion on Credit Card Service Fees of \$65,000.00. Mike Steiner explained that they have not gone up since we started and unfortunately this is a cost incurred when customers pay

after each transaction. This cannot be monitored or controlled and most likely the result of each customer needing a separate receipt for print costs incurred with their project. Patty Hilbert made motion to approve the budget as presented and Lynelle Hoppe seconded the motion. Motion carried to accept the 2020 budget.

- E. Refund: First refund will be in August and the following in January. This year will be 90 percent and in 2021 will be 100 percent on the condition the new JPA is approved after the recorder's vote is conducted. The document count in 2018 was 200,000.

F. JPA – PROPOSED CHANGES

Section 4 -changes to greater than 50 percent from 10 percent

Section 6 – changes to recorder from representative

Section 7a- changes from committee to all members regarding expenses

7d- strike out making recommendations to the Cass County Commissioners
regarding vendor contracts.

Section 9- changes chairperson to County Recorder

Section 10- changes super majority to simple majority of County Recorders

Exhibit II (2) Changes a percentage of to All print revenue generated from each county to be
returned to the county member

Exhibit II(2)(a) – strike entire line

34 votes will be needed to pass the proposed changes. Not enough Recorders were present to conduct the vote. President Lisa Guenther will send out a motion to NDRIN members to vote by proxy which should be returned within a week.

5. NDRIN Project Updates:

- A. Mike informed us they ran out of Bismarck for 11 days and everything worked smoothly other than if someone had saved the login in website as a favorite, they had to go back and login in again.

6. NDRIN Misc. Issues:

- B. Microfilm Status: Will be done one last time at the end of the year. Deb Kroshus will check with the State Archives to see if they are interested in equipment once we are done with it.

Other Misc. Issues:

- A. Update information page- Please check information on your page. If it needs any updates, send to Denise so can change on webpage.
- B. NDRIN Computers- Third party installation not allowed even if county contracted technology such as NRG. NDRIN will remove anything added as it interferes with uploads etc. Adam monitors and takes care of security on these computers.

- C. E Recording was discussed. All but two counties are participating. Recorders must stay consistent on rejecting documents with small font size. Printing out document page is recommended if not sure. Deb Kroshus stated feedback she is getting on E Recording has been very positive.

7. Next Meeting:

- A. Tuesday, October 22nd, 2019, 10AM central time in Bismarck at the NDACO building.
- B. With no further business or questions, President Lisa Guenther asked for a motion to adjourn the meeting. Patty Hilbert made the motion to adjourn and Alison Toepke second the motion. President Lisa Guenther adjourned the meeting.

Respectfully submitted by Chris Johnson, Secretary