

## **NDRIN BOARD MEETING**

**FEBRUARY 8, 2019 10:00 AM**

Meeting was called to order by Chairman Sheila Dalen

Board Members present: Sheila, Dalen – Ward County, Carrie Krause ,– Wells County, Brenda Cook – Mercer County and Christy Larsen - Dunn County by conference call

NDRIN Members present: Ann Johnsrud – McKenzie County, Debbie Kroshus – Burleigh County, Pam Liebel, Deputy – McLean County, Vicki Kubat – Cavalier County, Peggy Sundahl – Renville County, Melissa Vachal – Mountrail County, and Barb Steinke – Kidder County

A big thanks to all out going board members – Pam Kuk, Ann Johnsrud and Debbie Kroshus

### **NDRIN Board:**

Chris Larsen moved to accept the minutes of November 12, 2009, Carrie Krause seconded. The minutes were accepted

Resignation of Deb Kroshus: Accepted member at large resignation

Elect Member at large: Carrie Krause moved to accept Brenda Cook to the open position of member at large and the following members to these positions: Sheila Dalen –Chairperson, Jewel Spies - Vice Chairperson, Carrie Krause - Secretary, Christy Larsen and Brenda Cook members at large. Christy Larsen seconded. Motion carried.

Updated Board Duties: Handed out sheet with updated NDRIN Board Duties

Policies and Procedures: \* Sheila asked Mike if we can have a formal document for policies and procedures to be sent to all recorders and keep it on file what actually is required and what is suggested. Mike will look into doing this.

**Meeting Minutes:** Tracking action minutes – closed- open- status - We will add it to the duties of the secretary and provide a Tracking Actions Minutes to the minutes at each meeting

**NDRIN Issues:** Turned over to Mike

**NDRIN Status Report:** Grant County will be turning blue

**NDRIN Subscriber Update:** up to about between 840 and 850 subscribers

**2009 NDRIN Budget Review:** 2009 year end budget was reviewed with refunds taken out the balance was \$526,517.67 \*Next year we will have to do storage space which will be done in beginning of 2011. \*Maybe a different back up system in the future hopefully put in budget for 2011. Bismarck site doesn't get backed up as transfer data every day from Fargo. New oracle license put in so should help performance for users.

**2009 NDRIN Detailed Expense Report:** Reviewed detailed expense report.

**Delinquent Accounts:** \$8,692.00 Carrie Krause moved to write off as delinquent accounts Brenda Cook second, Motion carried. Denise tracts it and they have to pay what is passed due before they can go back on. **Carrie will send out a list to all Recorders along with the February 2010 minutes.**

#### NDRIN Project Updates

##### **eCommerce Design Analysis:**

15 enhancements adding to system: our contract had 13 listed and are adding 2, - every other Friday review the status what is done - Mike, Denise and Charles meet. 3 enhancements are done and they have added buttons and will be more user friendly.

Redesigning the credit card piece – NDRIN has to PCI compliant – State Court System going to go through Tyler Technologies to build this and use Chase Financial instead of PayPal . We are looking at following this also. Will have automatic credit card renewal so we won't have to worry about renewing the card at each expiration date. They will have a fee of \$25 per credit card per year. Tyler said in the long run it will be cheaper than PayPal. Tyler is looking at possibly having it completed and up and running by July 2010. Won't really know until they get it done

Equipment Upgrades/Replacement/Spare Server – all equipment is in – servers that are coming off replacement are not going out – Windows 7 isn't compatible with our software, but they are working on fixes.

#### **NDRIN Miscellaneous Issues**

**County Information Page:** Information only – counties need to keep this up. We will try to set a class up to go over NDRIN and how to do. Ann is looking into doing this at the yearly conference in June, Christy Larsen seconded. Motion carried. It may be set it up for an ILG class on Tuesday June 29<sup>th</sup> in the morning.

**Golden Valley Issue:** Not publishing because no grantor systems and doesn't have a way to index. She has Elaire for imaging. She is sending the images and not publishing. Ann will call Susan and talk to her.

**Microfilm Status:** Charles is working evenings and weekends to keep up. Recorders have to resend documents that are missing on NDRIN. **If you hear from Charles that there are documents missing please make sure to resend them immediately.** He is working on the 2<sup>nd</sup> quarter of 2009. Retakes going on second roll – if you wanted them on end of new roll just let NDRIN know. **Retakes are to be back to NDRIN in 90 days, please get them by then if not then NDRIN may not be microfilming the retakes.**

**Microfilm Duplicated Roll Cost:** 7 counties billed – Chris Larsen moved to bill out the 2008 and what is done for 2009 at the old rate. Brenda Cook seconded, motion carried. Prices for the new duplicated is rising and new pricing needs to be addressed as we will be losing money on this. **Brenda Cook moved to change the new prices for the second rolls of film will be \$25 for the 110' and \$38 for the 215', Carrie Krause second. Motion carried. Carrie Krause move to not charge for retake duplicates Brenda second, Motion carried.**

Using Letters in Township and Range Fields: Using the T and R for township and range. As far as Mike's understanding Tyler is not going to charge for fixing this – Mike will look into this and let us know for sure.

NDRIN Joint Powers Agreement: Hasn't changed it. \*Denise will be requesting all the document counts for 2009. Will be updated by the next meeting

Other Miscellaneous Issues

NDRIN Marketing Update: New folders with all the information – very impressive – works well. Featured in the Community Bankers Association magazine. We should roll this out to the website. Committee attended the Surveyor's Conference and will be attending several others. South Dakota Surveyors Conference wants the Committee to do a presentation at their conference and invite the South Dakota Recorders to the conference. NDRIN did drop the oil patch magazine as it is too expensive. Sheila will take folders with her to Washington March 6 & 7 to give out with the presentation from Mike and Sheila. Chris will work with Lynelle on the website for marketing pictures.

**NDRIN Manual:** \*Wait until after ecommerce update to do new one.

**Questions & Answers: Don't park in the parking lot please park on the street.**

**Next Meeting:** Tentative date for the next board meeting will be April 22<sup>nd</sup> at 1:30 at the Ramkota Inn or the NDACo Building Remember NDRIN reimburses you for your expenses when you attend the meetings.

Meeting adjourned.

Submitted this 12<sup>th</sup> day of February 2010

Carrie K. Krause, Secretary

