

# **NDRIN BOARD MEETING**

**January 20, 2011 9:30am**

Meeting was called to order by Chairman Jewel Spies

Board Members present: Carrie Krause, Melissa Vachal, and Brenda Cook

NDRIN Members present: Carrole Schaner, Pam Liebel, Sheila Dalen, Cyndy Kolle, Lynelle Lyman Hoppe, Ruth Stevens, Pam Kuk, Ann Johnsrud, Debbie Kroshus, and Vicki Kubat

Secretary's Report was read and motion was made by Carrie to accept the minutes, Brenda second. Motion Carried.

Correspondence: Jewel turned over the meeting to Mike. Mike reported the status of Denise's dad. Board had flowers sent for funeral.

NDRIN Issues: Turned over to Mike

**NDRIN Status Report:** - Emmons County has joined to be connected to NDRIN. Logan, Dickey and Grand Forks counties are still not members. Logan and Dickey counties are looking at moving forward in the future.

**NDRIN Subscriber Update:** 249 New users in the last quarter in 2010 (Oct, Nov, Dec) 31, 68 158. We lost 34 users. Active accounts 1087 as of end of December 2010. In the last numbers given Recorders were included into the number.

**NDRIN Action Items:** Went over and discussed each item.

**NDRIN Budget Review:** We didn't include sending the server to the board. We are over 100,000.00. The board is concerned of the whole year number.

**2010 NDRIN Detailed Expense Report: \$16,000 to Tyler is the annual support. \$83,000 quarterly payment to pay the bill that was held over. \$17,000 software to switch to move back and forth. That is being tested and will be going around the end of January so that we can switch from Bismarck to Fargo. 2011 report will only show what our budget. \$34,500 we brought in \$852,000. Upped the budget to \$675,000. Mike feels we will be over a million. Printing is the biggest income. Mike has asked Cass County to not pay any bills until they let us know so they are coded correctly for the correct budget accounts for 2011. PayPal service fee. Cass has coded it under PayPal but it's actually under Tyler going to Toga. A credit card service fee is what it will be changed to. We haven't received a bill as of date. Should be monthly but could be quarterly. Five cents a transaction that they charge us for the credit card fees**

**NDRIN Project Updates**

Emmons County coming on board. Waiting for her to tell us she's ready to go. Carrie has visited with her regarding fees etc.

NDRIN equipment relocation: Gear was moved from Dec 11<sup>th</sup> from association to DCN building in Bismarck. Will need to move again in the fall as a new building is going up. Mike will have 24hr access. The bills ITD will have the charges included in that area on the budget report. July we will see a higher fee as we haven't been increased as of yet. Bill from Association came to Sheila and will show on next report.

Mike stated that our Website will look like our folders once things are worked out.

Recorder only section will be on the website that we can go out and view and the public will not see. User IDs will be set up. Mike is hoping that this will be done by Feb or March. Contact Denise if you need your password changed and Mike will visit with them regarding letting us have access to changing our own password.

I365 Backup solution is being worked on. Mike is hoping to have it installed in Feb or March. It will back up on Disc in Fargo and will backup in DCN and back up in Bismarck. This will eliminate a tape backup that has taken lots of time. \$ 90,000 was budgeted for this but price change looks like it has gone down.

#### **NDRIN Miscellaneous Issues:**

Mike stated that we bought more storage last year. We've been using 500g of storage per month. At this rate we will be out by the end of this Dec. We will be watching this close as we possibly need more storage space. Based on this growth rate we are looking at a bigger storage unit. We can look at spending 10, 000.00 more for each site.

Application monitoring. We had talked not having Tyler do this. Mike stated we didn't have anything in the budget. Mike stated Tyler wants to do all the fixes, as we just want them to monitor it. They want all or nothing. We just need to know if our toga is running. Mike will be checking into this.

Delinquent accounts: \$10391 on Dec. JANUARY we already got \$1600, we will be down around \$8000 that we are looking at writing off. 701-241-5610 to call Mary in Cass County to get a copy of the billings. Mike asked for a motion to write off the account. These accounts are all four months past due. Cass County mails the invoices. We should write a letter and follow up with phone calls. Ted and Denise will contact them all one more time. Mike asked for motion to write these accounts off the end of February. We will keep these on for another 45 days. Carrie made the motion to accept writing off these bills. Melissa seconded to move that we write them off in Feb. 28<sup>th</sup> on all that have not been collected on.

Government lots: To have a lot grid. They are being entered into our systems in different ways so Mike feels we need to be consistent on entering our information. This issue will need to come from the association not NDRIN. Updating your information page on NDRIN is how you can inform the public how you handle your entering of your lots.

Mike asked to make a motion to update their information pages and place updated information onto them. Jewel will send out a letter to all recorders.

Microfilm 2009 is finished and first half will follow the county schedule. This schedule will follow the spreadsheet that the counties would like the uploads. Counties on the fourth quarter will get the whole year. Mike will send out spreadsheet schedule to all recorders. So you know what quarter you are in. Mike had Ted send out an email for corrections to all scheduled counties. Mike will have Ted send email out to each individual county so you will know your schedule.

Tyler connect: Applying for their award for April. Board has approved Sheila to apply. Sheila will be attending the conference in April. She will be heading to Nashville.

Mike stated that ND Guaranty and Title has contacted him regarding NDRIN Website being a secured system. We are not using SSI certificates on the website. Mike went out onto Tyler and then called ND Guarantee and Title and stated to them that we are secure with the credit card. It is VERY secure. Mike will get a price sheet for what it will cost to have a SSI certificate purchased. Mike will get back to us.

Refund Checks: We did budget \$150,000. We have an ending balance of \$900,000. If we want to give back more Mike stated to wait till later into the year. Until then we will work with what has been budgeted. Motion was made by Carrie to approve sending checks to each NDRIN Member and Brenda Cook seconded it. Motion carried. Checks will go out in the last part of February. Refunds will be processed based on the numbers on the joint powers. It does have the percentages. With exception of Eddie and Sioux. The minimum will be \$400.00 and a letter will be given to those that would be a member you would have more. September we can do a budget adjustment if we want to give more.

Fraud Guard: very specific product for banking and loan documents. If we go SSL we will be covered.

NDRIN employees: Melissa made a motion to approve High Plains to bill NDRIN \$1000 for the additional services for the credit card implementation to be given to Denise. Brenda seconded it. Motion carried. Next month's bill will be \$15,500.00.

Joint Powers Agreement: Denise will be updating it with all new recorders and as of this change we will no longer include it in the package.

For things to be placed onto the agenda please give them to the Chairman and Mike and Denise at least two to four weeks before the meeting.

Feb 14<sup>th</sup> /24<sup>th</sup> Keven is scheduled to test our switch test. Then once things are running right the Manual will be updated and then given out. This will take at least till the third Quarter. May have a manual for the board in October. There will be three books given. One to the chairman, one in the Fargo office of High Plains and one in the Sioux Falls office.

On the website a most frequently asked question page was placed out there.

Marketing: Ann would like us to go back to marketing in the oil patch outline. It is a \$200 monthly fee. Ann went over the conferences that NDRIN will be attending for the marketing. Carrie made the motion that we market in the oil patch hotline and Brenda second, motion carried

**NDRIN Enhancements/Suggestions:**

**NDRIN Joint Powers Agreement** – looked at and discussed, try to post it and not have to print it.

**Next Meeting: April 14<sup>th</sup>, 2011 tentatively 9:30 am Jewel will contact Kelly with association of counties.**

Brenda moved to adjourn the meeting Melissa seconded, motion carried