

ESS Coordinating Meeting

April 9, 2026

Attendance

ESS Coordinating Committee Members

Jamie Stargell, Adams County Recorder
Kisha Martin, Ringgold County Recorder
Travis Case, Grundy County Recorder
Jolynn Goodchild, Plymouth County Recorder
Natalie Steffener, Des Moines County Recorder

Julie Haggerty, Polk County Recorder
Melissa Bahnsen, Cedar County Recorder
David Erickson, Dentons Davis Brown
Jesse Huisman, Grundy County IT/GIS Director

Other Participants

Ann Ditsworth, Dickinson County Recorder
Erin Canfield, Boone County Recorder
Megan Clyman, Davis County Recorder
Nancy Booten, Lee County Recorder

Sheri Jones, Jones County Recorder
Stacie Herridge, Story County Recorder
Teresa Olson, Worth County Recorder
Patty Hinners, Scott County Recorder Staff

ESS Staff

Jammie Hoffman, Iowa Land Records
Phil Dunshee, Iowa Land Records
Lisa Long, Iowa Land Records

Samantha McMahon, Iowa Land Records
Corrie Strasser, Iowa Land Records

Welcome

A hybrid meeting of the ESS Coordinating Committee was held via web conference and at the ESS office in Johnston. Chair Jamie Stargell called the meeting to order.

ESS Coordinating Committee Meeting Summary

The meeting summary of the ESS Coordinating Committee meeting on March 11 was reviewed.

Travis Case made a motion to approve the meeting summary with the amendment. Melissa Bahnsen seconded the motion, and the motion was approved.

Contracts and Agreements

Other Project Updates

Notification System – Cott Systems

The Executive Director, Jammie Hoffman, and Project Manager, Phil Dunshee, provided an update on the contract agreement with Cott Systems to support the development of a Property Notification System. The system will be developed within the Iowa Land

Records infrastructure to provide a centralized service delivering email alerts to users when documents associated with a monitored name are recorded.

The vendor selection process followed procurement procedures modeled from the structures used by the State of Iowa. A Request for Quotes (RFQ) was shared with development providers that had existing contracts with ILR for a more seamless transition into the new project. Three proposals were received and evaluated based on qualifications, technical approach, expertise, and cost.

The evaluation process included proposal scoring and interviews for the top two vendors. The process was conducted by an evaluation committee comprised of County Recorders, the IT representative on the Coordinating Committee, and the ILR Technical Lead. The evaluation committee unanimously recommended Cott Systems as the selected vendor.

Updates throughout the process were provided to the ESS Coordinating Committee and a Notice of Intent to Award was posted on the ILR website. The RFQ, Notice of Intent, and proposed contract amendment with Cott Systems were reviewed by legal counsel, Brick Gentry, prior to consideration by the Committee.

The ESS Committee reviewed and discussed a contract amendment to initiate development of the Property Notification System. The project will be completed in seven phases and supported by weekly status reports.

To support project continuity, the Committee Chair approved a contract extension with Enterprise Iowa through June, as authorized in the contract amendment previously approved by the Committee. Updates will continue as development progresses.

Natalie Steffener moved to approve the contract amendment with Cott Systems to begin work on the Property Notification System. Melissa Bahnsen seconded the motion, and the motion was approved.

Electronic Submission – Hopdox

The Executive Director informed the Committee of a new electronic submission partner, Hopdox, a verified organization requesting integration with the ILR E-Submission service.

A proposed agreement between ESS and Hopdox was presented for review and approval. The agreement outlines terms for coordinated electronic submission services and authorizes Hopdox as a submission provider with ILR.

The Committee was also informed of forward-looking considerations, including the anticipated transition toward a REST/JSON API and related system planning to support long-term scalability.

Policy considerations regarding future communication standards for declined group submissions were also discussed to ensure transparency with the new submission partner.

Jolynn Goodchild moved to approve the agreement with Hopdox. Kisha Martin seconded the motion, and the motion was approved.

E-Submission Payment Distributions

The Accounting Coordinator provided an update on payment processing errors encountered through the USAePay system at the end of March 2026. Staff worked to identify the source of the issue and implemented interim solutions to maintain payment processing.

Currently, payment distributions are being processed and mitigation efforts remain in place.

The team continues to evaluate long-term solutions, including changing the daily processing time with a set cut-off time or switching to a different payment gateway partner.

No decisions or recommendations have been made at this time, and updates will be provided as work progresses.

ESS Office Relocation Update

The Committee received an update on the relocation of the ILR team to the new office at 2910 Westown Parkway, Suite 106, in West Des Moines. The move has not disrupted services.

Adjournment

The meeting was adjourned. The next meeting of the ESS Coordinating Committee is scheduled for May 14, 2026, at the new office in West Des Moines.