



STATE OF WASHINGTON

Electronic Recording Standards Commission (ERSC)

Friday, November 14, 2012 – 9:30 a.m.

State Archives Conference Room

1129 Washington St SE, Olympia, WA 98504

MEETING MINUTES

Members Present: Dee McComb – Escrow Association of Washington; Kris Swanson – Cowlitz County Auditor (phone); Walter Washington – Kitsap County Auditor (phone); Paul Merz – Imaged Library Company (phone); Vicki Dalton – Spokane County Auditor (video conference); Jerry Handfield – State Archivist (phone).

Members Absent: Milene Henley (proxy submitted).

Staff Present: Julie Blecha – Office of the Secretary of State/Staff to the Commission.

Guests Present: Diane Mickunas-Ries – Thomson Reuters; Karl Klessig – Ingeo.

1. The meeting was called to order at 9:40 a.m.

Members introduced themselves and welcomed new members.

2. Julie provided an overview of the agenda.

3. Commission Membership – Chair?

Members discussed the Secretary of State's May 16, 2012 Commission appointments:

- Kris Swanson – 3-year term position
- Milene Henley – 3-year term position
- Vicki Dalton – 3-year term position
- Walt Washington – 2-year term position
- Paul Merz – 2-year term position
- Jerry Handfield – 2-year term position
- Dee McComb – 2-year term position

It was decided Julie Blecha would administer the meeting and that a chair would be elected when the Commission meets at the 2013 Washington State Association of County Auditors recording conference.

4. Review Draft Report

Julie advised Members that the *format* of the draft ERSC 2012 Report had been enhanced since distributed in the agenda packet. In addition, all instances of "County Auditor" were changed to "Recording Officers" in order to align with the terminology in chapter 65.24 RCW.

Corrections were suggested, including Paul Merz's business name (*Company* rather than *Consortium*) and Dee McComb's title (Escrow Association of Washington vs. Escrow Agent), as well as a couple of punctuation errors.

Sample MOU - Snohomish Discussion ensued as to whether the entire sample MOU included in the draft (provided by Snohomish County) may prove to be confusing in this report. Members agreed that the basic MOU should be included, but not the various attachments. In addition, a distinct watermark will be added so there is no mistaking that it is a *sample* rather than a *standard*.

Department of Revenue (DOR) Schema Members discussed whether to include the entire Real Estate Excise Tax Affidavit (REET) Schema, as provided by the Department of Revenue (DOR), and it was determined that current Sample XML and File Upload sections could be requested directly from DOR, and, therefore, should not be included in the Report.

FAQs The "Frequently Asked Questions" section was approved as drafted.

Format – Cover Page Accepted with addition of phrase, "Approved for presentation on November 14, 2012".

Upon review of section 9, Payment of Recording Fees, Members discussed whether or not to include two paragraphs – one beginning with "Typical payment options" and the other with "Excise Tax must be paid"). Members ultimately voted unanimously to remove both paragraphs.

A statement will be added on page four stating that Commission members unanimously approved this final report (with modifications approved during this meeting), along with a listing of current member names.

5. Discuss next steps

The modifications approved today will be made and the final report will be sent to Commission members via email. Julie Blecha should be notified of any necessary corrections.

The Washington State Administrative Code (WAC) has been drafted and is being reviewed by Secretary of State's Office. Once it is finalized, a CR-102 will be filed with the Office of the Code Reviser, and a public hearing will be scheduled.

The final report will be presented to Secretary of State as soon as scheduling allows.

6. Next Meeting

The next meeting will take place at the 2013 Washington State Association of County Auditors recording conference. Julie will notify Members of the conference date when it becomes available.

CERTIFICATION OF MEETING MINUTES OF THE eRecording Standards Commission:

I, Vicky McDalton, Chair of Local Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the eRecording Standards Commission of the State of Washington held in the State Archives Building conference room on November 14, 2012, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington, and that a quorum was present.

Vicky McDalton
Chair Signature

20 Mar 2013
Date