



*County of Nevada ~  
Office of the Treasurer & Tax Collector*

**Tina M. Vernon**  
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**NEVADA COUNTY BOARD OF SUPERVISORS**  
**Board Agenda Memo**

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**MEETING DATE:** July 13, 2021

**TO:** Honorable Board of Supervisors

**FROM:** **Tina M. Vernon, Treasurer & Tax Collector**

**SUBJECT:** Resolution approving a Memorandum of Understanding (“MOU”) between the County of Nevada Treasurer-Tax Collector (“Submitting Party”) and the Counties of Los Angeles, Orange, Riverside, and San Diego (“Owners”) for electronic recording of documents through the Statewide Electronic Courier Universal Recording Environment (“SECURE”) Government to Government (“G2G”) Portal

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**RECOMMENDATION:** Approve the Resolution

**FUNDING:** There is no cost to participate in the SECURE G2G PORTAL MOU except for the minimum necessary dedicated equipment including a computer, monitor, scanner, printer and token. Staff time provided by Information Systems will be needed to help establish the necessary internet connectivity and required security framework to operate the Portal software. Funding is within the Treasurer-Tax Collector’s annual budget and no additional General Funds are required.

**BACKGROUND:**

The Treasurer-Tax Collector’s office has, for many years, recorded legal documents by creating and sending documents in their original paper form to the Recorder’s Office. This requires staff time to prepare the legal document, deliver the original document to the Nevada County Clerk Recorder’s Office for recording, retrieve the recorded document, and retain and file hard copies.

The Nevada County Clerk Recorder’s Office now allows for Government entities to electronically record instruments specifically by using the SECURE G2G portal. GC 27279(b), Resolution 17-577 and Resolution 18-190.

Through Resolutions 17-366, 19-546, the County entered into a contract with Megabyte Systems Inc. for implementation and maintenance of a Megabyte Property Tax System. The County is currently in the process of amending the contract with Megabyte Systems to add the SECURE G2G module;

In an effort to improve the recording and handling of such documents and reduce processing time, the Treasurer-Tax Collector’s Office would like to participate in the SECURE G2G MOU for a period of 5 years, which will allow for submission of digitized documents, including real property documents, to the County Clerk Recorder’s Office through the SECURE G2G Portal. This will reduce the processing time of documents including staff workload and material costs, and information can be generated directly out of the property tax system. All fees for recorded



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documents shall continue be paid by the Nevada County Treasurer-Tax Collector's office to the Nevada County Recorder's office per the Board adopted fee schedule.

The SECURE project has previously been brought through the regular County governance channels, including the Information Systems Steering Board, by the Nevada County Recorder's Office.

It is respectfully recommended that the Board approve the MOU to authorize the Treasurer-Tax Collector's participation in the SECURE Electronic recording system.

**Item Initiated and Approved by: Tina M. Vernon**

Submittal Date: June 25, 2021