

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of October 8, 2015

Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, October 8, 2015 at 9:03 a.m. Board members present: Harry Gibbs, Deborah Hunt, Cecilia Crowley, Rufus Honeycutt and Charles Chadwell. Quorum declared.

Breast Cancer Awareness Photo

The Board members met with appraisal district staff in the District's lobby for a photo in recognition of breast cancer awareness month.

Receipt of Public Comments

There were no public comments.

Taxpayer Liaison Officer's Report

Update on Appointment of ARB by Administrative Law Judge

Charley Rouse, the District's Taxpayer Liaison Officer, was present. Rouse reported that he would be meeting with the new Administrative Law Judge, Betsy Lambeth, regarding the appointment of the ARB members. He announced that last years' ARB committee was available or the Judge may choose to appoint a new committee.

Glenda Lloyd, the District's Entry/ARB Operations Manager, was present and reported that, of the 13 total ARB members, six were returning and seven qualifying members had reapplied for another term. She indicated that the District had received additional applicants as well. Lankford informed the Board that, in the past, auxiliary members had been appointed and that these members undergo the same training as regular ARB members; they are available as needed.

Report on Property Owner Contacts

Rouse also reported on the status of his contact with property owners; indicating there to be very few calls since the Board's last meeting. He mentioned the need for property owners to review their appraisal notices.

Consider approval of minutes of the Board of Directors for the regular meeting – September 10, 2015.

Chadwell moved for approval of the minutes as presented. Hunt seconded. The motion carried unanimously.

Consideration of Monthly Financials

Lankford reviewed the monthly financials. Gibbs inquired about the year-end funds, Lankford expressed that he fully anticipates the District to have a surplus at the end of the year.

The August 2015 financials and expenditures were reviewed and filed for audit.

Sketch Validation Results and Reserve Purchase

Lankford reminded the Board members that the District had done a Sketch Validation test project on 20,000 of its accounts; the first project had yielded a return on investment (ROI) of about 1400%. Between that project and this one, Change Finder was done. Lankford explained the difference between Sketch Validation and Change Finder. He expressed that theoretically, Change Finder should discover all property differences and indicated that IAAO (International Association of Assessing Officers) standards indicate that a property must be reappraised every six years. There were some questions if Change Finder would qualify for the IAAO standard; however, there was no question regarding the qualification of Sketch Validation.

The Sketch Validation results were displayed. Lankford reported a total ROI of 1037% and indicated this project to be well worth the District's investment.

Lankford reported an issue that was discovered with Change Finder not detecting all changes through Pictometry. He indicated that this issue was still being investigated. He also reported that Change Finder had been used every year since the District had done the original Sketch Validation in 2009 and that he was hoping for the Board's approval to complete the remainder of the county. He estimated there to be around 161,000 parcels and indicated that the District had funds in the GIS projects reserve. He reported the cost to be 30 cents per parcel and informed the Board that he would report back once he had additional information regarding Change Finder.

Hunt moved to approve allocating funds for the remainder of the parcels for Sketch Validation at a cost of 30 cents per parcel. Chadwell seconded. The motion carried unanimously.

Capitol Appraisal Group Contract

Lankford explained that Capitol Appraisal Group (CAG) is the outside appraisal firm that appraises the District's utility lines and large manufacturing for Business Personal Property accounts. He explained that, in the past, the District had also hired Morgan Ad Valorem Services, Inc. (Morgan) as an outside appraisal vendor. Lankford informed the Board that the District planned to discontinue with Morgan, since there was no longer a need, and exclusively use CAG at this time.

Lankford informed the Board that the final draft of the CAG contract had been included in their packet and that all changes to the contract had been approved by the District's attorney, Pete Smith.

Honeycutt made a motion to approve the Capitol Appraisal Group contract as presented. Crowley seconded. Discussion followed. The motion carried unanimously.

Chief Appraiser Review

Executive Session began at 9:30 a.m. and ended at 10:33 a.m.

Chief Appraiser Compensation

Executive Session began at 10:35 a.m. and ended at 11:15 a.m.

The Board recessed at 10:45 a.m. and reconvened at 10:50 a.m.

Consideration and possible action on items discussed in Executive Session

Chief Appraiser Review

Hunt commended Lankford for meeting all criteria of his review well. She indicated that he had done an outstanding job and all Board members had agreed with the goal review. The Board members expressed their pride in Lankford and their appreciation for his efforts. No action was taken.

Chief Appraiser Compensation

Honeycutt made a motion to increase Lankford's salary by \$6,200 per year and provide a \$1,000 stipend for achieving IAAO's CAE (Certified Assessment Evaluator) professional designation. The Board indicated this to be a one-time stipend for this year only. Crowley seconded. The motion carried unanimously. Lankford thanked the Board members.

The Board mentioned their wishes to discuss the IAAO designations further at a future meeting. Lankford indicated that, if the Board decided to provide these bonuses, they would need to be worked into the 2017 budget.

Policy development regarding the Chief Appraiser's salary will be discussed at a future meeting.

Chadwell and Hunt left the meeting at 11:20 a.m.

Chief Appraiser's Report

WCAD Presentations

Lankford discussed the presentations that had been done since the Board's last meeting. He indicated that he had presented at the Texas Association of School Boards (TASB) with Chadwell regarding fluctuating property appraisals.

Employee Dental Insurance Update

Lankford reminded the members of discussion at the September Board meeting regarding the dental insurance rate and the possibility of locking this rate for two years. He informed the Board that Debra Spellings, the District's insurance consultant, had contacted the dental provider and was unable to lock in this rate. The rate, which the Board previously approved, will be in effect for one year.

Disaster Reappraisal

Lankford reminded the Board of the correspondence sent to the entities inquiring if they would like a reappraisal of property due to the Memorial Day flooding. He indicated that Williamson County was the only entity who requested a reappraisal. Lankford reported there to be only seven properties that required a reappraisal and indicated that the totals would be sent to the tax office on the next supplement.

MAP Review Update

Lankford reported that the District had been contacted by the MAP Reviewer and the preliminary results showed the District to be passing in all areas of the Review, scoring 100% on each of the sections. He commended District staff for doing a great job.

Website Update

Lankford reported on a few changes to the District's website. He discussed a new Google-type property search and indicated that Sidwell Portico was able to provide an improved mapping software for use on mobile devices.

Board Election Update

Lankford reported that the District had received nominations for all current members with the exception of Chadwell and Honeycutt. Honeycutt reported that he had been nominated, the District should be receiving the resolution soon. Chadwell indicated that the Round Rock ISD School Board was scheduled to meet on October 15th. Lankford informed the Board that ballots would be sent in November and were due back by December 15th.

2016 TAAD Conference

Lankford invited Board members to attend the TAAD (Texas Association of Appraisal Districts) Conference; indicating January 22, 2016 to be the early registration deadline. This conference will take place in Dallas.

Lawsuit, Arbitration and SOAH Reports

Lankford reviewed the lawsuit and arbitration reports.

WCAD Christmas Party

Lankford reminded the Board members that the District's Christmas Party was scheduled for Saturday, December 5th. This celebration will take place at the Oasis on Lake Travis. He hoped all would be able to attend.

Board Agenda Additions for Future Meeting

- Develop a policy for IAAO designations; including the salary evaluation process and who to survey and how this will be handled as a Board. This will be done in executive session.

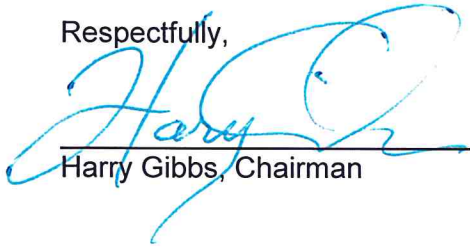
Board Announcements

Honeycutt announced that, at the Round Rock City Council Meeting later today, he would be recognized as one of the recipients of the Local Legend Award. The other members congratulated Honeycutt.

The next meeting date was set for November 19, 2015 at 9:00 a.m.

The meeting adjourned at 11:28 a.m.

Respectfully,



Harry Gibbs, Chairman



Cecilia Crowley, Secretary