

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of March 26, 2015

Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, March 26, 2015 at 9:07 a.m. Board members present: Harry Gibbs, Deborah Hunt, Cecilia Crowley, Rufus Honeycutt and Charles Chadwell. Quorum declared.

Receipt of Public Comments

There were no public comments.

Taxpayer Liaison Officer's Report

Report on Property Owner Contacts

Charley Rouse, the District's Taxpayer Liaison Officer, was present to report on the status of his contact with property owners.

Rouse reported receiving calls from property owners seeking information; however, no property owner complaints were received since the last Board meeting.

Review and Compensation of Taxpayer Liaison Officer

Executive session began at 9:09 a.m. and ended at 9:48 a.m.

The Board recessed at 9:48 a.m. and returned to open session at 9:50 a.m.

Consideration and possible action on items discussed in executive session

Review and Compensation of Taxpayer Liaison Officer

No action was taken.

Hunt expressed her appreciation to Rouse on behalf of herself and the Board for the job well done for both the District and the taxpayers of Williamson County. She mentioned that it takes a special person to take complaints, pay attention, listen and resolve these issues. Lankford spoke to how blessed the District is to have such a great Liaison Officer.

Consider approval of minutes of the Board of Directors for the regular meeting – February 12, 2015.

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

Consideration of Monthly Financials

Lankford informed the Board that the budget categories 6200 (General Services) and 6300 (ARB Services) had been separated per Crowley's suggestion at a previous meeting.

The January and February 2015 financials and expenditures were reviewed and filed for audit.

Chief Appraiser Evaluation Form

Lankford indicated that the Chief Appraiser evaluation form had been finalized from discussions at previous meetings. He mentioned one change that had been noted from information received from the TAAAD (Texas Association of Appraisal Districts) Conference and indicated that the following bullet point had been added to the form: "Often requires application of ingenuity, political sensitivity and innovation".

Chadwell moved to accept the revised Chief Appraiser evaluation form. Hunt seconded. The motion carried unanimously.

Designation of Depository Signers (Resolution #2015-01)

Lankford announced that Dave Matheny would be replacing Lynn Powell (who had recently retired) as a check signer for the District.

Honeycutt moved to approve the individuals listed as check signers on resolution #2015-01 (Alvin Lankford, Chris Connelly, Jennifer Austin and Dave Matheny). Hunt seconded. The motion carried unanimously.

2014 Budget Category Adjustments

Lankford reminded the Board of the line item transfers that had been discussed at their last meeting. Kimberly Gamboa, the District's Business/HR Manager, distributed an updated year-end statement. Lankford reminded the Board that he, as Chief Appraiser, is allowed to disburse expenditures up to \$15,000 without previous Board approval in emergency situations. Lankford reviewed the budget adjustments.

Hunt inquired about the process on using reserve funds versus performing a line item transfer regarding building repair and maintenance. Lankford indicated that this decision is made individually on a case-by-case basis. He added that the District tries to use \$10,000 as a guideline depending on where we are in the year; however, he reminded the Board that unanticipated issues arise. Lankford also reminded the Board that the short lived items would be reviewed at a future meeting. He mentioned that funds must be spent or designated each year. Discussion followed.

Crowley inquired about the reserve funds for the health reimbursement account. Gamboa reminded the Board that they had approved a distribution of up to \$2,000 per employee and indicated that, for the 2015 year, the number of employees would be increasing to 67. Gamboa reported that the District generally spends \$60,000-\$70,000 per year. These monies come out of reserve funds and are replenished as needed.

Crowley moved to approve funds as presented from various budget categories (on file at the District). Hunt seconded. The motion carried unanimously.

Appointment of ARB Executive Members

Lankford reminded Board members that they had previously discussed the appointment of the ARB (Appraisal Review Board) executive members. Cherie Dunham, the ARB Chair, was present to continue that discussion.

Hunt mentioned that she had requested this item be added to the Board agenda. She expressed that the Board has difficulty choosing the appropriate ARB Chair or Secretary due to not having personal knowledge of them. The Board had previously discussed drafting key questions and then interviewing interested candidates. Hunt mentioned that, after further discussion at the recent TAAD Conference, this may not be the best method for assessing applicants. She felt it would be better to ask for, similar to last time, letters of interest and recommendation. This would hopefully remove the political aspect for the ARB members.

Dunham commented that sometimes ARB members will suggest to other ARB members that they apply. She also mentioned that she did feel an interview for each candidate would be appropriate. Dunham also suggested the Board speak with the outgoing chairperson. Hunt expressed her wishes for each candidate to provide a letter of interest, recommendation letter and resume. The applicants would then be interviewed after discussion with the former ARB chairperson. The Board members discussed the timeline. They thought it would be best to appoint the executive members at their January meeting; receiving letters and resumes in December. The information packets would be sent to Board members as they arrive from interested applicants.

Chadwell left the meeting at 10:19 a.m.

No action was taken.

TAAD Conference Follow-Up

Lankford inquired with Board members if they had any follow-up from the recent TAAD Conference. Honeycutt thought it was a good conference.

Colleen McElroy, the District's Administrative Assistant, commented on a few items that she had noted. She discussed the appointment of the ARB members, the requirement of voting regarding the Agricultural Advisory Board (which, she noted, the Board already does generally) and the possibility of incorporating a consent agenda into the Board's process.

No action was made.

Consent Agenda

Lankford continued discussion regarding the possibility of the Board incorporating a consent agenda. Honeycutt liked the idea and mentioned considering adding things like the appointment of the Agricultural Advisory members. He also commented that some items should be kept from placing on consent; including things like the budget. Honeycutt felt the consent agenda was a good idea and expressed that the District should begin testing.

No motion was made.

Chief Appraiser's Report

WCAD Initiatives

Lankford provided the Board with an update regarding the Business Personal Property (BPP) online renditions and mentioned how successful the new process had been. He indicated that 436 renditions had been received online and 676 had signed up to render, but had not yet sent their rendition. Lankford reported that about 29% of personal property owners were completing the process online.

Lankford reminded the Board that the District had begun offering its online homestead filing two years ago and reported that this year it was having major successes. Lankford indicated that about 70% of its homesteads are arriving through its online process. He informed the Board that the District will also be including an insert in property notices indicating that individuals may be eligible for property tax savings and direct them to the online process. Hunt mentioned that the tax office is also forwarding the link to the online homesteads to those property owners who call their office.

Lankford distributed a printed brochure that would be shared with new property owners to Texas. He expressed that the brochure would provide new owners information regarding the property tax system in the state of Texas; including facts about homestead exemptions, what the appraisal district does and key appraisal district dates.

Property Value Study Results

Lankford discussed the Property Value Study and indicated that he was happy to report that the District had passed all school districts again this year. He gave credit to the District staff who had again done an excellent job.

Lankford expressed a slight concern with the District's COD (coefficient of dispersion) indicating these numbers to be a bit misleading due to incorrect data received by the Comptroller's office that they would not remove. He reported the District to be doing great by IAAO standards. Lankford reviewed the summary worksheet of the Property Value Study.

WCAD Presentations

Lankford reviewed his presentations since the last Board Meeting. He reminded the Board that, during the TAAD Conference, he had presented a session titled "Ensuring Responsible Fieldwork" where he discussed how GPS is utilized on field devices.

Lankford also presented with Chadwell regarding equal and uniform at the TASB Conference. It was mentioned that very positive comments were received from those in attendance. He also mentioned that two additional equal and uniform presentations were already scheduled for June in San Antonio and in Ft. Worth. Lankford indicated that, depending on the legislature, some items may be decided on or finished by that time and the focus may have to be shifted.

Lankford reminded the Board of the upcoming Entity Meeting which is scheduled for April 1st. He indicated that he would be discussing property values, change detection, the District's website and renditions with the 24 entities in attendance.

Lawsuit, Arbitration and SOAH Reports

Lankford reviewed the lawsuit, arbitration and State Office of Administrative Hearings (SOAH) reports.

Board Agenda Additions for Future Meeting

- Crowley mentioned the Robin Hood bill modification that had been discussed at the TAAD Conference.

Board Announcements

There were no Board announcements.

The next regular meeting was set for Thursday, April 16, 2015 at 9:00 a.m.

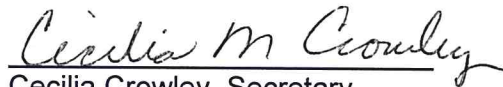
The meeting adjourned at 10:57 a.m.

Respectfully,



~~Harry Gibbs, Chairman~~

Deborah M. Hunt, Vice Chairman



Cecilia Crowley, Secretary