

# Williamson Central Appraisal District

## Board of Directors Meeting

Minutes of April 16, 2015

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Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, April 16, 2015 at 9:04 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.

### Health Insurance Presentation

The health insurance presentation was moved on the agenda waiting arrival of its presenters.

### 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. He indicated that he did not have any issues to report on since the Board's last meeting.

### Consent Agenda

*The consent agenda includes non-controversial and routine items that the Board may act on with one single vote. Any Board member may pull any item from the consent agenda in order that the Board discuss and act upon it individually as part of the regular agenda.*

Approval of minutes of the Board of Directors for the regular meeting – March 26, 2015.

#### Monthly Financials

Chadwell requested one change to the March 2015 Board minutes. He asked that the minutes be revised to read that Lankford would be presenting regarding equal and uniform in San Antonio and Ft. Worth rather than Houston and Dallas.

Chadwell moved for approval of the consent agenda items with the revision listed. Crowley seconded. The motion carried unanimously. The March 2015 financials and expenditures were filed for audit.

## Taxpayer Liaison Officer Salary Comparison

Gibbs informed the members that the Taxpayer Liaison Officer's (TLO) salary comparison item would be pulled from the agenda. Hunt commented that she had felt it would be interesting to see a comparison of the salaries of the different TLO's to see if the salary paid to ours is proportionate. This item will be discussed at a later date.

No action was taken.

## Annual Review of Board Policy

### Appointment of Appraisal Review Board Executive Members

Lankford informed the Board members that the appointment of the Appraisal Review Board (ARB) members portion of the Board policy had been included in their packet; which had been discussed during recent meetings. He inquired about any changes the Board might like to make to their current policy. Hunt felt, and the other members agreed, that the ARB policy should remain broad. The Board decided they would leave the appointment of the ARB executive member's portion of their policy as is for one to two years and then revise if needed.

No motion was made.

### Board of Directors Responsibilities

Lankford informed the Board that this was the time of year when he would normally provide an annual review of the Board's responsibilities. He mentioned that, since the current members have been in place for a number of years, and were very experienced, he thought he might forgo this review. He pointed out that most members had attended the Texas Association of Appraisal Districts (TAAD) Conference as well; which gives an overview of these responsibilities.

Lankford indicated that Colleen McElroy, the District's Administrative Assistant, attends TAAD Conference Board breakout sessions to ensure any new issues are brought to the Board's attention and have been address appropriately in the Board's policy.

Lankford reminded the Board that District contracts are reviewed annually with them and that conflict of interest statements must be provided when necessary.

No motion was made.

### Investment Policy (Resolution #2015-02)

Lankford reminded the members that the Investment Committee, which is made up of himself, Crowley and Kimberly Gamboa, the District's Business/HR Manager, normally meets annually. This Committee did not feel the need for a meeting this year, due to not many changes being necessary in the policy and because the market itself had not experienced much change. There were two minor changes in the Investment Policy which Lankford reviewed. He indicated that, starting today, the District would begin adopting the policy by resolution.

Hunt moved for approval of resolution #2015-02. Honeycutt seconded. The motion carried unanimously.

The Board moved back to agenda item IV. Health Insurance Presentation

The District's insurance consultants, Debra Spellings and Yvonne Harper-Hill with Gallagher & Co. were present.

Spellings indicated the District's current health insurance vendor to be United Health Care (UHC) under a Preferred Provider Organization (PPO) plan. She reported that the District had been with UHC for 7-8 years and that the plan works well; reimbursing a portion to the deductible. Spellings reported there to be a drug card and in-network as well as out-of-network benefits. She reviewed the District's current plan.

Spellings indicated that health insurance is currently in somewhat of turmoil. She presented, from the proposals at this point a 3% rate increase from UHC. Spellings thought this rate was favorable in light of the health insurance industry. She also indicated that the District would like to move their effective date from July to October. It was indicated that a decision would need to be made by July 1<sup>st</sup>.

Long term disability was discussed. Spellings indicated that she anticipated recommending accepting a renewal with Lincoln Financial; however, rates would be requested and reviewed.

The District's insurance will be discussed again at the June Board meeting.

#### Request for Quote for Sketch Validation

Lankford informed the Board that it had been six years since Yotta had done the District's sketch validation; taking the District's sketches and overlaying them; telling the difference in the two images. He mentioned that according to IAAO standards; the District must look at each property every six years. Lankford read from the IAAO manual. He indicated that the District is under an alternative requirement from IAAO using aerial and street level imagery.

Lankford informed the Board that he would like to investigate if sketch validation is necessary again this year; announcing that he would recommend a request for quote to see what the cost would be, in order to determine the rate of return on investment. He believed that what the District is doing on change finder might meet this standard.

Honeycutt moved to for approval of proceeding with a request for quote for sketch validation. Chadwell seconded. The motion carried unanimously.

#### Air Conditioning Repair

Lankford informed the Board that the District has 26 small and one large 40-ton air conditioning unit. The large mass airflow unit is not functioning properly and therefore humidity levels are rising throughout the building; this unit is in need of replacement.

Lankford advised that this large unit must be manufactured to the District's needs. He felt the District should pull monies from the building maintenance reserve account. Aaron Stenulson, the District's Assistant Director of Administration, indicated that he would provide warranty information on the existing unit. Lankford informed the Board that he had given approval to start the process of building the unit, since the Board had given him permission to spend up to \$15,000 before coming to them for their consent.

Lankford reported another air conditioning issue with a smaller unit as well. He mentioned that the District could replace the broken parts in this unit for around \$4,500, or could replace the entire unit. He indicated that the quote had not been received at this time; but expressed his wishes to be able to extract from reserves for the total of these two units of around \$17,400.

Chadwell moved to designate \$17,400 out of reserve monies for the repair of the air conditioning units. Hunt seconded. Discussion followed. The motion carried unanimously.

## Chief Appraiser's Report

### Entity Meeting

Lankford informed the Board that the annual Entity Meeting had been held on April 1<sup>st</sup>. The District had over 24 entities and over 30 people in attendance from those entities. Lankford reported having received compliments every year since this meeting was originated. He reviewed the information provided at the meeting and informed the members that this information helps each entity understand value details within their unit.

Lankford reviewed statistics that were presented at the Entity Meeting. He expressed that the growth in Williamson County in the last six years has been unbelievable.

Chadwell requested Lankford's attendance at an upcoming Round Rock School Board Meeting.

### 2015 Appraisal Notices

Lankford mentioned that yesterday the District had presented the appraisal roll to the ARB. He informed the Board that the staff and ARB would then work to get to 95% of the total appraised value and then provide the roll to Lankford to certify.

Lankford reported that on April 2<sup>nd</sup>, the District had sent 181,583 notices which represents \$51.3 billion dollars in total market value. He pointed out that the District had some undeliverable properties that were repeatedly attempted to resolve and some exempt properties that do not receive their notice; which brings the total market value to \$55.9 billion dollars, with 186,255 notices sent. These numbers represent all real property and do not include Business Personal Property.

### Building Short-Lived Items

Lankford reviewed the breakdown of the building short-lived items. He indicated that the District has around \$600,000 in the building reserve to replace these items and mentioned that these items are reviewed annually with the Board.

Lankford mentioned the need of replacing projectors, screens and appliances. Hunt mentioned legislation proposed that would require the District to provide audio / video equipment for those who protest their property. Lankford felt that the District was already in compliance, or had a workaround in place, for this requirement.

## Major Equipment Replacement Items

Lankford reviewed the I.T. department's major equipment items in need of replacement. He distributed this list to the Board.

Lankford informed members that the District had a few small servers that have reached their life and were in need of replacement over the next 12 months. He reviewed this list. The replacement of the main operating switch, ports and other switches were discussed.

Lankford mentioned the replacement of the District's exterior cameras, which are used for multiple purposes; including security and traffic flow. He also discussed the power cabinet rack housing batteries for backup and redistribution of power. He mentioned that this item is also reaching its life; however, we could wait until 2016 to make this replacement.

Lankford expressed that the need for computing power has certainly increased since the District's building opened. Chadwell felt this was a good investment; indicating that the District seems to always use technology to its fullest and be on the leading edge. Lankford advised the Board that they would begin to see some technology purchases.

## WCAD Presentations

Lankford's presentations since the last Board Meeting were discussed.

Lankford indicated that most of his presentations had taken place at the Capitol regarding legislation. He felt he was getting more involved this session and therefore had been able to make a contribution. He mentioned that last session Hunt had given a good mentorship when visiting with local legislators.

Lankford reported that he had presented to Thrall ISD regarding tax freeze questions and the process; giving an understanding of what is done at the appraisal district. He reported that he has another presentation with this same school district this evening. These presentations are in response to a request by Superintendent Tommy Hooker for a bond election.

## Website Update

Lankford displayed the District's website for the members. He indicated that the District is in the process of revising its videos; reporting that over half of them had been revamped in-house. Lankford mentioned the protest phase video, which is provided on the website the same week notices are sent. Chadwell commented on the videos indicating them to be a good investment of time. He expressed how they increase the property owner's knowledge and also better prepare property owners for what to expect and what to bring with them to the District's office.

Gibbs left the meeting at 10:30 a.m. Hunt acted as Chairman for the remainder of the meeting.

Lankford informed the Board that property owners now have the ability to schedule their ARB hearing, if they file an online protest. Hearing reschedules are also available on the District's website. Lankford reported that 225 property owners had scheduled hearings online as of yesterday.

## Certified Assessment Evaluator Designation

Lankford reported that he had successfully completed his course work for the Certified Assessment Evaluator (CAE) program through the International Association of Assessing Officers (IAAO). He informed the Board of the excessive amount of work required to complete this course and indicated that he is currently the only Chief Appraiser in the state to have this designation. He added that there are only 15-20 individuals in the state that have a CAE and indicated that this was IAAO's top designation. The Board congratulated Lankford.

## MAP Review Update

Lankford informed the Board that the MAP reviewer, Dwayne Andrews, had visited the District last week. He indicated that Andrews, who has been the District's reviewer in the past, had done an outstanding job; which Lankford shared with the Comptroller's office.

Andrews had informed Lankford that everything he analyzed as a reviewer looked good and that the review must still go through a few final steps.

## Lawsuit, Arbitration and SOAH Reports

Lankford reviewed the Lawsuit, Arbitration and State Office of Administrative Hearings (SOAH) reports. He reported that the SOAH hearings have been finalized for the year and would not be presented to the Board until they begin again.

## 2016 Budget Calendar

Lankford reviewed the 2016 general budget calendar.

## 2015 WCAD Christmas Party

Lankford invited the Board to the annual WCAD Christmas party which is scheduled for December 5<sup>th</sup> and will be held at The Oasis in Austin.

## Board Agenda Additions for Future Meetings

- 2016 Budget
- Insurance Update
- Lawsuit Presentation by the District's Attorney

## Board Announcements

Chadwell invited everyone to attend the opening of the new Round Rock High School. He indicated that this celebration of families would take place on Saturday from 7:30 a.m. to 1:30 p.m.

Crowley inquired about legislature regarding a change concerning County Education Districts (CED's). Lankford indicated that he was still in the process of looking into this legislation. Hunt indicated SB1 to be very extensive for this session regarding school funding.

The next regular Board meetings were set as follows:

Thursday, May 14, 2015 at 9:00 a.m.

Wednesday, June 10, 2015 at 9:00 a.m.

Thursday, July 9, 2015 at 9:00 a.m.

Thursday, September 10, 2015 at 9:00 a.m.

The Board decided they would not meet in August, unless the need arises.

The meeting adjourned at 10:56 a.m.

Respectfully,

  
Deborah Hunt, Vice Chairman

  
Cecilia Crowley, Secretary