

# **Williamson Central Appraisal District**

## **Board of Directors Meeting**

### **Minutes of January 11, 2018**

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Harry Gibbs, Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, January 11, 2018 at 8:32 a.m. Board members present: Harry Gibbs, Rufus Honeycutt, Charles Chadwell, Larry Gaddes, Donald Hisle and Jon Jewett. Quorum declared.

Gibbs welcomed the new members, Donald Hisle and Jon Jewett, to the Board and asked them to introduce themselves.

Pledges of Allegiance

Oath of Office by Board Members

Judge Betsy Lambeth administered the oath of office to the newly elected Board of Director members for 2018-2019; Harry Gibbs, Rufus Honeycutt, Charles Chadwell, Donald Hisle, Jon Jewett and Larry Gaddes. Gaddes will serve as an ex-officio member.

Election of Officers

Honeycutt nominated Chadwell as the Board Chairman. Hisle seconded. Honeycutt nominated Gibbs as the Vice Chairman. Hisle seconded. Both votes carried unanimously. Honeycutt nominated Hisle as the Board Secretary. Chadwell seconded. The motion carried unanimously.

Chadwell thanked Gibbs for serving as the Chairman for so many years. The other Board members also expressed their appreciation. Gibbs announced that it had been an honor to serve as the Chair alongside the other members. He mentioned that searching out the District's current facility and hiring a new Chief Appraiser were a few of the things he was proud to be a part of. For the new members, he reiterated the importance of the decisions that would be made as a team. Lankford announced that it had been his pleasure to work with Gibbs as the Chair and expressed his admiration of him for his dedication to his service on the Board.

Receipt of Public Comments

Honeycutt discussed the Board member training which was scheduled to take place on January 24, 2018 at 9:00 a.m. in an open meeting. He invited the District's Taxpayer Liaison Officer, Charley Rouse, to this training.

Employee of the Year Recognition

Lankford announced that each year the District recognizes two employees for their contributions and names them employee of the year. He indicated that one employee is chosen from the appraisal department and one from appraisal support. Lankford introduced Ryan Meyer and Daniela Vasquez-Smith for this recognition; announcing that both of this year's recipients exhibit great attitudes and have outstanding work ethic.

Meyer and Vasquez-Smith were congratulated by the Board.

## 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 a reduction in calls from the previous month and informed the Board that he had been able to direct more property owners to the District's website. Rouse also reported that the required Comptroller report had been submitted. He mentioned that all calls had been resolved and thanked District staff for their quick response.

The Board discussed the routing of Rouse's calls; those calls will continue as previously routed.

### Appraisal Review Board Member Appointments

Glenda Lloyd, the District's Entry/ARB Operations Manager, reported on the appointment of the Appraisal Review Board (ARB) process with the Administrative Law Judge.

Lloyd indicated that there were seven new member appointments for a 2-year term for 2018. The District has a 13-member ARB with three auxiliary members. Lloyd reported that the District had six members returning for the second year of their two-year term and one auxiliary member returning. Lloyd reviewed the names of the new members: Allan Davis, Michael Mulcahy, Jose Orta, Chrystle Swain, Shannon Wehring, George Willey and one new auxiliary member; Peter Culig. Lloyd announced that two applicants for the Chair position were not reappointed. She also announced that two members had applied for the Secretary position: Carol Frey and David Hubbell. Lloyd indicated that Frey contacted her expressing interest in the Chair position.

Lankford informed the Board that since the appointments were received later than usual, the Board could consider providing additional time for other members to have the opportunity to show interest in the executive appointments.

### Appointment of ARB Executive Members

Executive Session began at 9:00 a.m. and ended at 9:07 a.m.

### Consideration and possible action on items discussed in Executive Session

#### Appointment of ARB Executive Members (Resolution 2018-01)

Honeycutt made a motion to appoint Carol Frey as the ARB Chair and David Hubbell as the Secretary. Hisle seconded the motion. The motion carried unanimously.

Frey introduced herself to the Board; Gaddes thanked her for her service.

### Consider approval of minutes of the Board of Directors for the regular meeting – November 9, 2017.

Honeycutt moved for approval of the minutes as presented. Gibbs seconded. The motion carried. Jewett abstained.

Gaddes mentioned his preference to remain as an ex-officio Board member. He commented that having been a former employee of the District could be perceived as a conflict of interest. Discussion followed.

#### Consideration of Monthly Financials

The October and November 2017 financials and expenditures were reviewed and filed for audit.

#### Investment Advisory Committee Appointment

Lankford announced that the District's Investment Advisory Committee had historically been formed with the Chief Appraiser, the Business Services Manager and one Board member. He indicated that Cecilia Crowley, who was no longer serving on the Board, had served in this position until her departure last month. Lankford announced that an investment training class was required every two years for members of the Committee. Hisle offered to serve on the Investment Advisory Committee. Chadwell appointed Hisle to the Committee and thanked him for this willingness to serve in this capacity.

#### Indemnity Clause for Financial Audit

Lankford informed the Board members that District contracts are reviewed by one of its attorneys before signing. He also indicated that all contracts include an indemnity clause. He confirmed that this clause was part of the contract with the District's auditor. No action was necessary.

#### Parcel Fabric Reserve Purchase

Lankford announced that in May of 2017 he had presented to the Board the potential conversion for parcel fabric. K.C. McDade, the District's Director of Operations, presented additional details indicating that a pilot project had been done. He emphasized the automation of workflow and increased accuracy of the District's property records. McDade reviewed other benefits including; the efficiency and ease of sharability with the District's taxing jurisdictions and the built in workflows for automation. He estimated a savings of \$10,500 in salary hours.

Lankford indicated that the Board had approved the pilot project in May of 2017 at a cost of \$13,300; with an estimated \$85,000 needed to complete the entire project, if it were deemed worthy. He announced that the District keeps reserve funds for various purposes. Lankford reviewed the reserve account balances. He indicated that this information is provided to the entities with the budget overview and the Board receives updates on these accounts quarterly. Lankford requested that \$85,000 be taken from the GIS reserve account for the full parcel fabric project.

Honeycutt made a motion to allocate \$85,000 from the GIS reserve fund account for the parcel fabric project. Gibbs seconded. The motion carried unanimously.

#### Eagle View (Pictometry) Contract Amendment

Lankford displayed a map showing aerial photography. He explained that each year the Comptroller switches between conducting a Property Value Study (PVS) and a Methods and Assistance Program Review (MAP Review). The PVS reviews the District's values and compares them to sales to ensure the District is calculating at market value.

Lankford indicated that, in 2017, the PVS was passed by the District; however, it did point out some inaccuracies in smaller rural cities. He explained that aerial imagery is utilized and shared with the District's taxing units; however he would like to see more detail in these rural areas. Lankford expressed that he would like to amend the six-year contract with Pictometry (whose name has now changed to Eagle View) to include these regions.

Lankford expressed his wishes to extend the contract through the rest of years four, five and six to include higher resolution imagery in these rural cities. He reviewed the return on investment. He indicated that the additional cost for flight years four, five and six would be \$7,912 per year, for a total of \$197,817 for the remaining three years on the contract.

Gibbs made a motion to extend the Pictometry (Eagle View) contract through the balance of the term for the amount of \$197,817. Honeycutt seconded. Discussion followed. The motion carried unanimously.

#### 2108 TAAD Conference and Voting Delegate

Lankford announced that the 2018 Texas Association of Appraisal District's (TAAD) Conference would take place February 25<sup>th</sup> through February 28<sup>th</sup> in Ft. Worth. He also mentioned that, as a part of the TAAD Conference, officers for this organization are elected. The duty of each Board of Director's is to select a person to serve as a voting delegate. He mentioned that typically in the past the Chief Appraiser has been selected as the delegate and the alternate has been a member of the Board. Lankford suggested that Chris Connelly, the District's Deputy Chief, be named as the alternate.

Jewett moved to appoint Lankford as the voting delegate for the TAAD Conference and Connelly as the alternate. Honeycutt seconded. The motion carried unanimously.

#### Chief Appraiser's Report

##### WCAD Presentations

Lankford discussed his presentations to the public and other organizations. He mentioned the Property Tax Institute (PTI) where he had presented on low income housing which he was directly involved in with legislation.

##### Update on Server Room Power Supply

Lankford informed the members that in years past, the District had power issues in its computer server room. McDade indicated that, in November, the Board had approved the enhancement of battery backups. He recognized a member of the Information Systems department, Michael Page, who had done extensive research on the new batteries; these were installed on December 9, 2017.

McDade announced that the equipment will run for an additional two hours and 19 minutes at a power outage in order for the system to be shut down methodically. He indicated that the system was tested on the evening of the install when the power unexpectedly shut down. He reported that the critical servers were not affected; therefore the new batteries were a success.

## Orion User's Group Meeting

Lankford announced that annually the District had been hosting an Orion User's Group Meeting for Texas users. He indicated that other appraisal district's using the Orion appraisal software (supplied by Tyler Technologies) are invited to discuss any issues that they would like addressed. Lankford reported having six other appraisal districts and seven Tyler Technologies employees attend. He informed the Board that there were total of 42 attendees. Lankford indicated that a priority list was developed for the software. He thanked District staff for the work involved for this meeting.

## Lawsuit, Arbitration and SOAH Reports

Lankford reviewed the lawsuit and arbitration reports. There were no State Office of Administrative Hearings (SOAH) on which to report. He announced that DBA (Doing Business As) information had been added to the reports, per a request at a previous meeting. Lankford announced that Connelly handles the District's lawsuits; he reviewed both the lawsuit and the protest process.

## Board Agenda Additions for Future Meeting

- Chadwell inquired about the GIS expo; this event is generally held the second or third week in November. He also mentioned a presentation he would like Lankford to conduct on April 1<sup>st</sup> for the Round Rock West neighborhood association.
- The Board Training, scheduled for January 24<sup>th</sup>, was discussed. Honeycutt announced that he was working with Deborah Hunt and Debbie Wheeler to conduct this training.

## Board Announcements

- Lankford announced the plan for updated photographs to be taken of the Board members.
- Chadwell welcomed both Hisle and Jewett to the Board; he also thanked Gibbs, again, for his service as the Board Chairman for many years.

The next regular meeting was set for Thursday, February 8, 2018 at 9:00 a.m.

The meeting adjourned at 10:33 a.m.

Respectfully,

  
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Charles Chadwell, Chairman

  
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Donald L. Hisle, Secretary