

# **Williamson Central Appraisal District**

## **Board of Directors Meeting**

### **Minutes of February 8, 2018**

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Charles Chadwell, Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, February 8, 2018 at 9:03 a.m. Board members present: Charles Chadwell, Harry Gibbs, Donald Hisle, Rufus Honeycutt, Jon Jewett and Larry Gaddes. Quorum declared.

Pledges of Allegiance

Receipt of Public Comments

Chadwell noted property owner correspondence that had arrived addressed to the Board. There were no other public comments.

Introduction of WCAD Management Staff

Lankford and the District's Directors introduced the members of the District's management staff. Chadwell thanked the staff for their work.

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 on a call that was directed to the Comptroller's office. Gaddes mentioned possibly contacting local legislators as well, for issues pertaining to changes in the law. Rouse expressed that District staff had been handling all issues in a prompt manner.

Consider approval of minutes of the Board of Directors for the regular meeting – January 11, 2018 and the Board training retreat – January 24, 2018.

Honeycutt moved for approval of both the January 11, 2018 and January 24, 2018 minutes as presented. Hisle seconded. The motion carried unanimously.

Lankford confirmed that he had spoken with the District's attorney concerning Board member voting; specifically on meeting minutes when the member was absent from the meeting. He mentioned that, per the advice of the attorney, the members who were absent from the meeting would look to the members who were present for confirmation and their voting was acceptable.

Consideration of Monthly Financials and Quarterly Investment Report

The December 2017 financials and expenditures were reviewed and filed for audit. Lankford mentioned line item category adjustments and a budget amendment that would be discussed at a future meeting. He reminded the members that the Board had given him permission to move items within categories; however moving from one category to another is presented for Board approval. Any amendment that might change the amount charged to taxing units is sent out to the taxing units for approval. Lankford reminded the members that since the District keeps reserve funds, it had not had to request additional monies from the taxing units.

Lankford reviewed the investment report.

## Agricultural Advisory Committee

Lankford discussed the list of members for the Agricultural (Ag) Advisory Committee. It was explained that this committee is responsible for advising the District on the valuation and use of agricultural and timber land. It was also mentioned that there must be a minimum of three individuals serving on this committee.

Aaron Stenulson, the District's Land/Ag Manager, informed the Board that a couple of meetings are conducted per year, to which the local extension agent is invited. He announced that the District had five returning and one new member; and could potentially have additional members as well.

Stenulson announced that James (Buster) Davidson had agreed to chair the Committee. He listed the other members: Gene Lawhon, Billy Carlson, Eugene Haydon, Wilbert Vorwerk and Mark Prinz. Stenulson reviewed the process for vetting members.

Honeycutt made a motion to approve the slate of Agricultural Advisory members as they were presented. Gibbs seconded. The motion carried unanimously.

## Annual Review of Contracts

Lankford announced that it was the time of year when the District presents to the Board the listing of all of its current contracts. He reviewed the list of vendors. No action was taken.

## TLC Office Systems Contract

K.C. McDade, the District's Director of Operations, was present to report that the time had come to renegotiate the District's contract agreement with its copier/printer vendor, TLC Office Systems (TLC). McDade reviewed the two parts to the contract. He indicated that TLC, who also provides toner and maintenance on the machines, was proposing to upgrade all of the District's copiers. McDade mentioned that the monthly cost was showing around a \$200 reduction and indicated that the District was awaiting a contract that meets the current legislative requirements. It was discussed that the monthly payment amount would be \$1,292, with a monthly base amount of \$345. McDade reported a net monthly difference between the old and new contract of \$206.

Honeycutt made a motion to approve the TLC Office Systems contract as presented. Hisle seconded. The motion carried unanimously.

The Board recessed until 10:15 a.m.

## Chief Appraiser's Report

### Pictometry Change Finder

Lankford informed the Board that the District has aerial photographs done annually. Those photos are then overlaid onto the existing image to detect any differences from the prior year. The District then uses this information to decide if there is added value or value to be removed.

Aaron Moore, the District's Residential Manager, was present to discuss the return on investment and the value of this project. He indicated that about 3,300 changes of 100 square feet or more had been made. Lankford reported the return on investment to be showing at 684%.

## Appraisal Review Board Appointment Updates

Glenda Lloyd, the District's Entry/ARB Operations Manager, reported that, after orientation, there had been three resignations of the Appraisal Review Board (ARB) members. The District contacted the judge for replacements. Lloyd indicated that a job description is provided to the applicants; however, the interview process is key. Judge Lambeth is extremely busy to be able to interview candidates; however, a panel may be chosen to conduct the interview process. It was indicated that a recommendation from the Board might be helpful.

It was discussed that this item would be placed back on the Board's agenda after verifying information with the District's attorney.

## Family Events for Employees and Board Members

Lankford informed the members of the District's ERC (Employee Recognition) Committee; this Committee recognizes events in fellow employee's lives. He mentioned that previously this had been extended to members of the Board. He explained that monies used for these events cannot be spent out of public funds; therefore these monies come from employees and any Board member who would like to contribute. Lankford indicated that each employee contributes \$20 in order to recognize events and reiterated that this is strictly on a voluntary basis, if Board members chose to participate.

## Board Member Property Verification

Lankford discussed the property appraisal verification cards that were distributed to the members. He asked that each Board member verify the attributes of their account(s), to give them the opportunity to make any necessary changes.

Lankford asked that members provide their signed verification by the next Board 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 explained the litigation process.

## Board Agenda Additions for Future Meeting

- Property owner public comment

## Board Announcements

- The TAAD (Texas Association of Appraisal Districts) Conference was discussed. This Conference will take place February 25<sup>th</sup> through February 28<sup>th</sup> in Fort Worth.

The next regular meeting was set for Thursday, March 8, 2018 at 9:00 a.m. Honeycutt reported that he would not be able to attend this meeting.

The meeting adjourned at 10:59 a.m.

Respectfully,

  
Charles Chadwell, Chairman

  
Donald L. Hisle, Secretary