

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of September 12, 2018

Charles Chadwell, Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Wednesday, September 12, 2018 at 9:03 a.m. Board members present: Charles Chadwell, Harry Gibbs, Donald Hisle, Rufus Honeycutt and Jon Jewett. Quorum declared. Larry Gaddes was absent.

Pledges of Allegiance

Receipt of Public Comments

A thank you card was presented to the Board from District staff expressing their appreciation for the savings that was afforded to them on their insurance.

There were no other public comments.

Taxpayer Liaison Officer's Report

Report on Property Owner Contacts

Charley Rouse, the District's Taxpayer Liaison Officer, was present to provide an update on the Appraisal Review Board (ARB) appointments as well as report on his contact with property owners.

Rouse indicated that the time had come for the Judge to appoint the ARB members for 2019. He reported that the District had received six applications; of which, four applicants were interested in returning, one application was received from a previous ARB member and there was one new applicant. Rouse mentioned that most were from the Georgetown area and the eastern part of the County. The deadline for applications is October 10, 2018. He indicated that the District was in need of seven applicants. If all positions are filled, the application will be closed on the deadline date. Lankford clarified that when these positions are advertised, the District has always included the requirements. Cherie Dunham, a former ARB Chairperson, will oversee the panel of interviewers.

Rouse reported that his property owner calls had been very light in the past month. He discussed a few calls that had been resolved.

2019 Budget Workshop

Lankford acknowledged that Billy White and K.C. McDade, who had assisted with drafting the budget, were out of the office this week and that the District had recently promoted two of its staff into Assistant Director positions. He announced that Jessica Miller had been named the Assistant Director of Operations and Aaron Moore the Assistant Director of Appraisal. Lankford recognized them for their outstanding work.

Entity Budget Overview Meetings

Lankford informed the Board that he, Chris Connelly, the District's Deputy Chief Appraiser and Kimberly Gamboa, the Business/HR Manager, review the budget overview documentation with each of the larger taxing units.

Lankford reviewed a few pages of this document. He mentioned that it illustrated how advancements in technology had saved the District money by avoiding having to hire additional personnel. He pointed out that the cost per dollar of total levy had continually decreased.

Gibbs expressed his appreciation to the District team indicating what an extremely well-done job they had performed. Chadwell commented that, when speaking with the entities, he was pleased to know that the values are carefully reviewed by the District and credited Gibbs for helping put this process in place.

2019 Budget Review

The updated version of the 2019 budget was distributed. Lankford mentioned a slight change made in the medical insurance and therefore an adjustment to the budget. The total budget, after changes in the group health insurance, was showing to be \$8,755,800. Lankford reviewed the changes.

Public Hearing on 2019 Proposed Budget

Chadwell opened the public hearing on the 2019 proposed budget. The public hearing was closed.

Approval of 2019 Budget (Resolution #2018-05)

Hisle moved for approval of the 2019 budget as submitted with a three percent merit salary increase for employees; for a total budget amount of \$8,755,800. Gibbs seconded. The motion carried unanimously.

2019-2020 Reappraisal Plan

Lankford announced that every two years the Board must approve the District's Reappraisal Plan (the Plan). Connelly reviewed the Plan. He discussed field mobile and reminded the members that the District reappraises property every year; however, the Plan must be reviewed and revised every two years. Connelly reported that 2012 was the last time the District took photos for street level imagery; this will be discussed again for 2018. Pictometry images are done annually.

Connelly reported that the District would be researching additional enhancements to the online protest process along with electronic evidence submission. Refining settlement options and multiple regression analysis (MRA) are also being researched; along with utilizing the District's GIS resources. It was mentioned that the document presented today was a broad overview of the items that are done regarding the appraisal of property in Williamson County.

Public Hearing on 2019-2020 Reappraisal Plan

Chadwell opened the public hearing on the 2019-2020 Reappraisal Plan. The public hearing was closed.

Approval of 2019-2020 Reappraisal Plan (Resolution #2018-06)

Honeycutt moved for approval of the Reappraisal Plan as submitted. Hisle seconded. The motion carried unanimously.

Street Level Imagery Reserve Purchase

Lankford displayed a presentation showing all request for proposals the District had received for street level imagery. He explained that, unless every property is visited, obtaining a digital image of each improved property in the County every six years is a requirement set forth by the International Association of Assessing Officers (IAAO). Lankford reported having two respondents to the request for proposals; Tyler Technologies and CycloMedia Technology. Both respondents met with District staff. He indicated that the two vendors have different processes thus the reason for different parcel counts. Lankford explained that CycloMedia uses more of a Google approach with their images; they have five cameras on each vehicle. They drive every drivable road and every parking lot of everywhere in the County. Lankford mentioned the proposed pricing from each vendor; \$430,000 for Tyler Technologies and \$350,000 for CycloMedia. He also mentioned an additional optional cost for CycloMedia where they take several photos as they drive and then use the best image of the improvement. Lankford mentioned the timeframe for delivery of each; CycloMedia would be delivered in November of this year and Tyler would be in February of 2019. The contract would end once the imagery is delivered.

Lankford continued to compare the two companies and mentioned advantages to the District's taxing units. Discussion followed.

Lankford discussed the successful business relationship that the District had with Tyler Technologies; but didn't know that this relationship would overcome the advantages he was noticing if it were to employ CycloMedia. He expressed the District's recommendation to contract with CycloMedia for the street level imagery project.

Lankford mentioned that contract negotiations had yet to begin. He clarified that the additional software would cost \$80,000; the \$350,000 was for image collection alone. He recommended purchasing the additional software for a two-year unlimited license. Lankford also indicated that he anticipated this process being popular with the taxing units and that they may prefer the District update these images more often.

Gibbs made a motion to give the Chief Appraiser the ability to move forward with the CycloMedia Technology contract as presented. \$350,000 for image collection and an additional \$80,000 for the added software. Lankford to negotiate a better deal if possible. Hisle seconded. The motion carried unanimously.

Gibbs amended the motion to include that funds would come from the street level imagery reserve account. The amendment was seconded by Hisle. The motion carried unanimously.

Pictometry Agreement

Lankford announced that the Pictometry agreement presented to the Board included a modification to one that was previously signed. This agreement gives the District the rights to the imagery that is delivered.

Chadwell made a motion for approval of the Pictometry agreement as presented. Hisle seconded. The motion carried unanimously.

Data Foundry Contract

Lankford reminded the Board that during the review of the proposed budget, they had discussed a new location for the District's co-location servers. The server would host the website as well as allow the ability to download the District's backups in a different way. He informed the members that the District's attorney had reviewed and approved the proposed contract. The facility would also be available to the District.

Lankford reviewed the pricing; \$3,100 initial contract for 60 months, \$1,350 non-recurring charges and \$875 monthly recurring charges. Lankford mentioned that utilizing this service would provide a better backup internet as well as an improved fail-safe situation.

Gibbs made a motion to move forward with the Data Foundry contract with the fees discussed. Hisle seconded. Discussion followed. The motion carried unanimously.

Just Appraised (Deed Program) Pilot Project Reserve Purchase

Lankford reviewed the Just Appraised deed program and reminded the Board that this item was approved in the budget. He explained the process used regarding obtaining deeds from the County Clerk's website. He also reviewed the accuracy rate and the time savings this program would afford the District. Lankford announced the cost of the proposed pilot project of \$24,750; these funds would need to be taken from the technology reserve account. He indicated that, if the District decided to proceed in the future, the cost would be \$60,000 per year.

Hisle made a motion to approve the pilot project amount of \$24,750 for the Just Appraised deed program for the October 1st pass as presented. Chadwell seconded. Additional details were provided. The motion carried unanimously.

Letter Concerning Survey Responses

Lankford reminded the members about the responses received from property owners concerning the reason for their visit to the District's office. A question had been added to the survey inquiring if the owner had come to the office to protest their property, protest their taxes or both. Sending a letter to the entities had been discussed regarding their participation in the process. It was mentioned that during each legislative session, Lankford and Gaddes had been meeting with local legislators to review the District's legislative priority list and this item was already included on that list. Lankford indicated that a legislative bill had already been written that could be combined with this issue.

No motion was made.

Town Hall Meeting

Lankford indicated that Chadwell had mentioned the idea of hosting a Town Hall meeting. It was discussed that this meeting could take place twice a year (once in the spring when appraisal notices are sent and once in October, when the tax bills are mailed). Lankford mentioned a list of items that had been drafted during the District's annual planning meeting. The suggestion of a possible sub-committee was proposed. Chadwell inquired with the other members for participation. Hisle offered to participate. The Board discussed having this meeting at the Council Chambers in Round Rock. They also discussed recording and broadcasting the meeting; indicating that each neighborhood association could announce the meeting in their newsletter. The Board discussed also including an announcement on the District's website.

It was mentioned that Chadwell, Gaddes, Honeycutt, Hisle and Lankford would orchestrate this Town Hall Meeting. No motion was made.

Chief Appraiser Review Questions

Lankford reminded the Board that October would be the time of year when the Board would conduct his evaluation. He inquired if the members wished to make any changes to his evaluation questions. The Board members had no changes.

No motion was made.

Employee Holiday Approval

Lankford reviewed the Williamson County holidays that had been provided. He also reviewed the District's proposed holidays. He reminded the Board that the District has taken the approach that it would prefer to designate holidays instead of utilizing floating days. He mentioned that a survey had been conducted of District personnel and the results had shown the holiday preference to be Wednesday, December 26, 2018 (an additional day for Christmas) and Friday, July 5, 2019 (an additional day for the Independence holiday). He asked that the Board adopt the holidays as presented with the addition of the two listed above.

Hisle made a motion to adopt the District's holidays as presented. Honeycutt seconded. The motion carried unanimously.

Depository Check Signers for Street Level Imagery Reserve (Resolution 2018-04)

Lankford announced that, since the District opened a new bank account for the street level imagery reserve, the financial institution had requested a resolution showing the check signers. He listed the names of these signers including himself, Chris Connelly, William White and K.C. McDade.

Honeycutt made a motion to approve the check signers with Union State Bank for the street level imagery reserve account as presented. Gibbs seconded. The motion carried unanimously.

Waiving Late Penalty and Interest on Taxing Unit Payments

Lankford announced that in the tax code, in section 6.06, it discusses waiving late penalty and interest on taxing unit payments. The Chief Appraiser is to impose a five percent penalty for late payments. It also gives an exception in 6.06(k) for good cause shown; however, there is also an Attorney General opinion stating that a Chief Appraiser does not have the right to waive the penalty.

Lankford mentioned that the MAP (Methods and Assistance) Review includes a question on this subject. The Board of Directors must approve whether to waive the fees or not. Lankford spoke with the District's attorney, Sandy Griffin, who said for good cause shown, the Chief Appraiser can waive the penalty. She suggested including an item on the Board's consent agenda quarterly to address any late payments. Lankford reported on the eight entities who had sent their payments late and the situations that caused the lack of punctuality. He indicated that if this had become a consistent issue with any particular entity, he would have another recommendation.

Honeycutt made a motion to waive late payments for good cause for the entities discussed and asked that this item be placed on the Board's consent agenda for the future. Hisle seconded. The motion carried unanimously.

The Board took a recess at 11:04 a.m. and returned to open session on 11:10 a.m. Hisle left the meeting at 11:04 a.m.

Consider approval of minutes of the Board of Directors for the regular meetings – July 12, 2018 and August 6, 2018.

Honeycutt moved for approval of the July 12, 2018 and the August 6, 2018 minutes as presented. Gibbs seconded. The motion carried.

Consideration of Monthly Financials and Quarterly Investment Report

The June and July 2018 financials and expenditures were reviewed and filed for audit. The investment report was also filed.

Chief Appraiser's Report

Property Owner Surveys

Lankford announced that the property owner survey results were proving to be very positive. He mentioned that any issues are identified and discussed with individual staff members. Customer service training is also offered when necessary, to help individuals improve their performance.

Server Room Fire Suppression

Lankford reminded the Board of a previous conversation regarding the District's fire suppression in the computer server room. The current suppression method includes the use of water. Lankford mentioned that the District had contacted a few companies to obtain a quote to convert to gas. The conversion cost is around \$15,000. This issue has also been discussed with the City of Georgetown who indicated that as long as the District is replacing with a qualified suppression system, that would be acceptable. Lankford indicated that the District would schedule replacement of the system as soon as possible. He reminded the Board that they had given him discretion to spend \$15,000 without needing prior approval; he mentioned his preference to utilize these funds from the building reserve account.

Protest Season Update

Lankford displayed the 2018 total protest and inquiry results for the Board. The online protest numbers went down this year which, Lankford reported, seemed odd. He mentioned an increase in protests over the last few years.

WCAD Christmas Party

Lankford reminded the Board of the District's Christmas Party which was scheduled to take place on Saturday, December 8th. He indicated that the District had chosen the Oasis for the location of the party and hoped that everyone could attend.

Board Agenda Additions for Future Meeting

- The Chief Appraiser compensation meeting was discussed. Lankford reminded the Board that this meeting was conducted at the Tax Office in 2017. He requested that, when the salary survey is finalized, he receive a copy.

Board Announcements

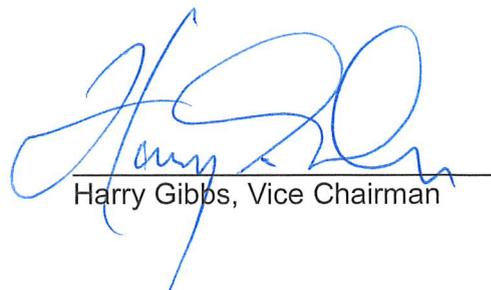
- Board members confirmed that they received letters from David Hubbell and Carol Frye for ARB executive positions.

The next regular Board meeting was set for Thursday, October 4, 2018 at 9:00 a.m.

The regular meeting adjourned at 11:25 a.m.

Respectfully,


Charles Chadwell, Chairman


Harry Gibbs, Vice Chairman