

# Williamson Central Appraisal District

## Board of Directors Meeting

### Minutes of March 7, 2019

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Charles Chadwell, Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, March 7, 2019 at 9:02 a.m. Board members present: Charles Chadwell, Donald Hisle, Harry Gibbs, Rufus Honeycutt and Jon Jewett. Larry Gaddes was absent. Quorum declared.

Pledges of Allegiance

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 announced that he had recently attended the Texas Association of Appraisal District's (TAAD) Conference.

Review & Compensation of Taxpayer Liaison Officer

Executive Session began at 9:07 a.m. and ended at 9:22 a.m.

Texas Workforce Commission Hearing

Executive Session began at 9:22 a.m. and ended at 9:38 a.m.

Consideration and possible action on items discussed in Executive Session

Review & Compensation of Taxpayer Liaison Officer

Honeycutt made a motion to increase the Taxpayer Liaison Officer's salary by \$50 per month. Hisle seconded. The motion carried unanimously.

Texas Workforce Commission Hearing

No motion was made.

Consider approval of minutes of the Board of Directors for the regular meeting – February 14, 2019.

Honeycutt moved for approval of the February 14, 2019 minutes as presented. Hisle seconded. The motion carried unanimously.

Consideration of Monthly Financials

The January 2019 financials and expenditures were reviewed and filed for audit. Lankford informed the Board that he was considering making a change to the format of these financial reports; excluding items that were not budgeted and showing zero balance.

## TAAD Conference Follow-Up

Honeycutt mentioned a discussion that had taken place at the TAAD Conference regarding open meetings and attending Appraisal Review Board (ARB) hearings. Lankford expressed his wishes that every Board member become more informed about the entire process. Chadwell recommended members attend an ARB hearing.

Chadwell asked that Lankford provide any updates gathered from this Conference regarding new technology. Lankford announced that Colleen McElroy, the District's Administrative Assistant, had attended the sessions for the Board of Directors and did not feel it necessary to make any revisions to the Board's Policy at this time.

Chadwell requested that Lankford provide an overview of CycloMedia, Eagle View and any other projects in which the District is participating.

No motion was made.

## Town Hall Meeting

Lankford announced that he had secured the facility for the upcoming Town Hall Meeting. This meeting will take place at Georgetown ISD's new administration building on Tuesday, April 16, 2019 at 6:30 p.m.

Gibbs indicated that he had been in contact with Larry Gonzales and that Gonzales, who was asked to attend to discuss legislation, was interested in participating. Gibbs will follow up with Gonzales.

The need to schedule a subsequent Town Hall sub-committee meeting was discussed. Chadwell mentioned inviting all elected officials to the Town Hall Meeting. Lankford to draft an invitation. Gibbs will propose a sub-committee meeting date as soon as possible.

No motion was made.

## District Cleaning Service

Lankford informed the members of some issues with the District's current cleaning service. He discussed some advantages of obtaining a new cleaning provider. This company would also provide a deep clean service prior to the public's arrival this summer. Lankford indicated that the District currently pays \$22,500 per year and that the new company would charge \$26,148. He announced that the additional services were well worth the difference in payment.

Hisle made a motion to accept the contract with Stratus Cleaning as the District's office cleaning service provider for a total cost of \$26,148 annually. In addition, approve a one-time cleaning fee of \$395 for a deep clean service. Honeycutt seconded. This service will start this month. The motion carried unanimously.

The Board recessed for a break at 10:06 a.m. and returned to open session at 10:12 a.m.

## Chief Appraiser's Report

### Website Domains

Lankford indicated that it had been noticed for years that property owners were generally more concerned about their taxes than their appraisal. He mentioned a website that would show the adopted and effective tax rates; it would also provide information about tax hearing dates, times and locations.

Lankford announced that, in order to provide this information, he would like to purchase some website domain names. He informed the Board that it would cost around \$30 per year to make this purchase. Lankford announced that the District had purchased several domain names.

#### District Roof Repair Update

Lankford informed the Board that the repair of the District's roof, which they had previously approved, was in progress.

#### Notice of Appraised Value

Lankford displayed the District's Notice of Appraised Value (Notice). He informed the Board that this year the changes to the Notice were minimal. A sample was displayed. Discussion followed.

#### 2019 Entity Meeting Reminder

Lankford reminded the Board that the Entity Meeting would take place on Tuesday, April 2<sup>nd</sup>, the same day the District plans to mail appraisal notices to property owners. He invited the Board members to attend; indicating that the meeting would begin at 8 a.m. and take place at the District's office. Lankford mentioned the materials discussed at this meeting.

#### Legislation Update

Lankford provided an update regarding the Texas Legislature. He discussed Senate Bill 2 and mentioned some other bills of interest including a proposed bill regarding electing the Chief Appraiser, Board members and ARB members.

Lankford indicated that he would keep the Board members informed of legislative updates.

#### Family Events for Employees and Board Members Reminder

Lankford reminded the Board members of the opportunity to participate in recognizing personal events for other Board members and employees.

#### Lawsuit, Arbitration and SOAH Reports

Lankford reviewed the lawsuit and arbitration reports. There weren't any State Office of Administrative Hearings (SOAH) on which to report.

#### Board Agenda Additions for Future Meeting

- Chadwell requested additional information regarding new technology; including Eagle View.
- Lankford announced that the fire suppression system being installed in the District's server room had become more challenging than originally expected. He indicated that he would provide an update at the Board's next meeting.

#### Board Announcements

There were no Board announcements.

The Board set their next meeting date as follows:  
Thursday, April 4, 2019 at 9:00 a.m.

The meeting adjourned at 10:35 a.m.

Respectfully,

  
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Charles Chadwell, Chairman

  
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~~Don Hisle, Secretary~~  
Harry Gibbs, Vice Chairman