

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of June 13, 2019

Charles Chadwell, Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, June 13, 2019 at 9:02 a.m. Board members present: Charles Chadwell, Harry Gibbs, Rufus Honeycutt and Jon Jewett. Donald Hisle and Larry Gaddes were absent. Quorum declared.

Pledges of Allegiance

Receipt of Public Comments

Chrystle Swain was present to comment. Swain asked that the Board consider Emancipation Day to be observed as a holiday by the appraisal district. Honeycutt mentioned a Juneteenth event that would be taking place at Old Settlers Park in Round Rock on June 14 and 15, 2019.

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 letter that had been sent to the Chairman of the Board of Directors; indicating that the issue had been resolved. He also had received a call from a gentleman who was unable to attend his hearing and was wishing to request a reschedule. Rouse explained the process for this request.

Consultation with Attorney on Current Litigation

Executive Session began at 9:11 a.m. and ended at 9:51 a.m.

Consideration and possible action on items discussed in Executive Session

Consultation with Attorney on Current Litigation

No motion was made as a result of Executive Session.

2020 Budget Workshop

2020 Budget Review

Lankford reviewed salary survey updates from the taxing units. He indicated that responses had been received from over half of the District's major units and all were proposing merit pay increases. Lankford announced that, for the first time, he would like to recommend more than a three percent raise for employees and asked that the Board consider a four percent merit increase. He indicated that this seemed to be representative of the District's entities.

Lankford reviewed the budget worksheets. He explained the reasons for the increase in the budget numbers. He specifically discussed how Senate Bill 2 would impact the District's budget. Lankford also mentioned how tax agents were changing the way they do business with the District and how this would also affect the budget. He discussed that the District would need 13 appraisers dedicated to these agents in order to certify on time. Lankford mentioned the possibility of needing to hire additional appraisers, one in both the Commercial and Residential departments as well as one additional ARB panel; which consists of four panel members and one alternate member. He also mentioned providing an alignment pay increase for Commercial appraisers.

Lankford announced to the Board that he was looking into a way to mitigate some of the budget increase. He discussed buying down the budget with the reserve accounts. Lankford mentioned taking \$30,000.00 from the CAMA reserve account for the multiple regression analysis one-time project; to complete the remainder of the county. He also suggested looking at the contingency reserve which, to his knowledge, hadn't been utilized. Lankford proposed taking the \$87,000.00 in this account to buy down the budget. And finally, he mentioned the TCDRS (Texas County and District Retirement System) reserve account, reminding the Board that, at their last meeting, they had mentioned using \$100,000.00 to buy down the unfunded liability. Lankford announced that the Board could buy down the increase for TCDRS with the remaining \$41,000.00. He indicated that a total of \$158,000.00 from reserve monies could be used to help buy down the budget.

Lankford reviewed the 2020 budget summary indicating that, with the buy down, the increase to the total budget would be 6.83% and reiterated that the increase, since the last meeting, was mostly due to the unfunded mandates set forth by the legislature.

Major Equipment Replacement Schedule & Building Short Lived Items

Lankford reviewed a few adjustments since the Board's last meeting that had been made to both the Major Equipment Replacement and Building Short Lived items.

Texas County and District Retirement System

Lankford discussed the District's retirement plan through TCDRS; reminding the members of the previous meeting where Tim Krause, with TCDRS, had presented them with the District's retirement numbers; showing a significant increase. He also informed the Board that, in order to buy down that unfunded liability, the District would need \$100,000.00. Lankford mentioned that the swing in the market had caused a loss to many companies.

Jewett made a motion to authorize the Chief Appraiser to buy down the TCDRS account by \$100,000.00; to be paid to TCDRS before December 14, 2019. Honeycutt seconded. The motion carried.

Approval of Proposed 2020 Budget

Honeycutt made a motion to approve the proposed 2020 Williamson Central Appraisal District budget in the amount of \$9,511,500.00 to include a 4% merit increase and to buy down the budget using the following reserve accounts:

- \$87,000.00 – Contingency
- \$41,000.00 – TCDRS
- \$30,000.00 – CAMA

For a total of \$158,000.00. Jewett seconded. The motion carried.

Reserve Purchase for Building

Lankford announced that, in researching fire suppression options, a huge deficiency had been recognized in the air conditioning unit that serves the District's computer server room. He reminded the Board that they had previously approved taking monies from surplus funds to purchase a new unit.

Three companies had supplied bids for this project; Entech Sales and Service, Airco Mechanical and Fox Commercial Services. Lankford discussed these bids and expressed his recommendation of working with Entech Sales and Service.

Honeycutt made a motion to accept the quote from Entech Sales and Service for the replacement of the HVAC unit in the District's computer server room for a total cost of \$93,179.00. Discussion followed. Chadwell seconded. The motion carried.

Town Hall Plans

Lankford announced that Honeycutt had requested the Board further discuss the recent Town Hall Meeting. Honeycutt felt the next Town Hall Meeting should focus on making the appraisal process easier for people to understand. He mentioned the idea of putting together a play with dialogue that property owners might already be discussing with their neighbors; to attempt to relate to individuals through the process. Honeycutt thought this format might benefit property owners.

The Board discussed ways of broadcasting the event. The idea of educating the public was discussed. This item will be discussed further at a future meeting.

No motion was made.

Field Mobile Agreement

Lankford informed the Board that he had worked with Tyler Technologies, the District's CAMA vendor, on reducing the cost for the field mobile software agreement.

Gibbs made a motion to accept the agreement with Tyler Technologies for the Orion Field Mobile License for a cost of \$28,832.50 to include a Year 1 Maintenance and Support fee of \$11,535.00 for a total cost of \$40,367.50. Jewett seconded. Discussion followed. The motion carried.

Consent Agenda Items:

Approval of minutes of the Board of Directors for the regular meeting – May 9, 2019.

Monthly Financials

Quarterly Taxing Unit Payments

Honeycutt moved for approval of the consent agenda items; May 9, 2019 minutes, monthly financials and quarterly taxing unit payments. Jewett seconded. The motion carried.

Chief Appraiser's Report

Property Owner Surveys

Lankford discussed the District's latest results from the property owner surveys. He indicated that currently around 17,000 surveys had been returned. Lankford announced that the surveys were showing a 97-99% satisfaction rating from the District's customers.

Protest Season Update

Lankford announced that this year, to date, the District had a total of 58,767 protests filed; he mentioned he anticipated a final total around 60,000 protests. He projected that the District would certify timely.

Legislative Updates

Lankford indicated that legislative updates had been discussed previously during the meeting and that both Senate Bill 2 and House Bill 380 were the major bills to impact the District.

WCAD Presentations

Lankford discussed the District's presentations since the Board's last meeting. He announced that he had done his annual value update for Williamson County Commissioners and received good feedback. He also had presented to the City of Round Rock Council members who had commented on the great job done by the District. Lankford expressed his appreciation to District staff. It was discussed that property owners come into the office upset and leave educated, which is the District's goal.

Lankford mentioned a presentation he had done for Thrall ISD regarding questions that the school district had regarding their values concerning House Bill 3. Lankford announced that Chris Connelly, the District's Deputy Chief Appraiser, had spoken to property owners at a Habitat for Humanity presentation. Connelly mentioned that he had discussed valuations for tax purposes informing the attendees the District's role in these valuations.

Board Election Process Update

Lankford discussed the Board Election process and reminded the members that this process would begin later in the year. He announced that the vote calculations would be sent to the taxing units in August. Lankford reviewed the important dates associated with the election process and inquired with the members if they would be willing to serve again on the Board of Directors.

Lawsuit, Arbitration and SOAH Reports

Lankford announced that litigation had previously been discussed.

Board Agenda Additions for Future Meeting

- There were no Board agenda additions discussed.

Board Announcements

There were no Board announcements.

The Board discussed their future meeting dates:

Wednesday, July 10, 2019 at 9:00 a.m. This meeting had previously been set for July 11, 2019; however, a conflict had arisen.

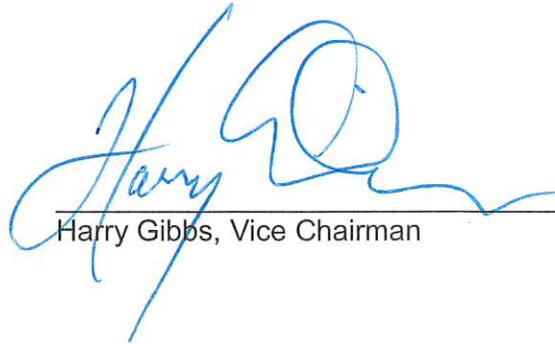
Thursday, September 5, 2019 at 9:00 a.m.

The meeting adjourned at 11:04 a.m.

Respectfully,



Charles Chadwell, Chairman



Harry Gibbs, Vice Chairman