

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of October 10, 2014

Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Friday, October 10, 2014 at 9:05 a.m. Board members present: Harry Gibbs, Cecilia Crowley and Rufus Honeycutt. Charles Chadwell and Deborah Hunt were scheduled to arrive a little later. Quorum declared.

Receipt of Public Comments

No public comments.

Hunt arrived at 9:06 a.m.

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 informed the Board members that he had not received any calls since the last Board meeting.

Update on Appointment of ARB by Administrative Law Judge

Rouse also provided an update regarding the appointment of the Appraisal Review Board (ARB) by the Administrative Law Judge. Letters from Judge Michael Jergins were distributed to the members. Judge Jergins had chosen three individuals to serve as a commission to select members of the ARB. Don McAlister, whom which Rouse has been in contact, will chair the group. Rouse indicated that Judge Jergins set a deadline of November 10, 2014 for the commission to provide a list of names sufficient to fill all vacancies, including alternates.

Consider approval of minutes of the Board of Directors for the regular meeting – September 10, 2014.

Hunt moved for approval of the minutes as presented. Crowley seconded. The motion carried.

Consideration of Monthly Financials

The August 2014 financials and expenditures were reviewed.

Lankford called attention to the forms and printing budget category; indicating changes to the homestead mailout workflow to be the reason for its low balance. The District had begun smoothing the workflow to include smaller mailouts; which impacts this line item. Lankford indicated that the budget would be adjusted accordingly. Discussion followed regarding homestead exemption eligibility.

Lankford also mentioned the TLO expense to be under budgeted due to the pay increase that was given as well as the professional services category due to a recent lawsuit.

Chadwell arrived at 9:12 a.m.

Lankford discussed the ARB contract labor budget line item; indicating that due to the increased level of protest this year, this item was also overdrawn.

The August 2014 financials and expenditures were filed for audit.

Texas Department of Regulations (TDLR) Correspondence

Lankford notified the Board of a TDLR complaint filed against himself and another employee at the District. He reminded the members of property owner, Minchong Kim, who had appeared before them previously. He indicated that Kim had also had several meetings with him and staff and had contacted the news media and legislators. Lankford indicated that Kim had most recently filed a complaint with the TDLR due to the District's lowering of the appraisal class of her home. He explained that Kim had requested the District apply the new appraisal class that was recently assigned to her home for previous years; which, of course, by law, cannot be done. Lankford indicated that in order for one of the District's attorney's, Chris Jackson, to assist with this issue for the District, a resolution would need to be approved by the Board.

Honeycutt made a motion to approve the resolution authorizing the Perdue Brandon Fielder Collins & Mott, L.L.P. law firm to represent the District regarding the TDLR complaint. Chadwell seconded. Discussion followed. The motion carried unanimously.

Financial Auditor

Lankford informed the Board members that the District had utilized its current vendor, Belt Harris Pechacek, LLLP as the District's financial auditor for the past three years. An engagement letter, sent by this firm, was included in the Board's packet.

Lankford notified the members that this auditing firm sends a different field auditor each year and that the senior auditor has been the same all three years. Crowley expressed the need for an auditor that is aware of the District's background and has the knowledge to audit its books. Lankford expressed the District's recommendation to retain this firm for its financial audit.

Hunt suggested discussing a change in the Board Policy to ensure the District issues a request for proposal from financial auditors at a minimum of every five years or as needed. It was requested that the District ask Belt Harris Pechacek, LLLP to revise their engagement letter to include a total of two years instead of three. Kimberly Gamboa, the District's Business & HR Manager will contact the firm.

Hunt made a motion to retain Belt Harris Pechacek, LLLP for fiscal years to audit the District's financial statements for 2014 and 2015. Chadwell seconded. The motion carried unanimously.

Chief Appraiser Review Questions

Lankford explained that an update was necessary to the Chief Appraiser job description, which is a part of the Chief Appraiser review questions. He explained that the legislature, a few years back, required the Chief Appraiser to have an RPA (Registered Professional Appraiser) designation in order to be hired as the Chief Appraiser.

Hunt moved for approval of the edits to the job description as reflected in the material. Crowley seconded. Discussion followed. Hunt amended her motion to change the job description for the Chief Appraiser to include the third bullet point "Texas Department of Licensing and Regulation's Registered Professional Appraiser designation required within five years". The fourth bullet will read as follows: "Must hold one of the following professional designations: Registered Professional Appraiser (RPA) from the Texas Department of Licensing and Regulation (TDLR); MAI from the Appraisal Institute, Assessment Administration Specialist (AAS) from IAAO, Certified Assessment Evaluator (CAE) from IAAO or Residential Evaluation Specialist (RES) from IAAO". Chadwell seconded. The motion carried unanimously.

Chief Appraiser Review

Executive session began at 9:39 a.m. and ended at 11:29 a.m.

The Board recessed at 10:27 a.m. and returned to open session at 10:36 a.m.

Chief Appraiser Compensation

The Chief Appraiser Compensation item was tabled until the Board's next meeting.

Crowley left the meeting at 11:29 a.m.

Consideration and possible action on items discussed in executive session

Chief Appraiser Review

Gibbs requested that both the Chief Appraiser Review and the Chief Appraiser Compensation items be tabled until the November Board of Directors meeting. He indicated the reason for the tabling due to not all members being available to finalize discussions.

Hunt made a motion to conduct the Chief Appraiser Review, for future years, annually in October. Honeycutt seconded. The motion carried.

No other action was taken on this item.

Chief Appraiser Compensation

The Chief Appraiser Compensation item was tabled until the November Board of Directors meeting.

No motion was made.

Lankford distributed a spreadsheet showing the updated Chief Appraiser salary comparison information.

Chief Appraiser's Report

WCAD Presentations

Lankford mentioned the TASA/TASB Convention at which he had presented in Dallas.

WCAD Initiatives

Lankford indicated that, other than the items already mentioned during his Chief Appraiser review previously in the meeting, one of the District's goals this year was to update its internal website; which had been named, by its employees, the Hub. Gamboa presented areas of the new Hub. Lankford indicated this to be a very useful tool for the District's internal use.

2015 WCAD Goals

Lankford mentioned that the 2015 WCAD goals were still in the process of being finalized.

Lawsuit, Arbitration and SOAH Reports

Lankford reviewed the lawsuit, arbitration and SOAH reports; indicating there to be a significant increase in arbitration cases. He explained market adjustment information which, he indicated, tax agents were having difficulty explaining to their clients. He indicated that settlement statements are still accepted during the year, however, adjustments are necessary.

Lankford reminded members that SOAH (State Office of Administrative Hearings) is another option for property owners in addition to litigation or arbitration.

Board Agenda Additions for Future Meeting

- Board Policy Update
- Chief Appraiser Review and Compensation
- WCAD Christmas Party Reminder

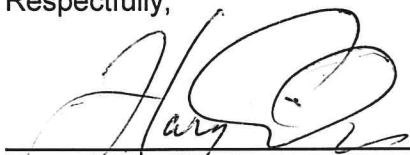
Board Announcements

Hunt announced that property tax statements would be mailed next week.

The next meeting date was set for November 12, 2014 at 8:30 a.m.

The meeting adjourned at 11:58 a.m.

Respectfully,



Harry Gibbs, Chairman



Rufus Honeycutt, Member