

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of May 17, 2017

Deborah Hunt, Vice Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Wednesday, May 17, 2017 at 9:03 a.m. Board members present: Deborah Hunt, Cecilia Crowley, Rufus Honeycutt, Charles Chadwell and Larry Gaddes. Harry Gibbs was absent. Quorum declared.

Pledges of Allegiance

Receipt of Public Comments

David Ciabrone, the Chairman of the Appraisal Review Board (ARB), mentioned that he had some concerns regarding one ARB member's attendance at hearings. He informed the Board that he had asked for this member to step down from his appointment. Ciabrone reported that the ARB would cycle through its alternates for coverage. He asked that this item be placed on the Board's agenda for their June meeting.

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 report on the status of his contact with property owners. Rouse announced that each of the issues reported had been resolved in a positive manner.

One owner in particular had forwarded correspondence not only to Rouse, but to each of the Board of Director members. This letter was distributed to the members. Lankford reported that the issue, which was value related, had been resolved prior to the receipt of the letter. The property owner had contacted the District and withdrew his protest.

Rouse, who indicated that he would not be able to be in attendance at the June Board Meeting, reported that things were running smoothly and property owners were satisfied.

Consider approval of minutes of the Board of Directors for the regular meeting – April 13, 2017.

Chadwell moved for approval of the minutes as presented. Honeycutt seconded. The motion carried.

Consideration of Monthly Financials and Quarterly Investment Report

The March 2017 financials and expenditures were filed for audit. The quarterly investment report was also filed.

2016 Financial Audit Report

Kevin Randolph, the District's financial auditor with Davis Kinard & Company, was present to review the financial audit. Randolph expressed having no issues or findings to report. He informed the Board that GASB 68 is the governing body for the District's accounting. Randolph reviewed the financial audit; the District's liability was discussed. He mentioned the unassigned fund balance of \$367,393. The Board thanked Kimberly Gamboa, the District's Business/HR Manager, and Crowley for their contributions to a successful financial audit.

2018 Budget Workshop

2018 Budget Review

Lankford reviewed the 2018 budget. He reported the current budget to be 3.74% above last year's numbers; which included a performance-based salary increase.

Lankford reminded the Board of the salary survey that had been conducted previously which generated salary level adjustments. He mentioned that the group insurance numbers were estimated and that cost of living adjustments for retirees were generally considered by the Board once every three years. These adjustments were last done for the 2017 budget. Lankford reminded the Board that the District's retirement representative would be present at their June meeting.

Lankford reviewed the remaining sections of the 2018 budget. The Board of Director expense was discussed; Hunt asked that the District budget for six members. Lankford reminded the members that a portion of the parcel fabric could be removed from the budget and taken from reserve monies.

The Board took a break at 10:43 a.m. and reconvened at 10:49 a.m.

2016 Financial Audit Report

There was no action taken on the 2016 financial audit report. The report was filed.

Building Short Lived Items

Lankford reviewed the list of building short lived items; indicating that certain items in the District's building were in need of replacement. He reminded the Board that they had allotted monies in the building reserve account in order to address these issues. He mentioned that he would provide a list of replacement items at a future meeting. No action was taken.

Major Equipment Replacement Items

Lankford reviewed equipment components that would need to be replaced in 2018. He reminded the Board that, once again, they had designated monies in the reserve account to replace certain equipment. This item will also be discussed at a future meeting. No action was taken.

Sidwell Parcel Fabric Test Reserve Purchase

Lankford reminded the Board members that K.C. McDade, the District's Director of Operations, had addressed them at the prior meeting regarding a possible pilot project.

This project entails configuring the District's parcel fabric and migrating to a new data type. McDade reported that a built-in function would improve data maintenance and accuracy which could assist the District's taxing units as well.

Lankford mentioned the District's GIS reserve account which currently had a balance of \$12,519. He reviewed the estimate for this migration of \$10,920 with remote training or \$13,300 for on-site training. Lankford indicated that the District's recommendation would be to purchase on-site training. He mentioned that the Board could take the \$12,519 out of the GIS reserve account and the remainder out of the 2017 budget. He concluded that, if the District found the pilot project to be viable, the cost would be \$85,000 to complete the rest of the project.

Chadwell made a motion to approve the on-site training for the pilot project for parcel fabric in the amount of \$13,300. Honeycutt seconded. The motion carried.

District Survey

Lankford reviewed the results of the District Survey which had been presented to staff earlier in the month. He reported that 58 employees had responded.

Lankford mentioned specifically the responses regarding training; indicating that without specific examples, training would be difficult to improve upon. Hunt suggested requesting volunteers for a focus group to address this issue.

Gaddes pointed out the large number of positive comments. Lankford reminded the Board members that the District's management team conducts a year-end review with its department directly before its annual planning meeting. Staff ideas that are shared at this meeting are reported back to them. The survey comments were discussed. Chadwell was pleased to see the survey results; and indicated he was grateful for the constructive comments and feedback. Hunt asked that Honeycutt bring suggested changes to the survey to the Board's September meeting.

No motion was made.

Chief Appraiser Compensation Process

Hunt requested that the Chief Appraiser compensation process agenda item be postponed until Gibbs could be present. She mentioned she would like for the entire Board to be in attendance.

Lankford distributed the following documents; an appraisal district comparison on automobile allowance and mileage for chief appraiser's, an IAAO (International Association of Assessing Officers) designation stipend comparison, the estimated cost of each IAAO designation and a listing of what he felt would be the most important factors for determining a Chief Appraiser's salary. He reviewed each document.

Executive session was postponed.

Chadwell expressed his appreciation to Lankford for his efforts in gathering the comparison information. No motion was made.

Chief Appraiser's Report

Property Owners Surveys

Lankford reported that the property owner surveys were showing to have the highest scores that he had yet seen at this stage in the process. He reported that all property owners receive a survey as they enter the office.

Hunt congratulated the District on the survey results. Lankford applauded staff for their hard work.

Protest Season Update

Lankford displayed and reviewed the protest statistics.

WCAD Presentations

Lankford announced that he had a successful presentation at the Greater Round Rock West Neighborhood Association. He also mentioned that he had presented an appraisal value update to the Williamson County Commissioner's Court.

Lankford announced that he and Gaddes had presented to Stewart Title discussing the operations of both the District and the Tax Office. He also indicated that Billy White, the District's Director of Appraisal, had done a presentation regarding the District's field mobile software at the recent Tyler Connect Conference.

Lankford reported that he had been invited to speak with students of a dual credit college government course at Jarrell ISD. He shared information about the operations of the District.

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.

Chris Connelly, the District's Deputy Chief Appraiser, reminded the Board that one of the District's attorney's would be present at the June Board Meeting to provide an update on the District's lawsuits.

Board Agenda Additions for Future Meeting

- Chief Appraiser Compensation Process
- ARB Alternate
- Board building tour to view maintenance items

Board Announcements

- There were no Board announcements.

Lankford reminded the Board members of the previously set meeting date:
Thursday, June 1, 2017 at 9:00 a.m.

The meeting adjourned at 11:58 a.m.

Respectfully,



Deborah M. Hunt, Vice Chairman



Rufus Honeycutt, Member