

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of January 19, 2011

Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Wednesday, January 19, 2011 at 9:10 a.m. Board members present: Harry Gibbs, Brig Mireles, Robert Tagge, Deborah Hunt, and Richard Templeton. Quorum declared.

Election of Officers

The floor was opened for nominations for officers. Hunt moved to re-elect the current officers in their current positions; Harry Gibbs as Chairman, Brig Mireles as Vice Chairman and Robert Tagge as Secretary. Templeton seconded. Motion carried unanimously.

Receipt of Public Comments

No public comments.

Consider approval of minutes of the Board of Directors for the regular meeting – November 18, 2010.

Tagge requested to update the wording on the vote to match the rules contained in Robert's Rules of Order. The motion wording will be updated as follows: The motion passed 4-0-1. Hunt, Mireles, Gibbs and Templeton voted for. Zero members voted no. Tagge abstained since he was not present at the October Board meeting.

Hunt also commented on the executive session portion of the November 18, 2010 minutes. Lankford informed the Board that since the agenda had to be written the way it was we had the Appraisal Review Board Members item listed both in executive session and then as a discussion and action item in open session. The action was taken in open session.

Tagge moved to accept the minutes as adjusted. Mireles seconded. The motion carried unanimously.

Consideration of Monthly Financials

Lankford denoted two budget categories that were overdrawn in their sections. The minor equipment and furniture and the computer capital categories will be discussed later in the meeting.

October and November 2010 financials and expenditures were reviewed and filed for audit.

Proposed 2010 Budget Amendment

Lankford mentioned options the Board had of handling the 2010 proposed budget amendment. The Board could amend the budget to move monies from the personnel to the capital budget category. Another option would be to take this money out of the District's reserve accounts. Lankford read the portion of the Texas Property Tax Code relating to this item.

This amendment is the result of an unfunded mandate by the State Legislature. Kimberly Gamboa, the District's Business Services Manager, was present and distributed an updated draft letter to the Board members. The letter will be updated to indicate that this amendment would not impact the quarterly allocation payment from the entities.

Hunt inquired about the sequence of the District's transactions. She mentioned we may need to make the transfer of the monies prior to them being needed. She mentioned contacting the auditor. Lankford discussed a portion of the Texas Property Tax Code regarding this issue. We might consider adding a statement to the budget for next year regarding the possibility of moving monies from one account to another, with Board approval. The Board will take action on this item at their March meeting.

Mireles made a motion to send the proposed letter to the entities (available at the WCAD office) with the corrections as indicated. Discussion followed. Tagge seconded. The motion carried unanimously.

Voting Delegate for TAAD Conference

Hunt moved and Tagge seconded to designate Alvin Lankford as the voting delegate for Williamson CAD for the TAAD annual conference meeting. The motion carried unanimously.

Tagge moved to name Deborah Hunt as the alternate. Mireles seconded. The motion carried unanimously.

Selection of Auditor

Lankford informed the Board that the request for proposals (RFP's) received from potential auditing firms had been read aloud as required by the Texas Property Tax Code. He informed them that RFP's were sent to nine auditing firms, of which five were sent back. Gamboa handed out an updated RFP summary spreadsheet. She reviewed her grading process.

It was reported that the District's most recent auditor, Davis, Kinard & Co., received the most points, followed by Belt, Harris, Pechacek and then Patillo, Brown & Hill, Weaver & Tidwell and finally Thompson, Williams, Biediger, Kastor & Young. The Board was informed that an ad was also published in the newspaper.

Lankford informed the Board that since the District began working with Davis, Kinard & Co. they had yet to change out their field auditor and if the District does continue to use them as their auditor, he would recommend we request to have a new field auditor. If Davis, Kinard & Co. is not chosen by the Board, Lankford would recommend hiring Belt, Harris, Pechacek or Patillo, Brown & Hill.

Lankford also suggested possibly having an interview process if the Board members chose someone other than Davis, Kinard & Co. Templeton expressed that he would like to see an interview done.

Tagge moved to accept the bid from Belt, Harris, Pechacek. Hunt seconded. The motion carried unanimously.

Gibbs left the meeting at 10:15 a.m.

Appointment of Public Information Officer

As indicated in the Board policy, the Board shall designate a public information officer to administer the records management program. Lynn Powell is currently the public information officer for the District and has been acting as such for numerous years.

Hunt moved to appoint Lynn Powell as the public information officer and records manager. Templeton seconded. The motion carried unanimously.

Appointment of ARB Chairman and Secretary

James Babcock, the current Appraisal Review Board (ARB) chairman, was present at the meeting. Babcock reported having spoke to several people and would recommend appointing Allen Doiron as the ARB's Secretary.

Hunt moved to appoint James Babcock as the chairman and Allen Doiron as the Secretary for the ARB for the year 2011. Tagge seconded. The motion carried unanimously.

Investment Policy Review

Lankford reported this being the time of the year when the investment policy comes up for review. He indicated that the District had no suggested changes unless the Board had any. Per Hunt, the PFIA requires that the policy be reviewed yearly. The investment policy has been reviewed by the board members. No action was taken.

Hunt requested that the District's new auditor review the investment policy.

Texas Property Tax Code Section 25.25b Correction of Appraisal Roll Board Rule

The Texas Property Tax Code 25.25b rule, included in the Boards' packet, was approved at their last meeting. Lankford presented the rule with the wording updated. This rule enables the Chief Appraiser, in certain circumstances, to make changes to a prior years roll.

Mireles signed the rule in Gibbs' absence.

No action taken.

Chief Appraiser's Report

Texas Property Tax Code Section 25.25b Change Report

Section 25.25b of the Texas Property Tax Code requires the Chief Appraiser to submit to the Board of Directors and the ARB a written report of each change as made under this section. The next time the ARB meets, the District will present this change to them.

Lankford reviewed the property that would require a change under this section.

Employee of the Year Recognition

Annually at the District's Christmas party, an employee of the year is identified on both the appraisal and appraisal support side. In order to further identify these staff members, Lankford wanted to verbally recognize them in the Board meeting today.

Leonard Molina was named the employee of the year on the appraisal support side, Molina works in the Information Technology department. Molina was unable to be present. Lankford introduced Billy White, who was present at the meeting, who was named employee of the year on the appraisal side. White is a commercial appraiser. Lankford reported that both of these individuals have a great attitude.

Employee Evaluation Process

Lankford reported the District's goal of steering away from the opinion based employee evaluation to a more objective based system. This process started back at the District's annual Planning Session in 2009. The District's management team created goals, tools to track goals, and mock evaluations to present to staff. Lankford informed the Board that staff has been involved throughout this whole process and that the District human resources attorney is reviewing.

Lynn Powell, the District's Director of Administration, distributed a sample form and presented the evaluation process within her department which is representative of what the District's other department's will also be using. All evaluations will be done in September, after the protest season and before the field work is started.

Lankford indicated that the District's plan was to have the first year go retroactive back to the employee's anniversary date of the current year. Mireles asked that the District check this with the attorney. Lankford will check into this issue.

Lankford reiterated the District's goal is to have a more objective way of grading each employee. We are attempting to identify performance, and then give the merit to those that perform the best. These evaluations will be based on actual performance.

Ag Advisory Committee

The District is required, according to the Texas Property Tax Code, to have an ag advisory committee. Last year we brought to the Boards' attention the fact that we needed to stagger the terms of the members of this committee.

James Griner, the District's Residential Appraisal Manager, who also manages the agriculture department, was present and reported having a lack of representation on the west side of Williamson County. Lankford asked board members who have any suggestions for people on the west side of the County to bring these to the next meeting. The current ag committee members are a mixture of farmers and ranchers.

TAAD Appriser Board Member Email Listing

Lankford inquired with Board members regarding the receipt via email of the TAAD Appriser publication. All members currently receive this publication via email and wish to continue receiving it this way.

Arbitration Report

Lankford reviewed the Arbitration report.

Lawsuit Report

Lankford reviewed the Lawsuit report.

Board Agenda Additions for Future Meeting

The following items were requested to be placed on upcoming Board agendas:

Ag Advisory Committee

Budget amendment; the Board asked that this item be placed on the March meeting agenda

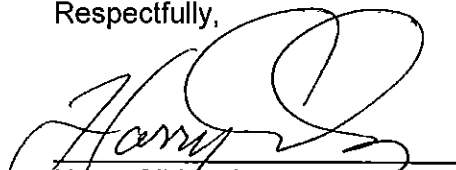
Lawsuit report; Lankford inquired of anything in particular the Board would like to have reported on the District's lawsuits. Hunt requested statistics on how many properties go to mediation; how long that process takes; how many get resolved to our favor or their favor, etc. She also would like a recommendation on how we might be able to settle more lawsuits and not have to go to court and if there is any kind of trend.

Legislation; Tagge would like a report on the potential legislation in getting sales disclosure.


The next regular meeting was set for Wednesday, February 16, 2011 at 9:00 a.m.

The meeting adjourned at 11:27 a.m.

Respectfully,



Harry Gibbs, Chairman



Robert W. Tagge, Secretary

