

# Williamson Central Appraisal District

## Board of Directors Meeting

### Minutes of February 16, 2011

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Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Wednesday, February 16, 2011 at 9:06 a.m. Board members present: Harry Gibbs, Brig Mireles and Robert Tagge. Deborah Hunt and Richard Templeton were not present. Quorum declared.

#### Receipt of Public Comments

No public comments.

Consider approval of minutes of the Board of Directors for the regular meeting – January 19, 2011.

Tagge moved for approval of the minutes as amended. Mireles seconded. The motion carried unanimously.

#### Consideration of Monthly Financials and Quarterly Investment Report

Lankford reviewed the December 2010 statement of expenditures. He informed the Board members that the District would be looking at cutting where we can as the entities are at this time.

December 2010 financials and expenditures were reviewed and filed for audit. The quarterly investment report was reviewed and filed as well.

#### Ag Advisory Committee

James Griner, the Ag and Residential Appraisal Manager was present. Lankford reviewed the Ag Advisory Committee member's names that were willing to continue their service on this committee. He reminded the Board members that the District was looking for more representation on the west side of the county. Tagge suggested, in the future, contacting the County Commissioner or the Ag Extension Agent to provide possible names of candidates. Lankford read the portion of the code pertaining to this item.

Tagge moved to give authorization to the Chief Appraiser to appoint Charlene Sefcik, Eugene Haydon and Wilbert Vorweck to the Agriculture Advisory Committee for the District. Mireles seconded. The motion carried unanimously.

#### Reserve Account Expenditure Policy

Lankford requested guidance from the Board regarding spending monies out of the reserve accounts. He reported that most items are not immediate needs; however building issues may occur for which we may not be prepared. Mireles inquired about handling these by using a maintenance item in the budget. Tagge proposed creating a building repair contingency fund in our regular budget; this would be a dedicated fund to the building contingency repairs. Kimberly Gamboa, the District's Business Services Manager, handed out a building short lived items reserve breakdown. Lankford provided the Board members with a bid proposal comparison sheet (on file at the District).

Items in need of repair will be reviewed at the beginning of each year to discuss what might need to be replaced or repaired. The suggestion was made to have a subcategory out of building reserve for a building repair contingency. Anything above the amount historically needed, Lankford would bring to the Board as necessary.

Lankford reported that some other appraisal district's keep no contingency; some keep reserve funds and set aside money every year. One of the District's he spoke to comes to their Board at the beginning of the year indicating the plan for what they'd like to replace that year...which opens up the funds to be spent. Tagge mentioned we might want to start phasing in replacements on our HVAC system. Lankford indicated that this year, since the entities are cutting 10-15%, he might recommend cutting as well as applying any surplus funds to our budget.

The Board asked that further discussion on this item be added to the March Board agenda.

#### Chief Appraiser Review Questions

Lankford discussed his performance review questions and documents (on file at the District). He inquired with the Board members if they had any changes in the questions that will be used for the review. Tagge asked that discussion follow at the March meeting. Mireles asked that Lankford incorporate a general statement indicating where the District has improved or where it needs improvement from the last review period.

#### Chief Appraiser's Report

##### Property Value Study

Lankford reported that the District has passed the Property Value Study (PVS) and all of our school districts have received local value. The PVS is showing the District to have a very high accuracy rate. Lankford mentioned he is very impressed with the way staff has performed.

##### WCAD Initiatives

Lankford reported on initiatives that the District is working on to improve efficiency and customer service.

He mentioned that the District is in the process of testing different field devices. These devices would enable appraisers to draw homes and businesses in a digital device to save steps in the process. The District is investigating how these devices will increase efficiency.

As previously mentioned, the District is also looking at a queue system for property owners. We are in the process of developing the software needed for this system. Lankford reviewed the queue system process. This new system will help eliminate questions property owners might have regarding their wait times in the lobby area when waiting for an appraiser to assist them. It will help to increase efficiency and customer service.

On-line protest capabilities were also discussed. Lankford reported that approximately 80,000 properties this first year will have on-line protest capability. We have processes in place where the sales data will be sent to property owners automatically if requested. The on-line protest idea will be advertised in several places, including on the form itself, as an insert with the property owner value

notice and in the Community Impact newspaper. Lankford reported that the District would also be working on a press release with this item highlighted.

Lankford reported on several new videos that the District is working on for the WCAD website in a continued effort to not lose focus on transparency: the Business Personal Property renditions for small business owners, the Ag application for agricultural valuations and the homestead applications videos. The possibility of allowing electronic signatures is being investigated as well.

#### Arbitration Report

Lankford reported the District having only two arbitrations left and one of these has already been handled.

#### Lawsuit Report

Lankford reviewed the lawsuit report. He indicated that the report from Sandy Griffin, the District's attorney, (which the Board members requested) would be moved to the March meeting, if possible.


#### Board Agenda Additions for Future Meeting

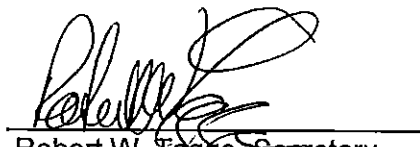
- 1) Reserve Account Expenditure Policy
- 2) Chief Appraiser Review Questions along with the actual review of the Chief Appraiser
- 3) Tagge requested that an item be added to the March agenda for the Board to provide guidance to Lankford on how to prepare next fiscal years' budget.

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

The meeting adjourned at 10:13 a.m.

Respectfully,

  
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Harry Gibbs, Chairman

  
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Robert W. Tagge, Secretary