

# **Williamson Central Appraisal District**

## **Board of Directors Meeting**

### **Minutes of February 16, 2012**

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Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, February 16, 2012 at 9:01 a.m. Board members present: Harry Gibbs, Deborah Hunt, Cecilia Crowley and Rufus Honeycutt. Quorum declared.

#### Receipt of Public Comments

Gibbs opened the public hearing. Michael Dion, who has worked with the Cedar Park City Council, introduced himself. He indicated that he had been nominated to fill the vacant seat on the Board of Directors.

Lankford recognized and thanked previous Board member, Brig Mireles (who was in attendance), for his years of service on the Board. Gibbs expressed the Boards' appreciation and also thanked Mireles for his service. Mireles conveyed his appreciation for the kindness, support and friendships he had made while serving. Lankford presented a gift from the staff at the District. Hunt also presented a gift from the Board of Directors. She expressed her gratitude for Mireles' participation and indicated her appreciation of his opinions and support on the Board.

Mireles mentioned naming the WCAD building after former Board of Director member, Colonel Robert W. Tagge.

Consider approval of minutes of the Board of Directors for the regular meeting – January 12, 2012.

Crowley mentioned one revision to the January Board minutes under the section regarding the vacancy on the Board of Directors. Crowley asked that the word "to" be removed in the first sentence.

Hunt moved for approval of the minutes with the noted change. Honeycutt seconded. The motion carried unanimously.

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

Lankford reported that the District had been very conservative with expenditures this year. He reported a cut of \$345,000 from the 2012 budget; with \$50,000 being cut from personnel, \$42,000 from postage and \$147,000 from the professional services category; among others. The District does not plan to fill vacancies from attrition. Once the audit is complete, numbers will be finalized.

Hunt congratulated Lankford and the District staff for coming in ten percent under last years' budget numbers. Honeycutt inquired about the revenue for the year. Kimberly Gamboa, the District's Business Services Manager, reported that a majority of this amount comes from the budget the Board decided to buy down. December 2011 financials and expenditures were reviewed and filed for audit.

The Quarterly Investment Report was also reviewed.

Hunt asked that Gamboa note on her Investment Report where the reserve monies are currently being invested.

The Board moved to agenda item VIII.A. due to the fact that the District's attorney had not yet arrived.

#### Ag Advisory Committee

Lankford read aloud the portion of the Texas Property Tax Code pertaining to the Ag Advisory Committee. James Griner, the Residential/Ag Appraisal Manager, reviewed the listing of the members that had agreed to serve on the Ag Advisory Committee. The names included: Ronnie Pitts, James (Buster) Davidson, Gene Lawhon, Charlene Sefcik, Eugene Haydon and Wilbert Vorwerk.

Lankford indicated that the District would like the Board's consent to appoint these members for the new Ag Advisory Committee.

Honeycutt moved to give consent for the Chief Appraiser to appoint these individuals to the Ag Advisory Committee. Crowley seconded. The motion carried unanimously.

#### Consultation with Attorney

Executive session began at 9:20 a.m. and ended at 10:29 a.m.

The board recessed for a break at 10:29 a.m. and reconvened at 10:39 a.m.

#### Consideration and possible action on items discussed in executive session

No action taken from executive session

#### Appraisal Review Board Appointments

Glenda Lloyd, the liaison to the Appraisal Review Board (ARB), was present to report regarding the ARB appointments. At their January meeting, the Board of Directors appointed James Hedges, an applicant who had not been chosen originally, but was chosen now in an attempt to fill the vacancy. Lloyd reported that Hedges would be unable to fulfill this appointment due to summer vacation plans and therefore, once again, a vacancy exists.

Lankford requested that Gibbs appoint another ARB hiring committee. He indicated that the District could review the current applications or post another advertisement in the newspaper. He advised of the narrow time frame in which to accomplish getting another member as the required training for the ARB begins in May. The District would need a determination by the April Board meeting. Hunt mentioned only being able to go back two years on applications. Lloyd indicated that these individuals were not interviewed previously.

Gibbs asked Honeycutt and Crowley to interview the new ARB candidates. Both Honeycutt and Crowley accepted. Lankford indicated that the District could provide a list of questions and qualifications. The District would prefer to have the interviews complete by the next Board meeting date. The ARB's duties were explained. Hunt indicated that the Board could authorize Lankford to advertise if these existing applicants were unable to fill the vacancy. The Board asked that the District let the current members know that a vacancy currently exists, in order for them to notify potential candidates. Lloyd will contact the existing applicants to check if they are interested in interviewing for these positions.

## Investment Advisory Committee

Lankford reviewed the functions of the Investment Advisory Committee. He reported that Hunt has served on this committee in the past along with himself and Gamboa. This Committee may recommend changes to the Investment Policy and bring these changes to be accepted by the full Board.

Hunt indicated that she had originally offered to serve on this Committee because of her ability to obtain the required training, through her involvement at the County, at no cost, but that she would gladly relinquish this role. Lankford indicated that this Committee generally meets once yearly.

Crowley informed the Board that she served on the Investment Committee in Leander and is willing to serve for the District. She indicated that she would need to obtain the required training, since hers had lapsed. Hunt indicated that she would forward training information to the committee. Gibbs asked Crowley to serve on the Investment Advisory Committee; to which she accepted.

## Construction Expenditure from Reserve

Lankford reported that the floor plan for the first floor of the District's building was included in the Board's packet. He gave the history of the central file room. When the appraisal district first occupied this building, there was an extreme need to have room for filing cabinets. Since that time, one of the District's major goals has been to image all documents. We have eliminated a large number of these cabinets and no longer need this room for this purpose.

Lankford informed the Board that two members of appraisal management are currently working out of cubicles which, of course, can cause issues. The District hopes to convert this space into offices.

Brad Brown, the District's Facilities Services Coordinator, was present at the meeting. Lankford distributed the scope of work and quotes obtained from Jack Johnson Construction and Spectrum Home Services. He informed the Board that the District currently uses Spectrum Home Services for its building maintenance. Lankford reviewed the requested construction to the current Central File Room which, he indicated, would help with growth into the future.

Gibbs invited all attendees at the meeting to join the Board in viewing the District's Central File Room. Hunt suggested transforming one of the proposed offices into a break room for the ARB. It was indicated that a sink could be added to this area. This conversion might also help with the public's perception regarding separating the District employees and the ARB members. The Board asked that Lankford provide the Board with updated quote information.

Hunt inquired about the bidding process and asked that we discuss further regarding obtaining quotes. The governing body may have to provide approval before proceeding. Hunt asked that the District check their process with the auditor. Since this construction is not budgeted, the money would be used from the building reserve account. Lankford indicated that the District would like to get the permitting done in July and then start construction in August.

Gibbs asked that the District research this issue further. The Board will be included before a decision is made. Hunt would like the appraisal district to emulate the taxing units. The District will request bids with the noted adjustments to the plan. An agenda item will be added at the appropriate time requesting for bid; unless the auditor indicates approval to proceed without coming back to the Board.

#### Chief Appraiser Review Questions

Lankford informed the Board that a copy of the current Chief Appraiser review questions were included in their packets. He also reminded them that they had decided that this review should occur in the March timeframe. Lankford inquired with the Board if they wanted any changes made to the review questions. No changes were requested.

#### Chief Appraiser's Report

##### MAP (Methods and Assistance Program) Review Update

Lankford reported that the District had received the results from the MAP Review. He indicated that one of the District's main goals for the year was to achieve the highest score in the state; which, he reported, had been done.

Lankford reviewed the MAP Review report. He was proud to announce that not only did the District receive a positive response on each question, but also a positive response on all of the bonus questions as well.

Tami Stone, an appraiser with the District, who also handles litigation and arbitration, who did an outstanding job, was appointed by Lankford to gather this information. Stone presented an overview of the MAP Review.

Lankford expressed how proud he was of Stone and other District staff for their work on this project.

#### Tax Office and CAD Lunch Meeting

Lankford reported that he, along with Chris Connelly, the District's Deputy Chief Appraiser, Hunt, the Williamson County Tax Assessor/Collector and Larry Gaddes, Williamson County's Deputy Tax Assessor/Collector had started attending lunch meetings a few months ago which are funded by the District. These meetings have been very beneficial. Hunt informed the Board that she had asked Lankford to place this item on the agenda to get the Board's consent for funding.

The Board members gave their approval to continue with these meetings.

#### Cost Per Parcel Presentation

The Board had asked Lankford, when he was hired, to do a comparison of the cost to value each of the District's parcels. A survey was conducted in November of the metro chief appraisers, asking for their input. Some districts include exempt parcels in this count; unlike our own.

Lankford reviewed the graph that was presented to the Board members. He indicated, in response to the entities reducing their budgets, the District has reduced its budget by about five percent, which dropped our cost per parcel down to about where we were when we first moved into this building, despite the growth that has occurred. The District has done well with controlling costs and is very conservative with each expenditure that is made.

#### Entity Reappraisal

Lankford reminded the Board members of the drought that occurred last summer, which also produced some smaller wildfires in the Leander school district.

Leander ISD inquired about taking advantage of the Tax code provision to reappraise their properties affected by these fires. In doing this, the District sent letters out to all of the appropriate individuals. The District is proposing, and there is a provision in the Code that allows for, not charging the entities for these reappraisals.

The District is only missing one entity's resolution. Lankford mentioned that this was of very minimal impact to most of the taxing units.

#### Status of Board Member Nominations

Lankford mentioned, again, the vacancy on the Board of Directors that was caused by Brig Mireles no longer being able to serve.

Lankford reviewed the Tax Code requirements for such a vacancy. He informed the Board that the vacancy letters had been mailed on January 12, 2012. The taxing units then have 45 days to submit their nominations. Lankford reported that by February 27<sup>th</sup>, the District would have all nominations and by March 1<sup>st</sup> he would notify the Board, via email, of this list. The Board, at their March meeting, should choose a nominee.

#### Arbitration Report

Lankford reviewed the arbitration report.

#### Lawsuit Report

Lankford reviewed the lawsuit report.

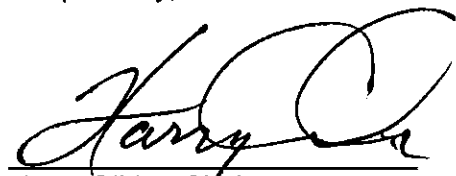
#### Board Agenda Additions for Future Meeting

The following items will be discussed at a future meeting: construction expenditure and ARB appointment.

The next regular meeting was set for Wednesday, March 21, 2012 at 9:00 a.m.

The meeting adjourned at 12:06 p.m.

Respectfully,

  
Harry Gibbs, Chairman

  
Cecilia Crowley, Secretary