

# Williamson Central Appraisal District

## Board of Directors Meeting

### Minutes of March 10, 2011

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Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, March 10, 2011 at 1:08 p.m. Board members present: Harry Gibbs, Brig Mireles, Robert Tagge, Deborah Hunt and Richard Templeton. Quorum declared.

#### Receipt of Public Comments

No public comments.

Consider approval of minutes of the Board of Directors for the regular meeting – February 16, 2011.

Tagge moved for approval of the minutes as presented. Mireles seconded. The motion passed 3-0-2. Tagge, Mireles and Gibbs voted for. Zero members voted no. Hunt and Templeton abstained since they were not present at the February Board meeting.

#### Consideration of Monthly Financials

January 2011 financials and expenditures were reviewed and filed for audit.

#### Consultation with Attorney Concerning All Current Litigation

Executive session began at 1:10 p.m. and ended at 2:29 p.m. The meeting adjourned for a break at 2:29 p.m. and returned from that break at 2:38 p.m.

The WCAD lawsuit update and the breakdown on all categories appraised by the commercial department documents were distributed to the Board members.

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

No action was taken as a result of executive session.

#### Ratification of 2010 Budget Amendment

Lankford reminded the Board that when making an amendment to the budget, they must notify the taxing units 30 days ahead of the Boards' next meeting. He informed them the meeting being conducted today would be the correct timeframe for this to occur. The amendment needed to show the monies moved from the Personnel category to the Capital Outlay category due to unfunded mandates from the legislature. Lankford requested to move \$60,000 from the Personnel budget category to Capital Outlay to cover the additional expenses as described in the tax code required that appraisal districts provide electronic filing of protest.

Tagge moved to approve the realignment of the amount of \$60,000 from 6000 Personnel to 8000 Capital Outlay. Mireles seconded. The motion carried unanimously

## Non-Discretionary Merit Gap Pay for Employee's

Mireles had previously requested Lankford research further the non-discretionary merit gap pay for employees.

Lankford informed the Board that it can be illegal to give retroactive pay. He consulted the District's attorney regarding this issue. The letter received from Bettye Lynn, the District's attorney, was distributed to the board members. Lankford read a portion of this letter (on file at District).

Lankford described the issue a little further; when the District changed to a performance based evaluation; this also moved the date employee's would receive their evaluation to September. Those employees having an anniversary between January and September had to wait longer to get their possible increase. The District would prefer to take the monies and pay them retroactively for this timeframe. Since the employees have already been made aware of this plan, the District should be able to legally go back in September and make payment back to them on their anniversary date. The merit gap pay scores were distributed to the board members. Lankford reviewed this process. Each individual score is based on that department's workload. He informed the Board that each employee has been notified of these scores. Lankford reiterated the District's goal of making employee reviews unbiased and performance based.

No action was taken.

## Building Reserve Account Expenditure Policy

A listing of safety and security expenditures were distributed to the board members and reviewed by Lankford.

Lankford requested that instead of pulling monies from the budget each time a building repair is necessary that a reserve account be set up from which to pull these monies.

Tagge moved to establish a contingency fund in the amount of \$5,000 under the building reserve category that would be replenished automatically when an amount is spent from the contingency fund as well as be looked at annually at the January meetings to review the major items to be handled for the coming year. Mireles seconded. Discussion followed.

Hunt inquired if the District's auditor and attorney had been consulted regarding this issue. Lankford indicated that the District could add this expenditure policy as an addition to the Board Policy.

The Board requested that this item be tabled until the next board meeting.

## Resealing and Restriping of Parking Lot

Lankford reported receiving bids from five companies regarding the resealing and restriping of the parking lot. He expressed the District's recommendation to hire Ramming Paving for this work using their product Tarconite. Lankford informed the Board of the need to make these repairs in order to not incur more expensive ones in the future. Tagge expressed concern regarding the Tarconite product not being environmentally safe. Lankford indicated that once this product is dried there is little to no environmental impact. Discussion followed.

Templeton moved to hire Ramming Paving to reseal and restripe the parking lot, using the Tarconite product. Tagge seconded. The motion carried unanimously.

## Repair of Fountain Aerators

Lankford reviewed the purpose of the fountain aerators. He reported that the two smaller aerators became inoperable within six months of moving to this building. Due to this fact, \$5000 was withheld from the final payment to American Constructors, the District's construction company at the time. As of two weeks ago, the final aerator stopped working. Lankford informed the Board that this last aerator was still under warranty. The District is attempting to get reimbursement on the other two aerators from American Constructors. If we are unable to get them to cover the cost of these aerators, the District would recommend purchasing them from Central Texas Lake Management.

Tagge moved to approve the purchase of two aerators from Central Texas Lake Management for the Aqua Master Series not to exceed their quoted price of \$4,743.75. Templeton seconded. The motion carried unanimously.

## 2012 Budget Guidance

Tagge made several recommendations regarding the 2012 budget. He feels there should be an immediate hiring freeze, an immediate pay freeze including merit pay and a ten percent reduction for next year from this year's budget. He expressed his opinion on meal reimbursement and sees no reason to reimburse employees' meals when attending class within the County. He also mentioned that the dollar amount budgeted for a janitorial service seems too high. He mentioned cutting back on items like accounting classes, various other training and office supplies.

Hunt expressed that all training, especially all required training, needs to be paid in full by the District. Lankford indicated that since these courses are in direct relation to employees' jobs here, he feels the District should cover this cost in order to have a well educated staff. Tagge also mentioned the District paying less for employees insurance. Templeton reminded everyone that the school districts are looking at cutting their budgets and therefore we need to do the same. Lankford indicated that the District has been commended by its auditor and that every purchase is monitored.

Lankford has informed the employee's that the budget will have to be cut. The instruction to directors was to cut five percent of their budget. Seventy percent of the District's budget is allotted to salaries and benefits. We have some vacant positions that Lankford will review. He indicated that he doesn't anticipate bringing to the Board any type of increase in the budget. Lankford mentioned the idea of forming a budget committee. This committee would meet with the chief appraiser and the financial officer, to take a more in-depth look at the budget. Members stated their concern that the District should be careful that the base line of the District's purpose is not being affected by these cuts.

The meeting took a break at 4:30 p.m. and returned at 4:41 p.m.

No action was taken.

Gibbs proposed moving both agenda items: the Chief Appraiser Review Questions and the Chief Appraiser Review to another meeting.

Gibbs requested to move to the consideration of the date and time of the next meeting. The next regular meeting was set for Thursday, April 14, 2011 at 1:00 p.m.

## Chief Appraiser Review Questions

This item will be moved to the next Board meeting.

## Chief Appraiser's Report

### Potential Sales Disclosure Legislation

Lankford reviewed the potential sales disclosure legislation with the Board. This bill has to do with mandatory sales price disclosure. Lankford read a portion of the bill.

### Change Finder Information

Lankford reported seeing another large return on investment regarding Change Finder. He reviewed the numbers with the Board members.

### Board Policy Update

Colleen McElroy, the District's Administrative Assistant, reviewed items that were discussed during the Board of Director breakout sessions at the 2011 TAAD Conference. The Board discussed the possibility of adding these items either to the Board Policy or as an addendum to the Policy. The Budget Policy will also be included with the Board Policy.

### Arbitration Report

Lankford reported having only one arbitration hearing left.

### Lawsuit Report

Lankford reviewed the lawsuit report.

### Chief Appraiser Presentations

Lankford reviewed the presentations he had made recently:

TAAD Conference –Entity Relations – this presentation focused on how the District has been able to develop better relationships with our entities. We are looking for ways to better our practices; included in this meeting was discussion on: including budget overview, surveys, communications, and direct access to appraisal data.

URISA Conference – this presentation focused on mapping and sketch validation. Lankford informed the Board that he will speak again regarding sketch validation at an IAAO conference at the end of the year.

### Board Agenda Additions for Future Meeting

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

Chief Appraiser Review Questions and Chief Appraiser Review

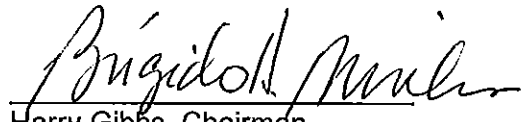
Update on Board Policy. It was requested this be placed on the agenda in sections.

### Chief Appraiser Review

This item was moved to the next Board meeting

The meeting adjourned at 5:18 p.m.

Respectfully,



~~Harry Gibbs, Chairman~~

Brigido Mireles, Vice Chairman



Robert W. Tagge, Secretary