

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of May 11, 2011

Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Wednesday, May 11, 2011 at 1:03 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 – April 14, 2011.

Tagge moved for approval of the minutes as presented. Mireles seconded. Gibbs abstained since he was not present at this meeting.

Hunt thanked Colleen McElroy, the District's Administrative Assistant, for her thoroughness in providing the board minutes and expressed the importance of documenting what is discussed.

The motion passed 4-0-1. Tagge, Mireles, Hunt and Templeton voted for. Zero members voted no. Gibbs abstained.

Consideration of Monthly Financials and Quarterly Investment Report

The use of field devices was discussed; these are used to add homes into the District's appraisal computer system. Comments are added while in the field working. March 2011 financials and expenditures were reviewed and filed for audit.

The quarterly investment report was reviewed and filed as well. Hunt reported that the Investment Committee had met and that Kimberly Gamboa, the District's Business Services Manager, had done a good job breaking out the investments. Lankford indicated that the Investment Policy change would be brought to the next Board meeting.

Chief Appraiser Review

Executive session began at 1:13 p.m. and ended at 3:48 p.m.

Consideration and possible action on items discussed in executive session

No action was taken.

Building Reserve Account Expenditure / Budget Policy

Lankford reported that the Budget Policy, which was discussed at the last Board meeting, was included in the Board's packet. He mentioned that this policy would be added as an addendum to the Board Policy.

Tagge requested on page three, item number two to consider adding wording regarding the fact that a summary of the budget is also available on the District's website. Lankford will work on the wording.

Hunt moved for approval of the Budget Policy as amended. Tagge seconded. The motion carried unanimously.

General Contract Procedures / Board Policy on Contracts

Lankford mentioned that included in the Board packet was a current list of the District's contracts. A majority of these contracts have been brought before the Board for approval. Suggestions on changing the Board Policy to incorporate how to handle contracts in the future were discussed. Lankford highlighted the recommended changes. He indicated that a revision would be made to number four to include the words "included in the budget". The new sentence would read "Any contract expenditure, included in the budget, in the amount of \$10,000 or less shall be signed by the Chief Appraiser or his designee (to which he's given written approval)."

Tagge commented that he would be more comfortable with a three-year service contract maximum. Lankford indicated that both TAC and TML have historically been auto renewed. The Board asked that the last paragraph be revised to indicate that the contracts will be reviewed "at least" annually by the Board. Lankford indicated that there can be an advantage to a five year contract over a three year; rates can be locked in for a longer term contract. He indicated that these contracts could be brought to the Board on an as needed basis.

The Board decided they would not need to see a contract until its completion unless there is an issue with that provider that would warrant being discussed by the Board. The Board decided the policy should indicate that a contract may be auto renewed for a maximum of five (5) years "with annual review by chief appraiser or designee".

Lankford informed the Board that he had spoken to Sandy Griffin, the District's attorney, and that there are no parameters regarding this area of district contracts.

Hunt moved for approval of this section of the Board Policy with changes as noted. Mireles seconded. The motion carried unanimously.

ARB Property Owner Survey

Cheryl Jakubowski, a member of the ARB, was present to discuss the ARB property owner surveys.

Jakubowski indicated that the ARB had discussed and voted on the surveys and decided they would discontinue using them. They will, however, implement more training for members. Issues will be discussed with ARB members individually as needed to help with management.

Jakubowski indicated that the ARB has received letters from property owners and inquired about the appropriateness of the ARB sending acknowledgement to these letters thanking them for their input. Hunt commented that the ARB makes their own rules but feels that people like to be acknowledged. Jakubowski informed the Board members that the ARB plans to make a few changes to their process this year. The chair members in each panel will be relocated to other panels each week. No action was taken.

Moved to item #X. A. 2012 Budget Workshop

Employee Medical Health Insurance Presentation

Debra Spellings with Spellings & Humphries was in attendance to present health insurance information. Spellings distributed a spreadsheet displaying medical costs and benefits. She reported that renewal rates were received from United Health Care, the District's current provider. Spellings researched more competitive options and requested permission from the Board for doing a formal request for proposal. She reported that the District would be able to save some money by going with a new carrier. Lankford thanked Spellings for the work that had been done and reported that the District has been able to keep the rates as suppressed as possible. Spellings reminded the Board that there may be potential for changes within the plan, but with the savings shown, we can overcome these challenges. The rates are guaranteed for 12 months.

Tagge moved for approval for Spellings & Humphries to go out for a formal request for proposal. Templeton seconded. Motion carried unanimously.

Texas County and District Retirement Systems Presentation

Tim Krause with TCDRS was present. Krause distributed and reviewed the District's retirement plan information. He reported that, although last year was a positive investment year, we took a fairly significant loss in our portfolio in 2008. This loss is recognized over a 10-year period. Rates increased due to investments although we had a positive investment rate. Krause reported that last year the District had a total of 20 retirees, this year the District has 23 and that more employees are now vested.

Krause reviewed plan funding projections. He reported that the District has almost come to the maxed out point. Hunt inquired about the bottom line increase, to which Krause indicated to be 15.71 percent of payroll. Any changes are amortized over a 15-year period. This is without us adding any higher elected rate or lump sum contribution. Each year the Board has the opportunity to add funds if they would prefer. Lankford reported that it appears that the budget impact would be somewhere between \$1,800 and \$2,000.

Entity Budget Surveys and Comparisons

Lankford reviewed, with the Board, population, parcel count and market value in comparison with the population. The office supply budget category was discussed. Lankford reported that the District has actually decreased this category over 50 percent over the last five years. Many controls are in place to tighten up the office supply budget.

Lankford compared the growth of the District's entities with the growth of the District.

Gamboa distributed the budget packet. Lankford reviewed the entity survey. He also reviewed the budget allocation comparison.

The District is proposing a budget of a negative 5.1 percent. Lankford expressed his agreement that the District needs to cut its budget. We are budgeting in a time of uncertainty.

Gibbs compared budget items that could be cut as opposed to those that were fixed budget amounts and did not see areas where additional cuts could really be made.

2012 Budget Review

Lankford discussed and reviewed the 2012 preliminary budget with the Board members. The Board will review the 2012 budget at their next meeting.

Budget Committee

Lankford reminded Board members that forming a budget committee was a suggestion at a previous meeting. He expressed that due to the state of the economy this year, he believes that all Board members need to be able to review the budget not just a select few. Lankford suggested either separating out a June meeting to discuss the budget only or focus the June meeting agenda to mainly just the budget.

The Board moved to items #12 & #13, consideration of date, time and place for the Budget Workshop Meetings and the September 2011 Board Meeting.

Lankford informed the Board that the preliminary budget would need to be mailed to the entities by the 15th of June. The Board set their Budget Workshop and Board Meeting for Monday, June 13th at 9:00 a.m.

The Board also set their September Board Meeting for September 8th at 9:00 a.m.

Chief Appraiser's Report

Press Release

Lankford reported that the press release that was included in the packet was sent out to the local newspapers. It was sent to the Community Impact newspaper, however it appears that it was not included in their release. It was also included on the District's website.

2011 Notice Update

Lankford complimented staff for getting notices out this year. He reported that the District had its highest number of notices go out on the first notice run, and that only 15 real property notices were not included.

Entity Meeting Update

Lankford reported that the District had its first annual Entity Meeting, to which about seven units were in attendance. Good feedback was given on what was presented, including an understanding of what was going on in each entities particular area. Lankford reported that another meeting would be held next year.

WCAD Presentation

Lankford reported that he had done a general appraisal district presentation for the Williamson County Board of Realtors since the Board last met.

WCAD Initiatives

Lankford reported that the new queue system is working great and has been a great addition; it is providing the District additional stats that can be used in the future.

Lankford also reported on online protests. As of last week around 300 online protests were filed. A good portion of these have signed off online. We have automated this system in such a way that our staff does not have get involved. The system will accept an offer, close the protest, change the value and we are done. We are still working to make the property owner rejection process seamless.

Arbitration Report

Lankford indicated that there was not much to report on arbitrations. Gustainis was the only one and the award was closer to the District's number so the property owner was ordered to pay the fees.

Lawsuit Report

Lankford reviewed the lawsuit report. He indicated that the District has closed out four lawsuits. He reported another successful month.

Board Agenda Additions for Future Meeting

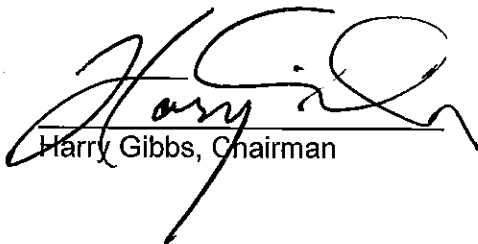
Hunt commented on the excellent customer service provided by Dave Matheny, Cliff Park, and Mike Thompson that was reported to her by a property owner.

Approval of Employee Medical Health Insurance

No action taken at this time. The medical health insurance item will be discussed at the Boards' next meeting.

The meeting adjourned at 5:31 p.m.

Respectfully,


Harry Gibbs, Chairman


Robert W. Tagge, Secretary