

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of June 13, 2011

Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Monday, June 13, 2011 at 9:03 a.m. Board members present: Harry Gibbs, Brig Mireles, Robert Tagge, Deborah Hunt and Richard Templeton. Quorum declared.

Receipt of Public Comments

No public comments.

2012 Budget Workshop

Healthcare Benefit Presentation

Debra Spellings and Yvonne Harper-Hill with Spellings and Humphries were present to discuss the District's healthcare benefits. Spellings distributed an updated spreadsheet showing these medical benefits which she reviewed with the Board. The numbers that the District's current carrier, United Health Care (UHC), provided were discussed as well as those from Blue Cross Blue Shield. She indicated that Blue Cross Blue Shield's benefits are not as favorable as those from UHC. UHC would continue to utilize the Health Reimbursement Account (HRA) concept we started using a few years ago. Spellings expressed that it would be much easier to not change carriers. Hunt felt it would be best to stay with UHC and keep the same coverage employees already have. These benefits would be affective July 1st. Currently employees pay about \$50 per month for their coverage.

The Board discussed increasing the HRA contribution, which Spellings felt would be a good option. Templeton inquired about reducing the employee's contribution. Lankford reviewed the entity survey that had been distributed to the Board members.

Templeton asked for Lankford's recommendation. Lankford indicated the District would like to stay with its current provider, UHC, and possibly reduce the cost to employees. The Board discussed inquiring with UHC about an additional reduction in rates.

2010 Financial Audit Report Presentation

Nathan Kruepke and Justin Mouledous with Belt Harris & Pachecek were in attendance to present the District's 2010 financial audit report. Kruepke indicated that the District was reporting under the full governmental funds accounting basis. The report has been modified to be more in line with the industry. Kruepke indicated that they had looked at different procedures and did not come across anything that needed to be reported. Kruepke indicated that we are right in line with other districts. He mentioned that everyone designates their funds differently.

The auditor recommended that the District transfer over to the new GASB 54 standard; this information is included in the provided audit report. Hunt inquired about using available funds to help defray lack of revenue from one fund to another. Kreupke indicated that if the District wants to use funds for a purpose other than what they were intended, this would need to be brought to the Board for their approval.

2012 Budget Review

Gamboa distributed the updated 2012 budget pages. Lankford informed the Board that he had invited the District's managers to this meeting to help answer any questions that might come up regarding the budget. Tagge suggested that the Boards' packets be mailed instead of hand delivered. The District will plan to email the packet the same day as had been done previously; the packets will be mailed to the Board members on this same day.

The meeting recessed at 9:53 a.m. and resumed at 10:05 a.m.

Lankford reviewed each category of the 2012 budget. He announced that he would propose no merit or COLA increase. Mireles inquired about any unfilled positions. The Director of Appraisal is the only position left to be filled. Tagge inquired about the cellular phone expense. Lankford explained the way the policy is written, we have allowance for managerial employees to obtain usage since we require these employees to carry a cellular phone. Tagge expressed his thoughts that the cellular policy is a little high. Templeton commented that he feels with the way technology is going these days, a cell phone is necessary. Hunt is comfortable leaving the retirement budget as is and not buying it down. Tagge would like to look at this further in the future.

Lankford informed the Board that the District has continually cut the budget in the office supply category through the last several years. A large part of this cut is due to reworking our procedures to use less paper.

Lankford commented that the District does use bulk mailing in the postage category and our janitorial supplies are closely monitored. He also reported that the ARB seminar would be removed from the budget, since we are no longer allowed to attend.

Several items have been moved from software licenses to publications which is the reason for the large increase that we are seeing in this category. Tagge mentioned the possibility of using the Community Impact newspaper instead of the Austin American Statesman for our publications, to try to save some money. Glenda Lloyd, one of the District's managers, will contact Sandy Griffin, the District's attorney, to see if this is a possibility.

Regarding the consulting and professional services, Lankford indicated we would like to rely more heavily on our litigation reserve monies instead of pulling from the budget. When these circumstances occur, Lankford would like to come to the board asking for permission to use money from these reserve accounts. He reminded the Board that as we make these cuts, the surplus money we are used to seeing left at the end of the year will not be there. Allocations will actually increase as surplus funds are not available at that time; we will have a future consequence.

Lankford had heard that the Tyler Orion software agreement would be increasing in price. Pam Orr, the District's Director of Operations, and Lankford contacted Tyler regarding maintaining the same cost as last year. But Lankford reminded the Board that this cost would be going up in the future.

Lankford also reminded the Board that he would probably be asking for a new server in the fall to be paid for out of reserve monies.

It was reported that UHC had offered an additional five percent reduction from their original cost. Templeton asked if we could put a fund together to help pay further for the deductible and therefore lower the cost to employees. Hunt pointed out that the County only pays a portion of the insurance for their employees. Hunt felt that District employees should continue to pay the same amount they are currently. Tagge agreed.

Healthcare Benefit Approval

Hunt requested to table this item until further information could be gathered before the end of the meeting today.

2010 Financial Audit Report

Hunt moved for acceptance of the 2010 financial audit report. Mireles seconded. The motion carried unanimously.

Consider Approval of Proposed 2012 Budget

Lankford reminded the Board that, by law, we must send the budget out by June 15th to each of the entities. He indicated that we will also be giving a budget overview to many of them. Tagge moved for approval of the 2012 budget, subject to approval of the final medical healthcare costs. Templeton seconded. The motion carried unanimously.

Gibbs thanked staff for their work and Lankford commended staff for making the cuts necessary to present a very lean budget.

The Board recessed at 11:30 a.m. and reconvened at 11:41 a.m.

Consider approval of minutes of the Board of Directors for the regular meeting – May 11, 2011.

Hunt moved for approval of the minutes as presented. Tagge seconded. The motion carried unanimously.

Consideration of Monthly Financials

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

Investment Policy

Lankford reported that discussion has taken place on the wording regarding training for investment committee officers. Hunt noted on page one, under number two of the Investment Policy; a portion of the sentence has been bolded. She asked that the bolding be removed from this area.

Hunt moved for approval of the Investment Policy with changes as indicated. Mireles seconded. The motion carried unanimously.

Chief Appraiser's Report

Inquiry / Protest Statistics

Lankford reviewed graphs with statistics for the inquiry and protest season. Hunt commented how much she and the entities appreciate the District's help in meeting the goal of having the data ready by July 25th.

Lankford reported how the new queue system has been a benefit. Through 2,800 property owners of a six week process, we have had an average wait time of only six minutes. He commended staff on maintaining a short wait time on the last two busiest days of inquiry. He reported that property owner's total time in office was less than 30 minutes.

Property Owner Surveys

Lankford reviewed the property owner surveys. He commented on the very high level of customer service the District has been providing, even with the efficiency that has been gained. Templeton indicated that his neighbor had contacted Lankford and was extremely satisfied with the service he'd received from the District. The appraisal and public services staff were commended for their efforts in customer service. Lankford will be sharing information on the property owner surveys during his speech at the TAAO Conference.

Mireles feels we should also share our queue system with other appraisal districts. Lankford commented on the great job that was done by Leonard Molina, a member of the District's I.T. staff, in developing the phases of this project.

September Board Meeting

Lankford reminded the Board members of the final budget approval meeting date that had previously been set for September 8th.

Arbitration Report

Lankford reported on one new arbitration. No action has been taken as of this time on this arbitration.

Lawsuit Report

Lankford reviewed the lawsuit report. He reminded the Board that, in the fall, he would like to bring a couple of completed lawsuits to them to review the lawsuit process.

Board Agenda Additions for Future Meeting

No additions were discussed.

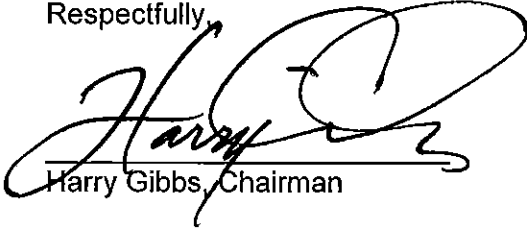
The next regular meeting was set for July 14, 2011 at 9:00 a.m.

Healthcare Benefit Approval

Hunt moved to approve using United Health Care (UHC) as the District's healthcare provider as long as the rates are showing at the five percent reduction that was discussed earlier in the meeting. Templeton seconded. The motion carried unanimously.

The meeting adjourned at 12:22 p.m.

Respectfully,



Harry Gibbs, Chairman



Robert W. Tagge, Secretary