

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of September 8, 2011

Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, September 8, 2011 at 9:04 a.m. Board members present: Harry Gibbs, Robert Tagge and Deborah Hunt. Quorum declared. Richard Templeton and Brig Mireles were not present.

Receipt of Public Comments

Gibbs read a thank you letter the District received from Ellen Skoviera, Assistant Superintendent at Leander ISD. They were very appreciative for the District's assistance on a property value report.

Consider approval of minutes of the Board of Directors for the regular meeting – July 14, 2011.

Tagge moved for approval of the minutes as presented. Hunt seconded. The motion carried unanimously. Lankford asked that the minutes reflect that an August Board meeting was not conducted due to the fact that it was not deemed necessary.

2012 Budget Workshop

Entity Budget Overview Meetings

Lankford reported having met with several of the District's largest entities to conduct meetings and that both the City of Hutto and Hutto ISD will be added to those cities where presentations will be made. The District's Deputy Chief Appraiser, Chris Connelly, will be incorporated into making these presentations.

Budget Workshop

Hunt inquired about emergency type items being taken from the District's reserve funds and their use throughout the year. Lankford will discuss this matter with the District's attorney, Sandy Griffin.

Lankford reviewed the GIS and maintenance contract category changes to the budget. He reminded the Board that these monies could be taken from reserve accounts as to not alter the budget amount.

Gibbs and Tagge expressed their wishes to proceed with including these items in the budget since it would only mean a minor increase to the entities.

Retirement Contribution Options

Lankford indicated that during previous retirement discussions, the Board had discussed not giving a cost of living adjustment for retirees and to proceed with a total contribution rate of 15.71%. He informed the Board members that a resolution would need to be signed.

Tagge moved and Hunt seconded to adopt a TCDRS resolution indicating a total contribution rate for plan year 2012 of 15.71%. The motion carried unanimously.

HVAC Maintenance and Janitorial Services

Brad Brown, the District's Facility Services Coordinator, and Lynn Powell, the District's Director of Administrative Services reviewed pricing for both HVAC maintenance and janitorial services. Lankford reported that the District has gone out for competitive pricing in both areas.

Lankford reviewed the spreadsheet comparison on HVAC maintenance that was included in the Boards' packet. He indicated the District's recommendation to hire HVAC Masters. This vendor came highly recommended from the City of Georgetown, who has been using them for a number of years.

Hunt moved that the District contract with HVAC Masters for a period of one year for preventative maintenance on the HVAC system. Tagge seconded. The motion carried unanimously.

Lankford reported also receiving quotes from janitorial vendors. A spreadsheet comparison was reviewed. References were contacted by Brown. The District recommended contracting with Vanguard Cleaning Systems whose pricing was competitive, came highly recommended and included a good scope of work.

Hunt moved for approval to contract with Vanguard Cleaning Systems for cleaning services for the District for the 2012 fiscal year. Tagge seconded. The motion carried unanimously.

Tagge recommended checking into multi-year contracts with our vendors in order to get the best deal possible. If we are satisfied with this vendor after their first year, we could discuss an extension of the contract in the future. Tagge suggested possibly factoring this into our request for proposals for the future.

Public Hearing on 2012 Proposed Budget

Lankford reviewed one change to the budget regarding moving monies within categories. Sandy Griffin, the District's attorney, suggested a change in the budget resolution which Lankford read aloud. Lankford reported that this resolution would keep us from needing to go out to the entities each time when doing a line item transfer. A total budget of \$6,532,000 was originally submitted to the entities. After Hunt mentioned including the new amounts discussed earlier in the meeting for the HVAC maintenance and the janitorial service, the new total budget amount comes to \$6,529,600.

Gibbs opened the public hearing regarding the proposed 2012 budget.

There were no public comments. The Public Hearing on the 2012 Proposed Budget was closed.

Approval of 2012 Budget (Resolution #2011-01)

Hunt moved to adopt resolution #2011-01 for the adoption of the 2012 operating budget in the amount of \$6,529,600. Tagge seconded. The motion carried unanimously. The 2012 Budget resolution 2011-01 was signed by the appropriate Board members.

Lankford indicated that while conducting the budget entity meetings, some entities were concerned about the cuts being made at the District. It appears the entities have grown accustomed to the service level the District has been providing and wish to continue at this level. Josh Selleck, with the City of Cedar Park, asked that Lankford pass along this message to the Board. Lankford indicated to these entities that the District is seeking to improve its processes and therefore not drop its service level.

Taxpayer Liaison Officer's Report

Charley Rouse, the District's Taxpayer Liaison Officer was present to report on a few property owner issues he had been made aware of.

Melinda Wolfe Correspondence

Rouse reviewed a conversation with property owner, Melinda Wolfe. Wolfe was simply requesting a form. Rouse expressed his appreciation for the time District staff spends with him in resolving these types of issues.

Trey Mattox Correspondence

Rouse reviewed a conversation he had with property owner, Trey Mattox. Mattox had purchased his property at a lower value than was indicated, but this property had already been handled by the previous owners' outside tax agent. Mattox was not aware of this at the time. Lankford explained that agents will normally work off their hearings as soon as possible and this one occurred before the new owner was aware. Lankford informed the Board that this account was revised per the information from Mattox, the new owner.

Martha Nelson Correspondence

Property owner, Martha Nelson, contacted Rouse regarding her property that was purchased in foreclosure. The questions were researched and answered with the property owner. James Griner, the District's Residential Appraisal Manager, was present to elaborate. Griner indicated that only two foreclosure sales had taken place in this neighborhood and therefore it was not considered a foreclosure market. Lankford reminded the Board that legislation changed previously indicating that appraisal districts must consider foreclosure sales, but this particular sale was not a true market value. It did appear the fair market value was placed on the property. Nelson was advised that she could go to binding arbitration or file a lawsuit. Lankford explained that, as a general rule, if a majority of the homes in a neighborhood are in foreclosure, the District will normally use foreclosure sales. Short sales are very difficult to appraise.

Gibbs asked for an explanation regarding appraising during times of wide spread fires and loss of property. Lankford indicated that when these situations arise, nothing happens to the valuation in the current year.

There is a provision in the Code that allows for a reassessment of homes but the governor has to declare the event a natural disaster and the entities have to vote on having the District reappraise these properties and then the entities are responsible for paying the District to do the reappraisals.

Tagge mentioned that the District might consider putting together some kind of comment or central location where people affected by these kinds of issues can go and ask questions. The District is prepared to address these issues as needed. Hunt expressed her appreciation regarding Rouse's contact with taxpayers. She also mentioned that staff is trying to find any way possible to help these taxpayers find resolutions to their issues. We are being advocates for property owners as much as we can.

Chris Connelly, the District's Deputy Chief Appraiser, has contacted agencies regarding the fires that have been occurring and will have appraisers at these locations to address these issues. Lankford indicated that using GIS is going to be an important part of appraising these areas. The Board asked that the District provide assistance to the appraisal district in Bastrop, regarding their recent bout with wildfires.

Consideration of Monthly Financials and Quarterly Investment Report

June and July 2011 financials and expenditures were reviewed and filed for audit. The investment report was reviewed and filed as well.

Authorize Chief Appraiser to Accept Proposals on Appraisal District Depository

Lankford reported that it was time for the District to go out for proposals on our depository. He indicated that Union State Bank is the District's current depository; who the District has been very satisfied with, but felt it necessary to consider all options.

Hunt moved to authorize the Chief Appraiser to go out for proposals for the District's depository. Tagge seconded. The motion carried unanimously.

ARB Attorney Agreement

Lankford reported that the ARB was represented at the meeting today by two ARB members, including the ARB's current Chairman, James Babcock. He indicated that the ARB would like the Board of Directors to authorize them to hire Roy Armstrong, with Armstrong & Armstrong, as their attorney. The District felt proceeding with the hourly fee would be most cost effective; considering our history with the ARB contacting an attorney. Hunt expressed that she does not want the ARB to feel hindered from contacting their attorney at any time necessary.

Hunt moved for approval to accept the ARB attorney agreement with Armstrong & Armstrong. Tagge seconded. The motion carried unanimously.

Chief Appraiser's Report

MAP Review Update

Lankford reported that he had recently met with Elaine Chaney, the District's MAP Reviewer. The District's goal is to receive an answer of "yes" on all questions on the MAP Review. We fully expect to receive an exceptional grade on all areas of the MAP Review and are looking forward to placing the final report on the District's website.

WCAD Presentations

Lankford indicated that he had reported to the Commissioners court again. He reported that the meeting was a success. He had given the Commissioners the information they needed.

Lankford also reported that the District had spoken at the TAAO Conference in Corpus Christi regarding a few items. One was sketch validation (Yotta and Pictometry). Connelly had conducted a presentation regarding the online protest process. Both Lankford and Connelly spoke regarding using technology for customer service. All three presentations had very good responses and were well received.

Board Election Process

Lankford reported that December is the last month of the current Board's term. He reported also that Tagge has informed the Board and made the announcement to the Round Rock ISD that he will not be returning for another term. Tagge has served on the Board since 2000, and also served six years on the ARB.

Lankford has spoken with both Templeton and Mireles regarding the election. Templeton will speak with Ellen Skoviera at Leander ISD. Lankford believes Mireles will run again for another term. The District will be accepting nominations through Oct. 15th.

Property Owner Surveys

Lankford reported that the most recent version of the property owner surveys were included in the Board members' packets. Once again, he reported receiving very good responses. Lankford informed the Board that the District recently held its Planning Session where improvements to the District were discussed. The District is using the property owner surveys as a tool for employees, as well as for keeping the public informed, as the results are posted on our website.

WCAD Planning Session

As mentioned previously, Lankford reported having conducted the annual Planning Session with District Directors and Managers in mid-August. Goals from this meeting will be presented to the Board in an upcoming meeting. Lankford did share with staff, at this meeting, the goals that the Board had given him. The District is in the process of reviewing procedures to become more efficient. We will examine every process to try to improve.

Arbitration Report

~~Lankford reported having had new arbitrations filed and two arbitrations have been finalized.~~

Lawsuit Report

Lankford reviewed the lawsuit report. He indicated that since Angie Lugo, the District's Litigation Supervisor has been out of the office for an extended period of time, we have fallen behind just a bit on this report, and the Board will see more lawsuits, as a result of this, at their next meeting. He reported that the District's reduction rate is still very low.

Board Agenda Additions for Future Meeting

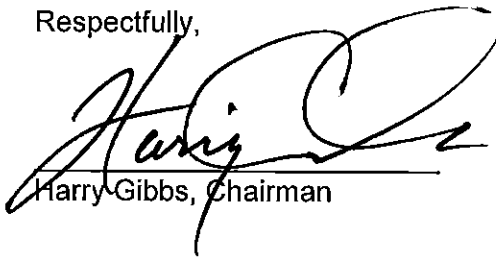
Lankford reported one item that the District would like to add at a future meeting regarding legislative changes.

Hunt mentioned an email that previously was received regarding the appointment of the ARB executive board members. This process had been discussed previously and needs to be added to the Board's policy. Nominations will come from the ARB to the Board. We will need to have time no later than November to discuss this item. New ARB members will need to be considered at the end of the year.

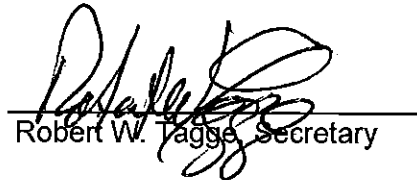
The next regular meeting was set for Wednesday, October 12th at 9:00 a.m.

The meeting adjourned at 10:32 a.m.

Respectfully,



Harry Gibbs, Chairman



Robert W. Jagge, Secretary