

# Williamson Central Appraisal District

## Board of Directors Meeting

### Minutes of October 14, 2010

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Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, October 14, 2010 at 9:00 a.m. Board members present: Harry Gibbs, Brig Mireles, Deborah Hunt, and Richard Templeton. Quorum declared. Robert Tagge was not present.

#### Receipt of Public Comments

No public comments.

#### Taxpayer Liaison Officer's Report

##### Barbara Allen Correspondence

Charley Rouse, the District's Taxpayer Liaison Officer (TLO), was present and reported receiving a call from property owner, Barbara Allen. She shared with Rouse her intentions of taking legal action against the district due to an issue with the manner in which she was allegedly treated by a District employee. Rouse advised Allen to contact Lankford regarding the issue.

Lankford informed the Board that he, along with James Griner, Residential Appraisal Manager, spoke to Allen regarding an Ag denial issue. He confirmed that Allen did file a lawsuit. Lankford requested that Allen submit the details of her complaint in writing. In investigating further, this particular employee has otherwise been stellar, with three to four positive comments on surveys. Lankford did listen to the ARB hearing and did not discover anything that the employee had done that was out of line. The lawsuit filed was regarding the property only not the employee. Rouse has also requested that Allen submit her complaints in writing to Lankford.

Consider approval of minutes of the Board of Directors for the regular meeting – September 9, 2010.

Hunt inquired and Lankford clarified an item in the minutes pertaining to retirement and maintaining a contribution rate of 15.19%. The rate had been changed from 15.15% to 15.19% to help buy down the unfunded portion of the District's retirement. This amount was being maintained in order to keep the same amount as what was showing in the budget.

Mireles inquired and Lankford confirmed that the motion made at the September 9<sup>th</sup> Board meeting regarding allowing employees a merit increase as opposed to a cost of living would possibly cause some employees to not receive a raise. Lankford mentioned that the merit increase tool would benefit the new evaluation system.

Hunt moved for approval of the minutes. Templeton seconded. The motion carried 3-0, with Hunt, Templeton and Gibbs voting for. Mireles abstained.

## Consideration of Monthly Financials

Lankford reminded the Board that a budget amendment would need to be made at the end of the year which would get rid of the negative numbers showing in certain categories on the expenditure report. Hunt inquired if this would be acceptable to the District's auditor. Lankford reported that it did appear that the District would have a budget surplus this year. He pointed out that the number of lawsuits being scheduled for court hearings this year was down. August 2010 financials and expenditures were reviewed and filed for audit.

## Resolution to Approve TCDRS Retirement Plan

Lankford informed the Board that a signature is required on the resolution regarding the retirement plan that was discussed at the September 9, 2010 meeting. The date of the action was changed to September 9, 2010 since this was the date the Board took action on this item. Gibbs signed the resolution.

## Designation of Depository Signers and Check Signing Policy (Resolution #2010-03)

Lankford informed the Board that the depository signers document was in need of an update. He, along with the District Director's and the Deputy Chief Appraiser were added to the list of individuals available for check signing. Lankford informed the Board that any check over \$500 requires two signatures.

Hunt moved for approval of resolution 2010-03 to authorize the four employees listed, Alvin Lankford, Chris Connelly, Lynn Powell and Pamela Orr to have authority to sign the District's checks. Mireles seconded. The motion carried unanimously.

## Appointment of ARB Committee

Lankford reviewed the current ARB hiring process. In October, the ARB committee is appointed at the Board meeting. In November, interviews are conducted and in December, the ARB Committee makes a recommendation to the full Board.

Hunt requested that in the future and subsequent years during the month of October, the Board conduct an executive session on this issue to discuss any returning members, issues, etc. The Board would ask that the current ARB chairman be in attendance to discuss these issues.

Mireles offered to chair the ARB Committee. Hunt also volunteered to serve on the committee. Gibbs appointed Tagge as an alternate. Mireles and Hunt will meet with the ARB chairman and then coordinate their meetings and notify the District.

## Chief Appraiser's Report

### Methods and Assistance Program Review

Lankford mentioned that in the past, Larry Gaddes, who is no longer employed at the District, was the District's Methods and Assistance Program (MAP) Review Coordinator. Lankford has now appointed Tami Stone, an Appraiser with the District, as the new MAP Coordinator.

Stone has been meeting individually with department managers and is updating information for the MAP Review. Lankford also mentioned that Stone had recently received information informing the District that the deadline for this project has moved up by one month. Lankford informed the Board that the

District will finalize documentation prior to the deadline. He reminded the Board that the District's goal is to finish the MAP Review with the highest score in the state. The results will not be final until the end of next year.

#### Electronic White Board Presentation

Lankford informed the Board that, due to a previous Board request regarding the purchase of an electronic white board, he had asked the District's I.T. staff to research the issue further.

Pam Orr, the District's Director of Operations, presented her recommendation to the Board. She indicated that based on the cost and current workflow, this may not be the best option for the District at this time. In her research she discovered that other agencies had purchased whiteboards and then did not end up using them. These boards are designed for users who do not have other technology to take the place of this application.

Mireles was absent at the last meeting, but mentioned he had used them and also doesn't think it is something that would benefit the District at this time. Orr mentioned that if the technology becomes more advanced, we might look into a purchase. Gibbs commented regarding the District's limited funds.

Lankford indicated that the District is currently going through an entire process regarding a new field device. A unit will be tested prior to purchasing.

#### Grounds Flood Damage Repair

Lankford reported that recent flooding has caused some issues with the District's dam. He indicated that the retention pond had overflowed and damaged the back side of dam. Lankford felt the need to get this repair made before any further damage occurred. He also noted two inlets to the pond that drain the parking lot had been clogged with silt. Lankford reported the cost to get these repairs made to be around \$1,100.

#### Orion User Group Meeting

Lankford informed the Board that he had volunteered the District's facility to conduct an Orion User Group Meeting in order to help the District's current CAMA vendor become the best in the state. Other Orion users throughout the state have been invited to this meeting. Representatives from Tyler will also be in attendance. If everyone is on board with development items, the cost will either be spread out among all users or if there is enough need, will be covered by Tyler. This Orion Users Group Meeting is scheduled for October 27<sup>th</sup>.

#### Board Document Additions to Website

Lankford informed the Board that, as previously mentioned, the Board of Director agendas and minutes have been added to the District's website. The website was viewed. Lankford informed the Board that, in an attempt to continue to be more transparent, the website would be updated every time the Board met.

Lankford also mentioned making the District's website easy to use would be a priority. Lankford has been asked to be on the website Committee for the Comptroller's office, which is in need of improvement. The development of the District's website was one reason he was selected to serve on this committee.

## Arbitration Report

Lankford reviewed the arbitration report.

## Lawsuit Report

Lankford reviewed the lawsuit report. He informed the Board that newly filed lawsuits would begin coming in during the coming months.

## Board Agenda Additions for Future Meeting

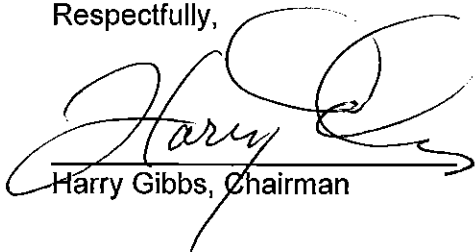
Hunt asked that, in future years, we plan an executive session during the month of October to discuss ARB applicants.

Hunt also requested Lankford add considering and adopting a policy allowing, in limited circumstances, for the Chief Appraiser to make a correction to the roll. The Board asked that Lankford include section 25.25b of the Texas Property Tax Code in their next board packet.

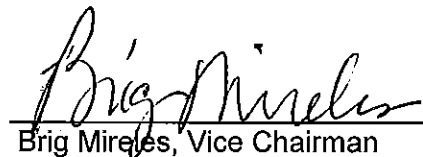
The next regular meeting was set for Thursday, November 18, 2010 at 9:00 a.m.

The meeting adjourned at 9:59 a.m.

Respectfully,



Harry Gibbs, Chairman



Brig Mireles, Vice Chairman

**Note:** *The digital recording for this meeting was unsuccessful*