

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of November 18, 2010

Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, November 18, 2010 at 9:06 a.m. Board members present: Harry Gibbs, Brig Mireles, Deborah Hunt, Richard Templeton and Robert Tagge. Quorum declared.

James Babcock, ARB Chairman was present.

Receipt of Public Comments

No public comments.

Taxpayer Liaison Officer's Report

C.R. Dansby Correspondence

Charley Rouse, the District's Taxpayer Liaison Officer, was present and reported regarding a conversation he had had with Mr. C.R. Dansby. Dansby indicated he didn't have an issue with his appraisal, but was concerned, in general, about appraisal for property owners who are over 65 years of age. After discussing with District staff, the issue has been resolved. Dansby was very impressed with the way the District addressed his issue.

Consider approval of minutes of the Board of Directors for the regular meeting – October 14, 2010.

Hunt moved for approval of the minutes as presented. Mireles seconded. The motion passed 4-0-1. Hunt, Mireles, Gibbs and Templeton voted for. Zero members voted no. Tagge abstained since he was not present at the October Board meeting.

Consideration of Monthly Financials and Quarterly Investment Report

Lankford reviewed the monthly financials. He reported that the phone system was in need of an upgrade due to the lack of support on the current system. September 2010 financials and expenditures were reviewed and filed for audit.

Appraisal Review Board Members

Executive session began at 9:17 a.m. and ended at 9:30 a.m.

Consideration and possible action on items discussed in executive session

No action was taken as a result of executive session.

Appraisal Review Board Appointments (Resolution #2010-04)

Mireles moved to pass resolution 2010-04 appointing Ruth Wagner, Randell Lerche, Rick Blackmore, James Doiron, Cheryl Jakubowski, Thomas Lemon, Ernest Rector and Douglas Whitlow to the 2011-2012 Appraisal Review Board. Tagge seconded. The motion carried unanimously

Authorize Chief Appraiser to Accept Proposals on Auditors

Lankford reminded the Board of previous discussions regarding seeking a new auditor for our annual financial audit. He also mentioned that the current auditor was afforded one more year before the District would look at new auditors this year. Lankford indicated that a draft of a request for proposal (RFP) was included in the Boards' packet. Tagge expressed his wishes for the District to advertise. Lankford indicated that an advertisement would be done in addition to mailing to individual firms.

Tagge moved to authorize the Chief Appraiser to advertise and distribute RFP's to the auditing companies listed on the spreadsheet that was included in the Boards' packet. Hunt seconded. The motion carried unanimously.

Texas Property Tax Code Section 25.25b Correction of Appraisal Roll Board Rule

Lankford reported that the Texas Property Tax Code is very restrictive regarding what can be changed in a prior year roll. Under Section 25.25b, the Board can adopt a rule that would enable the District to change these types of properties. Hunt commented on a specific situation regarding this issue. Lankford informed the Board that this issue was discussed with Sandy Griffin, the District's attorney.

Lankford requested that the Board adopt a rule that would enable the District to correct errors on these types of properties. A sample rule was included in the Boards packet. Hunt recommended making one change to the proposed rule, to, in the last sentence, remove the words "...and the correction will aid in the collection of taxes owed on the land", since all corrections are not necessarily to collect taxes.

Hunt moved to adopt the Board rule as provided by the District's attorney amending to strike the portion of the last sentence..." and the correction will aid in the collection of taxes owed on the land." Templeton seconded. The motion carried unanimously.

Board of Directors Policy Update as Required by Methods and Assistance Program Review

Lankford reviewed the changes to the Board policy that were necessary due to a few items associated with the Methods and Assistance Program (MAP) Review. He reported that the MAP Review would be forwarded to the Comptroller's office on Monday.

Lankford reviewed the time frame the State will take to review the MAP Review documents. He also reported that the District would cover all areas of the MAP Review in all ways to be sure our documents are submitted timely.

Mireles moved to adopt the Board of Directors policy changes as recommended. Tagge seconded. The motion carried unanimously.

Reserve Account Balances

Lankford reviewed changes in the District's reserve account balances. He reminded everyone that these account balances had previously been approved by the Board.

Account overages were discussed; Lankford reminded the Board that these overages can be redistributed as the Board wishes. Lankford discussed the building fund and reminded them that this fund would increase from year to year. Reserves for replacement will increase each year. As this account grows, the others will need to shrink to keep the total from exceeding three months of operating expenses according to the policy that the Board had adopted.

Hunt suggested looking at the reserve money amounts annually to make decisions regarding refunding monies to the entities. Lankford reminded everyone that the exact amount of overage would be unknown until after the financial audit is complete. The Board decided they should wait until that point to make the distribution to the entities if necessary.

Mireles moved to approve the account balances for the allocations of the accounts. Hunt seconded. The motion carried unanimously.

Chief Appraiser's Report

Orion User Group Meeting

Lankford reported that the District had a very successful Orion User Group meeting here at the office. The priority levels of the development items were sent back to Orion. He indicated that a good deal of feedback was received from other appraisal districts. We are planning to have a User Group meeting either annually or biannually.

Lankford reported that the District is taking the lead with other appraisal districts and Tyler Technologies is looking to us for these development items. A monthly conference call is conducted with Tyler and the District is making a lot of progress.

2011 TAAD Conference

Lankford reminded the Board of the TAAD Conference that is scheduled for February 20-23, 2011 in Austin at the Renaissance hotel. Lankford asked that the Board members notify him if they would like to attend. Hunt extended an invite to Charley Rouse, the Taxpayer Liaison Officer and to any ARB members.

WCAD Christmas Celebration

Lankford invited the Board members to the WCAD Christmas party that will be taking place on December 17, 2010.

Arbitration Report

Lankford reported on four accounts under arbitration that have been settled.

Lawsuit Report

Lankford reviewed the lawsuit report. He reminded the Board that Sandy Griffin, the District's attorney, had attended their meeting in November of last year to review the District's lawsuits. Unfortunately, Griffin was unable to attend this meeting, but will hopefully be in attendance at the January Board meeting. Hunt mentioned that she would like to hear from Griffin annually.

Board Agenda Additions for Future Meeting

The Board asked that the appointment of the public information officer be added to the January agenda.

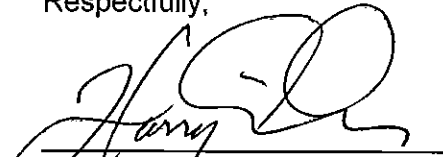
Hunt asked that any correction to the roll be brought to the Board per the adoption of the rule today.

Mireles inquired about a phone call that was made to the District's attorney during the ARB interview process, and if this invoice would require action. Lankford indicated that he would bring this issue to the attention of Angie Lugo, the District's Litigation Supervisor.


The next regular meeting was set for Thursday, January 13, 2011 at 9:00 a.m.

The meeting adjourned at 10:35 a.m.

Respectfully,



Harry Gibbs, Chairman



Robert W. Tagge, Secretary