

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of February 11, 2010

Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, February 11, 2010 at 9:03 a.m. Board members present: Harry Gibbs, Robert Tagge, Brig Mireles, and Deborah Hunt. Richard Templeton was absent. Quorum declared.

Receipt of Public Comments

No public comments.

Taxpayer Liaison Officer's Report

Adrian Cervantez Correspondence

Charley Rouse, the District's Taxpayer Liaison Officer, was present and informed the Board that he had contacted taxpayer Adrian Cervantez upon the request of James Babcock, the Chairman of the ARB.

New Hope Baptist Church Correspondence

Rouse informed the Board of a call he had received from staff at New Hope Baptist Church. The concern was regarding a religious exemption. After speaking with Lynn Powell, the District's Director of Administration, Rouse was able to clear up the issue. Powell explained the exemption procedures to the Board.

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

Tagge moved for approval of the minutes as presented. Mireles seconded. The motion carried with Tagge, Mireles and Hunt voting for. Gibbs abstained.

Consideration of Monthly Financials and Quarterly Investment Report

Lankford informed the Board that another budget amendment would need to be done due to not transferring enough monies to the services budget category at the previous meeting. Lankford also informed the Board that during the 2011 budget process, he would be looking at modifying the procedure on the District's reserve accounts. He also would like to suggest passing a resolution to make these changes that will, in turn, keep the entities informed.

December 2009 financials, expenditures and quarterly investment report were reviewed and filed for audit.

Selection of Auditor

Lankford commented on the three bids that were received from auditors that were included in the Boards' packet. He also mentioned that he agreed it was a good idea to alternate auditing firms to get a different opinion, but expressed a few concerns with both Pená Swayze & Co, L.L.P. and John F. Lewis, P.C. auditor firms. These concerns were discussed.

Lankford proposed that the District ask for a one-year extension with its current auditor, Davis Kinard & Co. P.C. and then during the next audit selection process do a much more thorough search, and possibly inquire with other District's to see who they employ as their auditing firm.

Hunt moved to extend the contract with Davis Kinard & Co. P.C. for one year, with costs not to exceed \$10,200 for this year and to subsequently reach out for more RFP's to more qualified, known appraisal district auditors. Mireles seconded. The motion carried unanimously.

WCAD Employee Sick Leave Pool

Lankford read the purpose of the Sick Leave Pool Policy.

Lankford informed the Board that the District had done some research with other appraisal districts. He reminded them that if the employee donates their sick time, this would be a liability to the District, whereas donating vacation time would not. Lankford thanked Powell for her efforts in gathering this information. He also informed the Board that he, along with Powell, and Kimberly Gamboa, the District's Administration Manager, would serve as the committee for decision making on whether to grant sick leave to an employee.

Mireles moved for approval to adopt the Sick Leave Pool Policy as was outlined in the policy that was distributed to the Board. Hunt seconded. The motion carried unanimously.

Discussion followed regarding whether or not to include sick leave in this pool.

Mireles moved that the Sick Leave Pool Policy accept both vacation and sick days from employees with the provisions written in the policy. Hunt seconded. The motion carried unanimously.

Personnel Matters

Executive session began at 9:41 a.m. and ended at 10:00 a.m.

Consideration and possible action on items discussed in Executive Session

No action taken as a result of executive session.

Chief Appraiser's Report

WebMap and Sidwell Presentation

K.C. McDade, the District's Maps & Records Manager, demonstrated the WebMap and Sidwell tools to the Board.

Lankford reviewed the appraisal process to show how these tools would be beneficial. He also indicated that this information would be shared with other entities. He expressed his feelings to the Board that the money spent on this project was a great investment.

Property Value Study

Lankford informed the Board that the District has passed every school district in the Property Value Study again this year, that all had received local value. He reviewed the results of the Property Value Study.

Property Tax Assistance Webinars

The Property Tax Webinar DVD was distributed to the Board members. Lankford informed the Board of the valuable information that might be gained by watching the DVD. The Property Tax Remedies pamphlet was also given to the Board members.

ARB Training for Board Members

Glenda Lloyd, the District's Appraisal Coordination Manager, was present. Lloyd informed the Board of ARB training that would be taking place in Austin. She also informed them that all ARB members are required now to take the advanced training each year.

Lankford invited the Board to attend this training as well.

Board of Directors Policy

The updated Board policy was distributed to the Board. Lankford asked that if the members had any questions or concerns to contact Colleen McElroy, the District's Administrative Assistant, in order for her to add this item to a future Board agenda.

Lankford informed the Board that the policy would be displayed on the District's website as well as in the lobby.

Yotta Update

Lankford updated the Board on the status of the Yotta project. He indicated that the District's rough costs are coming in around \$115,000, but that we are looking at between \$2.2 and \$2.5 million gained in taxes. Lankford, once again, expressed to the Board that he felt this was money very well spent.

2010 Appraisal Notice Process Changes

The 25.19 Notice form was distributed to the Board members.

The Appraisal Notice process had been discussed at a previous meeting. Lankford read the portion of the code pertaining to the mailing of the Notices. He informed the Board that, after reviewing with the District's attorneys, he was planning to go ahead and send Notices out to all property owners, not as initially planned to dispense with sending to properties where the amount of increase was less than \$1,000.

Lankford asked that the Board reconsider their vote at their next meeting.

Arbitration Report

Lankford informed the Board that the District has only four binding arbitrations left. He also indicated that the District has won far more arbitrations than it has lost.

Lawsuit Report

Lankford reviewed the Lawsuit Report.

Chief Appraiser Presentations

Lankford reported on his presentation at the Williamson County Commissioners Court.

Lunch Fundraiser

Lankford invited the Board to a fundraiser that would be taking place today at lunch. The District staff will be hosting a Soup-er Bowl (homemade soups) to benefit one of their fellow employees who has been experiencing some health issues.

Board Agenda Additions for Future Meeting

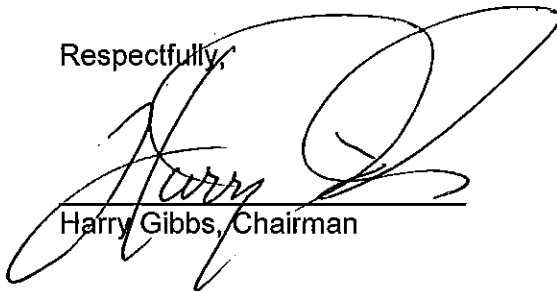
The Board asked that the 25.19 Notice item be placed on their next agenda.

They also asked that Lankford provide an update on the CAMA situation. Lankford informed the Board that this was something that was already being discussed with the current CAMA provider and an update would be given as requested.

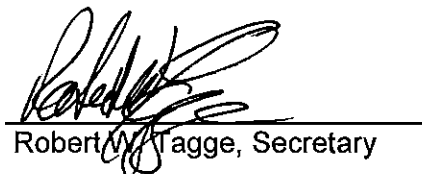
The next regular meeting was set for Wednesday, March 31, 2010 at 9:00 a.m.

The meeting adjourned at 10:58 a.m.

Respectfully,



Harry Gibbs, Chairman



Robert W. Tagge, Secretary