

# Williamson Central Appraisal District

## Board of Directors Meeting

### Minutes of April 22, 2010

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Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, April 22, 2010 at 9:01 a.m. Board members present: Harry Gibbs, Robert Tagge, Brig Mireles, Deborah Hunt and Richard Templeton. Quorum declared.

#### Receipt of Public Comments

No public comments.

Consider approval of minutes of the Board of Directors for the regular meeting – March 31, 2010.

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

#### Consideration of Monthly Financials

February 2010 financials and expenditures were reviewed and filed for audit.

#### Investment Policy and Procedures

Lankford informed the Board that the Investment Policy and Procedures would normally be reviewed during the same time period when the board election takes place. The Board reviewed the policy.

Lankford informed the Board members that Hunt's investment training certificates of completion had been filed at the District.

The Board decided the Investment Policy and Procedures will continue as is. No action was taken.

#### Job Descriptions

##### Chief Appraiser

The Chief Appraiser job description will be discussed later in the meeting.

##### Taxpayer Liaison Officer

Hunt moved for approval of the Taxpayer Liaison Officer job description as presented. Mireles seconded. The motion carried unanimously. A copy of the job description is on file at the District.

## WCAD Logo

Lankford reviewed with the Board the four logo options that had been presented to staff in both color and black and white. The Board requested a white line be added between the red and blue portions of the county in order to delineate between the county line and the type box.

Lankford indicated that the new logo would be a good representation and make the District more easily identifiable.

Gibbs suggested ensuring the lettering shows up a little more clearly in any version used. Discussion continued.

The Board asked that they see the final logo at their next meeting.

## Chief Appraiser Review Format

The Evaluation Form Committee, made up of Mireles and Templeton, commented regarding the drafted Chief Appraiser review form. Lankford also commented on several of the questions.

The Board asked that the following changes be made to the review form:

1. Replace the front page of the document with the Chief Appraiser's job description.
2. Add, under each item, the numbers one through five for the purpose of rating each question.
3. Question #1 - Change to a yes/no answer, since there is no way of exceeding in certifying the appraisal roll in a timely manner.
4. Question's #2 and #3 - the Board asked that the comparisons to the other districts be removed and include MAP Review scores or the Property Value Study.
5. Question #3 – Replace this question with "Efficiency and cost effectiveness of the administration of the District".
6. Question #6 – The Board asked that this question be broken out into two parts. Part A – first sentence – include "with customer service skill sets" at the end of the sentence. Part B – Change to a yes/no answer and delete "that equal or exceed the EEO objectives of the District".
7. Question #7 – Change the "Board of Tax Professional Examiners" to the "Texas Department of Licensing and Regulation"
8. Questions #8 and #9 – Delete "Executive Director"
9. Question #10 – Delete "Executive Director" and change "relects" to "reflects". Lankford indicated he would report on his goals that were discussed at the Planning Session in August in the September time frame.
10. Question #11 – Remove "and frequent", "programs", and "frequently"; also add the word "and" between "direct" and "open"
11. Question #12 – Add "a" between "in" and "timely" and between "through" and "process". The Board asked that a copy of both the internal and external surveys be provided to them.
12. Page 6 – The Board members indicated that these goals should include goals set at the Planning Session, personal goals as Chief Appraiser and the Boards' goals for the Chief Appraiser.
13. Page 7 – The Board asked that this page be deleted.

Hunt requested any reports that can be provided ahead of time would be great. The Board concurred that one consolidated final review document should be filed at the District. Hunt requested Lankford to consult the District's attorney regarding the Board's voting ability while in Executive Session.

Templeton suggested beginning the Boards' input on the goals in the July time frame. After rewording the evaluation, Lankford to incorporate these items into the Chief Appraiser job description. Mireles requested that an item be included in the evaluation regarding staying abreast of legislative matters.

The Board requested that the Chief Appraiser job description be placed on the next Board agenda.

## Chief Appraiser's Report

### CPR Training

Lankford reported that the District sees approximately 15,000 people each protest season. He informed the Board that District staff had been invited to attend CPR training. He shared that there had been positive feedback from staff.

### Appraisal Videos

Lankford reported to the Board members that the District would be launching the videos and the updated website to the public on Friday, April 23<sup>rd</sup>. DVD's containing the videos were distributed to the Board members.

### Entity Survey

Lankford announced that the entity survey, included in the Board packet, had been conducted for the entities. Of the 39 individuals the survey was sent to, 11 had responded, which is about a 28% response rate.

Lankford reviewed the entity survey. He indicated that he or Chris Connelly, the District's Deputy Chief Appraiser, would be visiting the entities during the budget process. Lankford reported that the weekly grand totals reports would be supplied to the entities as well. Hunt recommended, instead of asking for entities email addresses that we might look at placing this information on the District's website.

### Press Release

Lankford informed the Board that the press release was sent out Friday, April 16<sup>th</sup> to the local news stations and news papers and that local radio stations had also gotten word.

### 2010 Update on Values

Lankford reviewed the general trends of the appraised values described in the press release with the Board members.

### Lawsuit Report

Lankford reviewed the Lawsuit Report and informed the Board that Connelly had taken over handling litigation.

## Board Agenda Additions for Future Meeting

The Board requested that the following items be placed on the next Board agenda: Chief Appraiser evaluation form, WCAD logo changes, and cost information on the AED from Cardiac Science. The Board also requested we include an item to discuss the budget board meeting calendar.

The Board asked that a copy of the Board packet be sent to Charley Rouse, the Taxpayer Liaison Officer. They also requested that the Taxpayer Liaison Officer report be placed on the agenda, if any issues are pending.

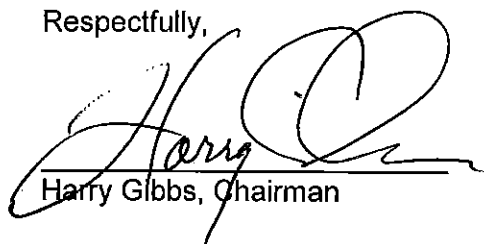
Mireles commented on offsite storage that Tagge had mentioned in a previous meeting, inquiring if anything further had been done on this item. Lankford informed the Board that, according to the District's consultant, until it becomes cost-effective to go offsite, the District should operate as it is currently. The District could, of course, explore the cloud software further, if this was the Boards' wishes.

The next regular meeting had been previously set for Thursday, May 20, 2010 at 9:00 a.m.

Gibbs expressed his appreciation to Mireles and Templeton for their time taken on the Chief Appraiser review document. Mireles announced he was a new grandfather.

The meeting was adjourned.

Respectfully,



Harry Gibbs, Chairman



Robert W. Tagge, Secretary