

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of May 20, 2010

Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, May 20, 2010 at 9:06 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.

Taxpayer Liaison Officer's Report

Vic Menard Correspondence

Charley Rouse, the District's Taxpayer Liaison Officer (TLO), was present and reported having been contacted by Vic Menard, the TLO at Nueces CAD. Rouse wanted to share Menard's compliments regarding the District's website and signage.

Consider approval of minutes of the Board of Directors for the regular meeting – April 22, 2010.

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

Consideration of Monthly Financials and Quarterly Investment Report

March 2010 financials, expenditures and quarterly investment report were reviewed and filed for audit.

2009 Financial Audit Report

Joe Melson with Davis Kinard & Co. P.C. was present. Melson, a member of the District's financial auditing team, reported that the District's audit had run smoothly and commended Kimberly Gamboa, the District's Manager of Administration, on a job well done.

Melson discussed the District's reserve accounts. He indicated these reserves should be considered each year ensuring that they are still necessary. Lankford mentioned that reserve accounts would be discussed further later in the meeting.

Melson reviewed the audit reporting package letter with the Board members.

AED Purchase

Lankford reminded the Board that CPR Training had been offered to District employees to prepare everyone for the large volumes of people that would be entering the office. He announced that Tami Stone, an appraiser at the District, had been placed in charge of assembling the CPR training.

Stone announced that the District has 36 employees that are certified in CPR. She mentioned that the Cardiac Science and Phillips brands are the most recommended AEDs (automated external defibrillators) and that having an AED on-site is highly suggested. Stone reviewed the two brands and expressed advantages of going with the Cardiac Science device.

Tagge recommended placing an AED on each floor of the District building.

Tagge moved to approve the purchase of two Cardiac Science AED devices to be placed one on each floor of the office. He would like the monies for these devices to be taken from the building contingency fund. Mireles seconded. The motion carried unanimously.

WCAD Logo

The updated WCAD logo was presented to the Board.

Lankford informed the Board that the previously requested revisions had been made to the logo.

Chief Appraiser Job Description

Lankford reminded the Board that they had asked that the Chief Appraiser job description be updated to include items in the Chief Appraiser evaluation document. This updated document was included in the Boards' packet.

Hunt moved for approval of the job description as presented. Mireles seconded. The motion carried unanimously.

Chief Appraiser Review Format

Lankford informed the Board that all of the changes that were requested at the previous Board meeting to the Chief Appraiser review form had been implemented. The Board expressed their appreciation for this updated clearly written form.

Mireles moved to approve the updated Chief Appraiser Review document as presented. Hunt seconded. The motion carried unanimously.

CAMA System Update

Lankford reported that he and staff had put much effort into making the CAMA system recommendation that he was about to present to the Board. A pros and cons list had been drafted and a list of items that must be fixed were presented to Tyler Corporation (the District's current CAMA software vendor). Lankford informed the Board that he had been impressed with the efforts that had been made and the attention given to improve the Orion product.

Lankford informed the Board that he had met with the District Directors and Managers for their recommendation on how they thought the District should proceed on this matter. The issues with the Orion product were accredited to two things; Orion putting the product on the market too soon and the District not getting more involved in the development of the product. The meeting concluded with a group decision to continue using Orion as the District's CAMA provider.

The District would like to get more involved with the development of this product and possibly share in the development costs with other Orion users. Tyler Corp. would be given performance deadlines.

Gibbs inquired about recouping costs due to the future benefits the company would gain and pointed out that since the District is helping to build this software, we might be afforded some reduced costs. Templeton expressed that the contract should reflect our deadlines and be specific on our desires. Chris Connelly, the District's Deputy Chief Appraiser, was present and reported having attended the Tyler User Conference in April. He indicated that he was impressed with Tyler's commitment to wanting to help the District to get the requested revisions made.

Tagge requested a comparison be done between the CAMA vendors. Lankford reminded the Board that each vendor participating would have to spend \$50,000 to be involved in an RFP process.

Lankford expressed his reasoning for handling this issue in the way he had was due to wanting to get feedback from the people using the product. He indicated that a CAMA team had been developed over a year ago and that this team had investigated several different softwares. Gibbs mentioned that if a new CAMA software was purchased, there would be a huge learning curve.

Hunt expressed seeing the same change in the commitment level at Tyler Corp. and mentioned that we (our District and Tax Office) are Tyler's largest client. She mentioned she was pleased with Lankford's recommendation and commented that she would rely on the District for a recommendation.

The Board asked that Lankford provide the Board his general pros and cons list in the August or September timeframe and provide a listing of what the District would like to develop.

The board recessed at 10:34 a.m. and reconvened at 10:43 a.m.

Chief Appraiser's Report

Property Owner Surveys

Lankford reported seeing an overwhelmingly positive response on the property owner surveys that had been received. He indicated that the surveys would be placed on the District's website monthly. Templeton asked that the surveys also be posted in the District office and asked that the surveys be shared with employees prior to posting them publicly.

Lankford expressed how proud he was of District staff. Templeton asked that Lankford share the Board's appreciation with District staff for what they do. Lankford asked that the Board forward any comments they might like to share.

Board Member Photos

Lankford expressed his appreciation to the Board for their allowing the District to display their photos in the office lobby.

WCAD Presentations

Lankford informed the Board that he had made presentations to the Commissioners Court in late April and at the Hutto Power Breakfast in May. He has received positive feedback on his presentations. He has also offered to speak at the City of Hutto.

Reappraisal Plan

Lankford apprised the Board that the reappraisal plan, which provides a general overview of the District's appraisal process, would need to be reviewed by them in an upcoming meeting.

Lawsuit Report

Lankford reviewed the Lawsuit Report. He informed the Board that the litigation team along with the individual appraisers had done a real good job of showing how the District got to its value.

Board Agenda Additions for Future Meeting

No pending agenda items were discussed.

Chief Appraiser Review

Executive session began at 10:55 a.m. and ended at 1:13 p.m.

Consideration and possible action on items discussed in Executive Session

No action taken as a result of executive session. The Board asked that their next agenda include another executive session item for further discussion of the Chief Appraiser review.

Templeton left the Board meeting.

The Board moved on to items XII and XIII. The consideration and possible action on the date for next regular meetings. They set their next meeting for Monday, June 14, 2010 at 9:00 a.m. They also set the September Board meeting for Thursday, September 9, 2010 at 9:00 a.m.

Gibbs left the Board meeting at 1:19 p.m. Mireles conducted the remainder of the meeting in Gibbs' absence.

2011 Budget Workshop

Lankford discussed and reviewed the 2011 preliminary budget with the Board members.

Lankford informed the Board that he would be doing some further research regarding the ARB's litigation expenses and would be looking into more specifics on the reserve accounts.

Lankford reviewed the reserve accounts with the Board. He recommended that the Board return any excess reserve monies to the taxing entities. Lankford indicated that he had prepared the salary portion of the budget using one, two and three percent proposed options for employees, the same as he had proposed last year. He reviewed the reasons for some of the increases in some categories. The document containing this information will be sent to the Board members.

Hunt inquired about other appraisal districts and if they attempt to follow the same numbers as their county. Tagge asked about the TCDRS rates; Lankford indicated that a representative from TCDRS would be at the Boards' next meeting.

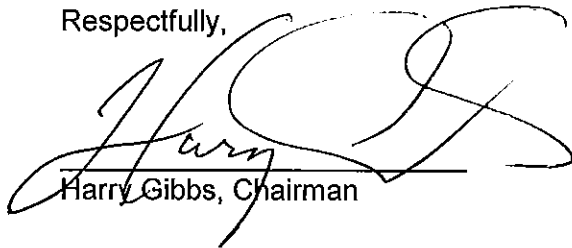
Hunt mentioned using the reserve monies to buy down the budget and thought we might think about conducting a survey with the taxing entities. She proposed refunding any portion of the reserves that could not be justified to the entities.

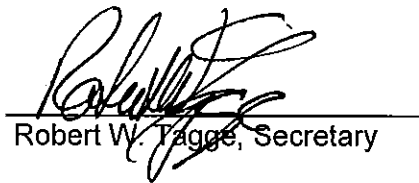
The Board also discussed the broad band services. Lankford indicated that the District is working with Tim Tisdell, the District's computer consultant, on this issue. Hunt suggested possibly linking into fiber cables that the city or the county has done around the tax office.

Lankford reminded the Board that they would need to finalize the preliminary budget to get it to the entities after the June meeting.

Tagge moved for adjournment. Hunt seconded. The motion carried. The meeting was adjourned.

Respectfully,


Harry Gibbs, Chairman


Robert W. Tagge, Secretary