

**Williamson Central Appraisal District**  
**Board of Directors Meeting**  
**Minutes of September 9, 2010**

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Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, September 9, 2010 at 9:08 a.m. Board members present: Harry Gibbs, Robert Tagge, Deborah Hunt, and Richard Templeton. Quorum declared. Brig Mireles was not present.

Receipt of Public Comments

No public comments.

Consider approval of minutes of the Board of Directors for the regular meeting – August 13, 2010.

Lankford informed the Board of one change to the minutes that had already been incorporated. The one-time expenses portion of the minutes had referred to the 2010 budget instead of the 2011.

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

Consideration of Monthly Financials

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

Lankford mentioned the PrismNet expenses. A microwave tower had been purchased to increase band width for use during on-line appeals. Lankford expressed his appreciation of the District's I.T. staff in the time they had spent in preparing the computer room.

2011 Budget Workshop

Entity Budget Meetings

Lankford informed the Board that all entity budget meetings had been conducted with the exception of Leander ISD and the City of Round Rock, which were unable to be scheduled prior to the Board meeting today. He also reported that he had met with Round Rock ISD, who is the largest contributor to the District's budget and that individuals there were pleased with the District's level of communication. Lankford informed the Board that the same budget packet presented to the larger entities was mailed to the smaller ones earlier this week.

Lankford reported that after reviewing again, he was able to reduce the salary portion of the budget by \$100,000 and that after recalculating; it appears that the budget sent to the entities will be slightly less than last year.

Health Insurance Changes

Debra Spellings and Yvonne Harper-Hill with Spellings and Humphries LLP were present to report on the District's health insurance changes.

Spellings reported receiving an increase on dental rates from the District's current provider. After analyzing the benefits for the District, Spellings provided a recommendation to move the dental insurance over to Dearborn National. Lankford reported the slight difference between the dollar amount showing in the budget for dental and the new rate.

Hunt moved for approval to switch dental insurance carriers to Dearborn National as recommended. Templeton seconded. The motion carried unanimously.

#### Retirement Contribution Options

Lankford reminded the Board that the District's retirement options had been discussed in previous Board meetings. Lankford reviewed the Boards' options regarding retirement benefits.

Tagge mentioned that in the past he had been in favor of a COLA increase for retirees, however, he felt that with the condition of the economy and the Consumer Price Index being down, this is sufficient evidence not to award a COLA this year. Hunt and Templeton agreed.

Tagge moved for no COLA adjustment for retirees this fiscal year. Hunt seconded. The motion carried unanimously.

Discussion continued.

Hunt made a motion to maintain a contribution rate of 15.19% as proposed in the 2011 budget to continue to help buy down the unfunded portion of the District's retirement. Tagge seconded. The motion carried unanimously.

#### Public Hearing on 2011 Proposed Budget

Gibbs opened the public hearing regarding the proposed 2011 budget.

There were no public comments. The Public Hearing on the 2011 Proposed Budget was closed.

#### Public Hearing on 2011-2012 Reappraisal Plan

Gibbs opened the public hearing regarding the 2011-2012 Reappraisal Plan.

There were no public comments. The Public Hearing on the 2011-2012 Reappraisal Plan was closed.

Lankford reported minor changes being made to the Reappraisal Plan since the last time it had been presented to the Board two years ago. Chris Connelly, the District's Deputy Chief Appraiser was present to report on the Plan and the changes. Connelly indicated that he had reviewed other appraisal district Plan's and viewed a webinar regarding this subject to refer to for updates.

Both Gibbs and Hunt commended the District and felt they are an example to other District's by raising the bar and setting higher standards.

## Approval of 2011 Budget (Resolution #2010-01)

The updated merit raise survey was distributed to the Board members. Lankford observed that most entities are giving a 2% increase.

Hunt moved to adopt the 2011 budget as proposed with a 2% cost of living increase. Tagge seconded.

Discussion followed. Lankford reminded the Board that the District is in the process of redoing their evaluation process based on performance and urged them to consider having some sort of merit increase. Templeton agreed with the merit increase as long as it could be quantified. Hunt mentioned she has previously been in favor of a merit increase because of the management tool it provides. Lankford summarized the performance evaluation process for the Board members. Gibbs mentioned being in favor of a merit increase based on the program that is now in place.

Hunt amended her motion to change to a merit increase as opposed to a cost of living as stated previously. Templeton seconded. The motion carried 3-1 with Hunt, Templeton and Gibbs for. Tagge opposed.

Hunt moved that the 2011 budget in the amount of \$6,877,037 be approved with the buy down from reserves of \$300,000 and the surplus funds from 2009 of \$81,069 for a budget allocation of \$6,495,968. Templeton seconded. The motion carried unanimously. 2011 Budget resolution 2010-01 was signed by the appropriate Board members.

## Consider Approval of 2011-2012 Reappraisal Plan (Resolution #2010-02)

Hunt moved to approve the Williamson Central Appraisal District 2011-2012 Reappraisal Plan (Resolution 2010-02) as presented. Tagge seconded. The motion carried unanimously.

## ARB Survey Summary

Appraisal Review Board (ARB) members Ron Brandon, Cheryl Jakabowski and James Babcock were present to address the Board.

Babcock, the ARB Chairman, reviewed the ARB surveys. He reported that 70 property owners had filled out a survey card. Babcock reviewed issues with certain survey questions. He emphasized the idea of continued education for ARB members and urged all Board members to attend ARB training as well. Babcock suggested including actual ARB hearings on the District's website. He discussed the value of these surveys wondering if the ARB should continue providing them.

Hunt expressed her appreciation to the ARB for their initiative in gathering this information. She would like the ARB to continue to provide explanations to property owners. Templeton and Gibbs expressed that they would like to see the ARB continue with the surveys. This gives property owners a chance to express their feelings.

## ARB Substitute Chairman Retroactive Compensation

Lankford reported that Don McAlister, a member of the ARB, was present at the last Board meeting inquiring about compensation for his duties while filling in for the ARB Chairman. Lankford informed the Board that he had misinterpreted McAlister's intentions and that he actually would like to be paid retroactively for his services.

Discussion followed. No motion was made and no action taken.

## Voice to Print Software

Voice to print software was discussed per a suggestion from Tagge previously. Lankford reported a purchase price range of \$145 - \$180, however, indicated that this software may not be the best solution for the District at this time.

## Electronic White Board

At a previous meeting, the possible use of an electronic white board was discussed. Lankford reported prices for these boards ranging from \$1,586 - \$1,899. The advantages of this board were discussed. The Board asked that Lankford look into this item further and possibly borrow one from one of the school districts.

## Chief Appraiser's Report

### Planning Session Goals

Lankford reviewed the goals that had been discussed at the District's annual Planning Session.

#1 – Online Protest Capabilities for Homogeneous Residential Properties with a sub-goal of PB Portico Map Upgrade.

Tagge mentioned regarding the online protests that Lankford consider getting information out early in newspapers or video to inform the public. Lankford plans to do a press release.

#2 – Passing the MAP Review - with the highest score in the state

#3 – Don't lose transparency - Lankford mentioned that we do not want to lose our momentum when it comes to providing transparency.

#4 – Field Device Pilot Project – Lankford informed the Board that a pilot project would be done using pin pads or laptops. The use of one of these devices would help the District become even more efficient.

#5 – Queue for Protest – Lankford informed the Board that this queue would be visible for the public and the appraisal staff. Lankford reported that the plan would be to place the queue on one of the TV screens in the lobby area and he had hoped to have phase one of this project in place for the coming year. Tagge mentioned purchasing an additional TV screen.

### CAMA Team Development

Lankford informed the Board that at the District's annual planning meeting, a CAMA development team of managers and team leads had been formed. The newly formed team will begin working on the most urgent CAMA items.

### Tyler Technologies Visit

Lankford informed the Board that Mark Hawkins and Brian McGrath with Tyler Technologies had visited the District to discuss some issues.

## Property Owner Surveys

Lankford reported to the Board that the Property Owner Surveys being presented to them monthly had been discussed at the District's annual Planning Session. The staff looked at ways to take these surveys and learn from them. An explanation regarding items that cannot be addressed due to property tax laws, etc. will be posted on the District's website.

## Arbitration Report

Lankford reported no new requests for arbitration had been received.

## Lawsuit Report

Lankford reviewed the lawsuit report.

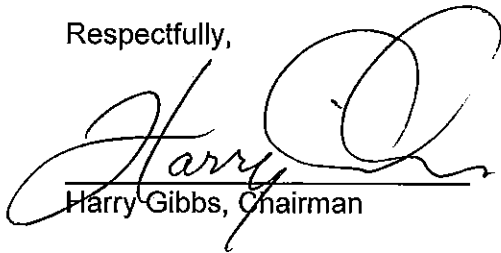
## Board Agenda Additions for Future Meeting

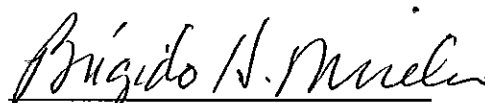
Further information regarding the purchase of an electronic white board will be added to the next Board agenda.

The next regular meeting was set for Thursday, October 14, 2010 at 9:00 a.m.

The meeting adjourned at 11:31 a.m.

Respectfully,

  
Harry Gibbs, Chairman

  
~~Robert W. Tagge, Secretary~~  
Brigido H. Mireks, Vice Chairman