Williamson Central Appraisal District

Board of Directors Meeting

Minutes of September 14, 2012

Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Friday, September 14, 2012 at 9:03 a.m. Board members present: Harry Gibbs, Deborah Hunt, Cecilia Crowley, Rufus Honeycutt and Charles Chadwell. Quorum declared.

Receipt of Public Comments

No public comments.

Taxpayer Liaison Officer's Report

Michael Watry and Erin Perkins-Watry Correspondence

Charley Rouse, the District's Taxpayer Liaison Officer, was present to report receiving a letter from Michael Watry and Erin Perkins-Watry. The Watry's asked that the District check the status of their home value. Rouse reported that the District investigated and adjustments would be made. Rouse will contact the property owners.

James Griner, the District's Residential Appraisal Manager, was present to report that the District reviewed the information provided by the property owner and indicated that the property measurements were in need of adjustment.

Consider approval of minutes of the Board of Directors for the regular meeting – August 16, 2012.

Crowley mentioned one revision to the August Board minutes under the Taxpayer Liaison Officer's Report. The misspelling of property owner Moulton will be corrected.

Honeycutt moved for approval of the minutes with the noted change. Crowley seconded. The motion carried unanimously.

2013 Budget Workshop

Entity Budget Overview Meetings

Lankford informed the Board members of the need to finalize the budget today; including any possible salary increase for staff. He indicated that meetings had been conducted with several entities, whose names he reviewed, to discuss the budget overview which was included in the Boards' packet. The budget overview is mailed to all of the District's entities and meetings are conducted with the larger ones.

Lankford reviewed the merit raise survey results which were included in the Board packet. Hunt, who had asked that this information be gathered prior to the Board's decision regarding raises for staff, asked that the District gather this information during this time frame annually.

Lankford reminded the Board members that the budget had been increased since adopting the proposed budget in June. He reviewed the changes making up this increase: the ARB was given an increase in pay and the District had a couple of other smaller items. These items accumulated to $22,500 above the budget amount originally sent to the entities.

Lankford reviewed proposed changes to the final budget numbers. The $22,500 shortage indicated above could be negated by reducing the total amount of salaries by this number. The salary number can be reduced as a result of an unfilled management position. Due to increased efficiencies and dispersing this manager's duties among other appraisers, this position does not require filling at this time.

Lankford reported that the refinancing of the building, which was discussed at a previous Board meeting, had added an additional $11,500 per year to the budget for the mortgage payment. Kimberly Gamboa, the District's Business Services Manager, distributed an updated budget spreadsheet. Lankford reminded the members of the District's refinance savings. These fees were reviewed. Payment options for the shortage were discussed. The Board discussed the possibility of a budget amendment for this year to make up for this shortfall and then possibly buying the budget back down. This issue will be discussed at the October Board meeting.

Hunt moved that the Board adopt the budget as presented with a 3% merit increase for staff. Honeycutt seconded. The motion was postponed for further discussion.

Debra Spellings with Spellings and Humphries, the District's insurance consultant, was present to discuss the increase in employee dental insurance. Spellings indicated that the District is coming out of a two-year rate guarantee with Dearborn National. The insurance provider has asked for 15.8% increase this year. Spellings recommended that the District accept the renewal with Dearborn National. Lankford reported that even with this increase, because the District had proposed a ten percent increase on insurance overall and the other rates did not increase, this would not affect the final budgeted number for insurance.

Public Hearing on 2013 Proposed Budget

Gibbs opened the public hearing on the 2013 proposed budget.

Lankford reported a new total budget number of $6,700,300. Discussion followed regarding budget options.

The Public Hearing on the 2013 Proposed Budget was closed.

Public Hearing on 2013-2014 Reappraisal Plan

Gibbs opened the public hearing on the 2013-2014 reappraisal plan.

Lankford reviewed the property tax code requirements for the reappraisal plan. He indicated that the District reappraises all property every year due to being such a fast growing county. The major changes made to the reappraisal plan were as a result of the Comptroller's revised Methods and Assistance Program (MAP) review. Chris Connelly, the District's Deputy Chief Appraiser, had reviewed the reappraisal plan. Chadwell inquired about the uniqueness of the plan to which Lankford responded that the plan is unique as we have modified it to fit our appraisal district. Lankford indicated that the reappraisal plan would be placed on the District's website.

The Public Hearing on the 2013-2014 Reappraisal Plan was closed.

Approval of 2013 Budget (Resolution #2012-02)

Crowley moved to approve the budget in the amount of $6,700,300 with a three percent merit increase, and an additional buy down from fund balance of $9,500 which includes the new mortgage payment. Hunt seconded. The motion carried unanimously.

The 2013 Budget resolution 2012-02 was signed by the appropriate Board members.

Approval of 2013-2014 Reappraisal Plan (Resolution #2012-03)

Honeycutt moved to approve the Williamson Central Appraisal District 2013-2014 Reappraisal Plan (Resolution 2012-03) as presented. Chadwell seconded. The motion carried unanimously.

Chief Appraiser Compensation

The Board postponed the Chief Appraiser compensation discussion item until the October meeting. The Board did not recess to executive session during the September 14, 2012 Board meeting.

Consideration of Monthly Financials

Crowley inquired about the GIS budget category; which was indicating to be $13,000 over budget. Lankford indicated that this expense was regarding the pool finder project that finds swimming pools in our area that may have been missing from the roll. He indicated that he would do a line item adjustment for this expense.

The July 2012 financials and expenditures were reviewed and filed for audit.

Building Refinance / Attorney Fees

Lankford reminded the Board members regarding the building refinance that attorney's fees were able to be reduced. No action was taken.

Gift Card and Thank You Letter Bank of America Refinance Team

Lankford informed the Board members that Gibbs had requested this item be placed on their agenda.

Gibbs expressed that the District was fortunate to be able to obtain dramatically reduced fees on the loan for the office building and he thought it would be considerate to give something back; which is common business practice in the industry.

After further discussion, it was decided that a framed certificate of appreciation, with the Board Chairman's signature, would be appropriate. No action was taken.

Street Level Imagery Financing

Lankford reminded the members that at their last meeting they had decided on a cap of $310,000 to be spent on street level imagery. Payment options for this amount included financing the full amount, paying the full amount from reserve monies or a mixture of these two options. The District received a quote from Plains Capital Bank.

Lankford indicated that, according to IAAO standards, this imagery is necessary once every six years. The Board discussed the possibility of building up reserves for the future to be prepared for this expense every sixth year. The Board will address exactly where these monies will be pulled from at a future meeting; for now they will pull from contingency reserve.

Chadwell moved to pay for services of street level imagery at $2.20 per parcel with a maximum of $310,000 out of the contingency reserve funds. Honeycutt seconded. The motion carried unanimously.

Refrigerator Purchase

Lankford indicated that the District has two refrigerators that are in need of replacement. He also mentioned that $500.00 had been budgeted for the ARB refrigerator. The area that the ARB refrigerator will be located would be best utilized with a counter depth refrigerator. Lankford reported a large difference in cost between the regular sized and counter depth appliance.

Chadwell inquired if the District had looked into the state purchasing option. Hunt commented on the necessity for the space to be functional.

Hunt made a motion to approve spending monies out of the reserve for building contingency; not to exceed $2,750, for the purchase of three refrigerators: one for the ARB break room and two for the employee break room. Chadwell seconded. The motion carried unanimously.

The Board recessed for a break at 10:45 a.m. and reconvened at 10:55 a.m.

Chief Appraiser's Report

WCAD Presentations

Lankford reported on a few presentations since the last Board meeting. One of these presentations was with Griner at the TAAO Conference. This presentation was regarding field devices and was very well received. Lankford commented on the great job Griner had done.

Lankford also indicated that he had spoken at the IAAO Conference with Larry Gaddes, with the Williamson County Tax Office, and two other individuals from Travis County. This presentation was regarding relationships between entities, the public and also interoffice relationships. This presentation was also well received.

Lankford reported that budget overview meetings with a number of entities were conducted by himself, Gamboa and Connelly.

WCAD Planning Session

Lankford informed the Board that the annual WCAD Planning Session had taken place in August. Items discussed included what worked well and what didn't over the previous year. The second day of discussions moved to the future year plans. Lankford informed the Board that the District is considering a paperless ARB process and having inquiry year around. Ideas seen at conferences were discussed; which was followed by a teambuilding exercise.

Lankford reported that this years' teambuilding, sponsored by the City of Georgetown, was, by far, he feels, one of the best the District had done yet. The District plans to send the entire staff to this same program.

Lankford indicated that the management team had established goals while at this meeting. These goals will be brought to the Board at a future meeting.

Board Packet Electronic Distribution

Colleen McElroy, the District's Administrative Assistant, discussed the fact that several of the Board members had been experiencing difficulty in receiving the electronic version of their Board packets due to the size of these documents.

Chadwell had suggested, previously, a way to reduce the size of the documents. After further research by the District, this process was determined to be quite time consuming.

McElroy mentioned another possible solution whereas a file hosting service could be used by Board members to easily access the Board packets electronically. Leonard Molina, the District's Information Technology Manager, explained this service. Chadwell requested that these documents be searchable, if possible.

Arbitration Report

Lankford reviewed the arbitration report.

Lawsuit Report

Lankford reviewed the lawsuit report and indicated this to be the time of year we begin receiving new lawsuits.

WCAD Christmas Party

Lankford invited the Board members to the annual WCAD Christmas party scheduled for Friday, December 7th at 6:30 p.m. The casino night themed party will take place at the Teravista Ranch House community center.

Board Agenda Additions for Future Meetings

The Board discussed the following additions for future meetings:

- Chief Appraiser compensation
- Reserve for building payments – budget amendment
- Street level imagery fund details
- WCAD goals
- Chadwell requested that the Board receive a brief overview at some point regarding the salamander issue that has been in the news recently.

The next regular meeting was set for October 24, 2012 at 9:00 a.m.

The meeting adjourned at 11:33 a.m.

Respectfully,

for Harry Gibbs, Chairman

Cecilia M. Crowley, Secretary