

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of January 12, 2017

Deborah Hunt, Vice Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, January 12, 2017 at 8:34 a.m. Board members present: Deborah Hunt, Cecilia Crowley, Rufus Honeycutt, Charles Chadwell and Larry Gaddes. Harry Gibbs was absent. Quorum declared.

Pledges of Allegiance

Oath of Office by New Board Member

Judge Betsy Lambeth was present to administer the oath of office for the Board's newest member, Larry Gaddes. Gaddes was welcomed to the meeting.

Election of Officers

Hunt mentioned that she had spoken with Gibbs who had expressed interest in continuing to serve as the Chairman of the Board unless others were interested. Chadwell voiced that he would offer if Gibbs were not interested.

Chadwell made a motion to continue with the same slate of officers for the Board as were currently serving; Harry Gibbs as Chairman, Deborah Hunt as Vice Chairman and Cecilia Crowley as Secretary. Honeycutt seconded. The motion carried.

Receipt of Public Comments

There were no public comments.

Taxpayer Liaison Officer's Report

Report on Property Owner Contacts

Charley Rouse, the District's Taxpayer Liaison Officer, was present to report on the status of his contact with property owners. Rouse acknowledged District staff for their continued assistance.

Appraisal Review Board Member Appointments

Rouse reported on the Appraisal Review Board (ARB) appointments. He expressed his appreciation for Judge Lambeth's offering to administer the oath of office to the upcoming slate of ARB members.

Glenda Lloyd, the District's Entry/ARB Operations Manager, reported on the ARB appointments for 2017. She stated that the ARB had one returning member; David Paul; and six new members; Carol Frey, John Congdon, David Hubbell, Bobby Fields, Sylvia Burgin and Samuel Alexander. Lloyd indicated that there were 13 ARB members total and three auxiliary members.

Appointment of ARB Executive Members

Executive Session began at 8:44 a.m. and ended at 10:12 a.m.

The Board recessed at 10:13 a.m. and reconvened at 10:19 a.m.

Consideration and possible action on items discussed in Executive Session

Appointment of ARB Executive Members (Resolution 2017-01)

Crowley made a motion to appoint David Ciambone as Chairman of the ARB and Cherie Dunham as the ARB's Secretary. Honeycutt seconded. The motion carried.

Hunt expressed the Board's appreciation to all of the ARB applicants and members for their interest, dedication and public service. She reiterated the importance of this service and expressed the gratefulness of the District's entities.

Consider approval of minutes of the Board of Directors for the regular meeting – November 10, 2016.

Honeycutt moved for approval of the minutes as presented. Chadwell seconded. The motion carried.

Consideration of Monthly Financials

Kimberly Gamboa, the District's Business & HR Manager, distributed the updated November financials. This revision was done due to an oversight that was discovered.

The October and November 2016 financials and expenditures were reviewed and filed for audit.

Ag Advisory Committee

Aaron Stenulson, the District's newly appointed Land/Agriculture Manager, was present to discuss the Ag Advisory Committee. He explained that the District currently had five Ag Advisory Board members and was seeking a sixth. He mentioned that the following members had already agreed to serve: James Davidson, Gene Lawhon, Billie Carlson, Charlene Sefcik and Wilbert Vorwerk. He also indicated that Eugene Haydon and Cindy Schwettman would be contacted regarding their interest in serving on this committee. Stenulson reported that, although three members are required by law, the District typically had six committee members. Lankford discussed the duties of the Ag Advisory Committee.

Honeycutt made a motion to approve the list of Ag Advisory Committee members as presented. Chadwell seconded. Discussion followed. The motion carried.

Request for Qualifications for Auditors

Lankford informed the Board that the District had been in contact with other larger appraisal districts regarding auditor recommendations. A request for qualifications (RFQ) was sent to 13 auditors; to which five responded.

Gamboa mentioned that the Board had previously approved submitting request for proposals (RFP's); however, after speaking with Hunt and the purchasing department at the County, it was discovered that an RFQ should be presented instead. Gamboa discussed the process used to compare the different auditors and expressed the District's recommendation to enlist the help of Davis, Kinard & Company. Discussion followed regarding the auditor comparison.

Gamboa mentioned that some districts name their top three choices and then request those vendor's best numbers. She indicated that the District had worked with Davis, Kinard & Company previously.

It was mentioned that Belt Harris Pechacek, LLP had been auditing the District's financials for the past five years.

Honeycutt made a motion to award the audit contract to Davis, Kinard & Company. Chadwell seconded. The Board agreed this would be a one-year agreement with the option to renew. The motion carried.

Pictometry Change Finder Contract

Lankford informed the Board that the District had used Pictometry imagery for a number of years for property change detection. He reviewed the previous investment gains; indicating that the contract had paid for itself many times over for a number of years. Lankford mentioned that the figures showing the current year return on investment were still being calculated and that these would be provided at a future meeting. Hunt reminded the Board that the change finder data is also shared with other entities in the county; therefore the District is not the only one benefitting from this service.

Honeycutt made a motion to renew the contract with Pictometry International Corp. Crowley seconded. The motion carried.

Policy Development for Chief Appraiser Compensation

The purpose of the policy development for the Chief Appraiser's compensation item was discussed by the Board. This item was tabled for the Board's next meeting.

Williamson County Tax Office Continuity of Operations During Disaster

Hunt asked that Gaddes provide input regarding the proposed memorandum of understanding between the Williamson County Tax Office and the District for the continuity of operations during a disaster. Gaddes explained that, in the event that a disaster occurs which would discontinue operations of a county department, an agreement would be in place to provide the ability to continue operating. A reciprocal agreement was also presented. Gaddes mentioned that this agreement would also require approval by the Commissioner's Court.

Honeycutt made a motion for approval of the memorandum of understanding for the continuity of operations during a disaster for the Williamson County Tax Office and the Williamson Central Appraisal District. Chadwell seconded. The motion carried.

Designation of Public Information Officer

Lankford mentioned that Pam Metcalfe was recently named the District's Public Services Manager. He also indicated that this position normally carries the title of Public Information Officer. It was indicated that Metcalfe had recently completed the required training for this position; which mainly deals with public information requests. Discussion followed.

Chadwell made a motion to appoint Pam Metcalfe as the District's Public Information Officer. Honeycutt seconded. The motion carried.

2017 TAAD Conference and Voting Delegate

Lankford reminded the Board members of the upcoming TAAD Conference. This conference is scheduled to take place Sunday, February 19th through Wednesday, February 22nd in Houston.

Honeycutt made a motion to appoint Lankford as the TAAD Conference voting delegate and Hunt as the alternate. Chadwell seconded. The motion carried.

Chief Appraiser's Report

Lawsuit, Arbitration and SOAH Reports

Lankford reviewed the lawsuit and arbitration reports. There weren't any State Office of Administrative Hearings (SOAH) on which to report.

Board Agenda Additions for Future Meeting

- Policy development for Chief Appraiser compensation
- Lankford mentioned the notice of appraised value; which, he indicated he would like to discuss at the Board's February meeting, if the Board deemed it necessary. He reminded the members that they had previously discussed the language listed on the property notice regarding the effective tax rate.

Board Announcements

Honeycutt wished everyone a Happy New Year. Chadwell inquired about Lankford's involvement regarding speaking about legislation. Lankford indicated that he and Gaddes were scheduled for meetings at the Capitol to discuss equal and uniform, along with several other agenda items.

Gaddes was welcomed again to the Board. It was indicated that he would participate as an ex-officio non-voting member.

Hunt thanked the appraisal district staff and Board members that had honored her at her recent retirement event.

The Board set their next meeting date as follows:
Friday, February 3, 2017 at 9:00 a.m.

The meeting adjourned at 11:34 a.m.

Respectfully,


Deborah M. Hunt, Vice Chairman


Cecilia M. Crowley, Secretary