

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of April 13, 2017

Harry Gibbs, Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, April 13, 2017 at 9:03 a.m. Board members present: Harry Gibbs, Deborah Hunt, Cecilia Crowley, Rufus Honeycutt and Charles Chadwell. Larry Gaddes was absent. Quorum declared.

Pledges of Allegiance

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 reported receiving a few phone calls and indicated that all issues had been resolved.

Consider approval of minutes of the Board of Directors for the regular meeting – March 16, 2017.

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

Consideration of Monthly Financials

Lankford, who indicated it was still early in the financial year, reviewed the monthly expenditures. He reminded the Board that some items are paid early on in the year.

The February 2017 financials and expenditures were filed for the audit.

Sidwell Parcel Fabric

K.C. McDade, the District's Director of Operations, was present to report on a pilot project the District would like to consider for parcel fabric. Lankford mentioned that the Sidwell Company, a vendor the District had been working with for a number of years, was a GIS based business. He indicated that ESRI had a new software parcel fabric. McDade gave examples of reasons the District should move towards this product; indicating that local agencies that migrate would have immediate capability with the District's geospatial data. He added that this would make sharing data much easier and reduce the amount of time addressing issues; it would also boost efficiency in workflow and is built to allow for increased accuracy over time. As the information becomes more accurate, the program calculates how other items fit around the area.

Lankford mentioned that a few districts, as well as one local taxing unit, had begun using this product.

Lankford indicated that parcel fabric would be discussed further at the Board's next meeting; he gave the members an estimate of between \$10,000 to \$13,000 for the pilot project and around \$75,000 to undertake the entire county. It was indicated that once the pilot numbers were reviewed, it would be decided if the data would be sufficient for the District's needs. No motion was made.

Annual Review of Board Policy

Board Policy Revisions (Resolution #2017-03)

Lankford announced that Colleen McElroy, the District's Administrative Assistant, had attended the Board of Directors breakout sessions at the recent Texas Association of Appraisal Districts (TAAD) Conference. McElroy noted a few items that were discussed during this conference. These and other changes to the Board's Policy were reviewed by the members. Lankford reminded the Board that both the Budget Policy and the Investment Policy were included in this policy.

Hunt requested that additional pertinent information be added to the policy regarding the duties of the ex officio member; including the fact that they can serve as both the Board chair and on committees.

Crowley made a motion to approve the Board Policy as presented. Chadwell seconded. Hunt amended the motion to add additional language concerning duties of the ex officio member as stated previously. Chadwell seconded the amendment. The motion carried unanimously.

District Survey

Lankford reminded the Board that they had discussed revisions to the verbiage on the District survey at a prior meeting. This wording was discussed. The Board mentioned their wishes to allow employees to express their thoughts freely and decided the results should be included in their monthly meeting packet.

Honeycutt suggested that the current survey be implemented for a few cycles and then could be reviewed for possible changes. The Board requested the survey be sent to employees as soon as possible and then again during the non-protest season.

Chadwell made a motion to accept the District survey as it was presented. Crowley seconded. The motion carried unanimously.

2018 Budget

Lankford discussed the District's 2018 budget; indicating that an individual line item review would be presented at the Board's next meeting. He informed the members that it was still very early, but he would present numbers to include between a 1-1/2 to 3 percent raise. He asked that the Board let him know if they had anything in particular they would like to see in the budget. It was mentioned that the District attempts to stay in line, as much as possible, with its entities.

Gibbs inquired about the parcel fabric project, which had been discussed earlier in the meeting, wondering if it would affect the budget numbers. Lankford confirmed and reminded the Board that they also have the opportunity to use reserve monies for these types of purchases. This item could be removed from the budget and taken from reserve funds.

Hunt indicated that she would like the District to have no more than a 3% increase overall. Chadwell commented that he felt the District always attempts to use technology and all appropriate resources and appreciates seeing the return on investment. Lankford reminded the Board that the District now has more parcels to process with fewer employees; he reported a 30% increase in protests for this year. Chadwell expressed that as long as technology investments are made; which in turn assist the staff, he felt a 3% increase would be acceptable.

Comptroller ARB Letter and Survey

Lankford announced that an updated version of the Appraisal Review Board (ARB) Comptroller's Survey results had been distributed to the members. These survey results were reviewed. This survey is completed by property owners concerning their experience with the ARB. Lankford informed the Board that the District's policy is to only take its case to the ARB if it feels very strong. He explained that the District often goes to the ARB and the value may only be lowered slightly. He also mentioned that these surveys are filled out by the property owner before they leave the building and expressed that this survey was more emphasized in the prior year.

Lankford discussed a letter received from Comptroller Glenn Hegar's office concerning an ARB training session. This letter, which had been sent to all attendee groups, addressed some disparaging comments made of one of the trainers.

Chief Appraiser Compensation Policy Development

The Board took a break at 10:49 a.m. Executive session began at 10:56 a.m. and ended at 12:20 p.m. The Board returned to open session at 12:23 p.m.

Consideration and possible action on items discussed in Executive Session

Chief Appraiser Compensation Policy Development

No action was taken.

The Board asked that the title of this item be changed to "Chief Appraiser Compensation Process" and be placed on the agenda for executive session for the month of May. They also asked that Lankford check with other appraisal districts regarding travel and mileage for the Chief Appraiser. They requested that he also gather information regarding individual certification compensation and inquire if, in general, the appraisal district covers the cost of hotels. The Board also asked that Lankford gather information regarding travel for certification classes.

The Board requested that Lankford provide a list of the determining factors for a comparison.

Chief Appraiser's Report

2017 Entity Meeting

Lankford informed the members that the Entity Meeting had been very successful. He reported the highest attendance to date with 29 taxing units and 51 total attendees. He recognized Billy White, the District's Director of Appraisal, for his contribution.

2017 Appraisal Notices

Lankford informed the Board that the 2017 appraisal notice, which had only a few modifications, had been reviewed during the recent Entity Meeting. He reported sending 195,890 notices between the first two mailings on April 3rd and April 4th.

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. The Board asked that the grand totals, per property type, be included in future lawsuit reports.

2017 WCAD Christmas Party

Lankford announced that this year's Christmas Party would take place on a riverboat cruise on Lake Austin. This party is scheduled for Saturday, December 9th in the late afternoon to early evening. He hoped the Board members would be able to attend.

Board Agenda Additions for Future Meeting

- Sidwell Parcel Fabric
- Chief Appraiser Compensation Process

Board Announcements

- Hunt complimented Lankford for his participation in the legislative process.

Crowley left the meeting at 12:40 p.m.

The Board had previously set the following meeting dates:

Wednesday, May 17, 2017 at 9:00 a.m.

Thursday, June 1, 2017 at 9:00 a.m.

Thursday, July 13, 2017 at 9:00 a.m.

The Board set one additional meeting date as follows:

Thursday, September 7, 2017 at 9:00 a.m.

The meeting adjourned at 12:42 p.m.

Respectfully,



Deborah M. Hunt, Vice Chairman



Rufus Honeycutt, Member