

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of October 12, 2017

Harry Gibbs, Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, October 12, 2017 at 9:07 a.m. Board members present: Harry Gibbs, Deborah Hunt, Cecilia Crowley, Rufus Honeycutt, Charles Chadwell and Larry Gaddes. 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 (TLO), was present to report on the status of his contact with property owners.

Update on Appointment of ARB by Administrative Law Judge

Rouse announced that it was the time of year to begin the process of appointing applicants to the Appraisal Review Board (ARB). Glenda Lloyd, the District's Entry/ARB Operations Manager, mentioned that a request for applicants had been posted in the newspaper and that the deadline for submission was October 25th. She indicated that Rouse would deliver these applications to the judge and that the judge, or an appointed committee, would determine which applicants would be chosen.

Rouse indicated that he would meet with the judge by the end of the month to review the procedure. He mentioned the judge's concern about having members from throughout the county. Lloyd indicated that four current members had fulfilled their terms and that the District had six members and one auxiliary member returning to serve. She mentioned that the District had seven full appointments and two auxiliary appointments to fill.

Gaddes announced that tax bills would be placed in the mail in the near future. He asked that calls be directed to the Tax Office.

Appraisal Review Board Personnel Correspondence

Executive Session began at 9:17 a.m. and ended at 9:30 a.m.

Appraisal Review Board Compensation Correspondence

Executive Session began at 9:32 a.m. and ended at 9:47 a.m.

Chief Appraiser Compensation Process

Executive Session began at 9:47 a.m. and ended at 10:44 a.m.

The Board recessed for a break at 10:45 a.m. and reconvened at 11:12 a.m.

Chief Appraiser Review

Executive Session began at 11:13 a.m.

The Board recessed for a lunch break at 11:50 a.m. and reconvened at 12:11 p.m.

Executive Session ended at 1:38 p.m.

Consideration and possible action on items discussed in Executive Session

Appraisal Review Board Personnel Correspondence

No action was taken.

Appraisal Review Board Compensation Correspondence

Chadwell made a motion to modify the Appraisal Review Board's compensation. He asked that the current pay scale remain the same; however, to modify the policy to include when a member returns after serving their full term; they would return at the fourth year pay. This individual's fifth and sixth years would follow the current pay policy. Hunt seconded. Discussion followed. The motion carried 4-1. Hunt was opposed, she commented her preference that the returning member's status remain as it was previously. Chadwell, Gibbs, Crowley and Honeycutt voted for. The motion carried.

Chief Appraiser Compensation Process

Gibbs appointed Honeycutt and Gaddes to refine the Chief Appraiser compensation procedure and recommend criteria for this process.

Chief Appraiser Review

Gibbs announced that the Board members had reviewed and answered all questions listed on the Chief Appraiser Review with a positive response. He indicated only a few areas where the Board would prefer additional communications. Gibbs announced that the Board was pleased with Lankford's performance and appreciated him keeping the District moving in the right direction.

No action was taken.

Consider Approval of Minutes of the Board of Directors for the regular meeting – September 7, 2017

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

Consider Approval of Minutes of the Board of Directors for the special called meeting – September 27, 2017

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

The Board clarified that the committee that was appointed previously during today's meeting would determine the process for the Chief Appraiser Review. He mentioned that the process would follow the timeline set out at the September 27, 2017 meeting.

Consideration of Monthly Financials

The July and August 2017 financials and expenditures were reviewed and filed for audit.

The Board set their next meeting date for November 9, 2017.

Website Update for Taxpayer Liaison Officer

Lankford mentioned to the members that there had been some confusion with property owners contacting Charley Rouse, the TLO. The District's current website would send them directly to Rouse instead of possibly answering their questions prior to contacting the TLO.

The possibility of these items being directed first to Lankford was discussed. Rouse expressed his preference of using phone as opposed to email correspondence. It was decided that the updated website would be utilized and could be discussed further if needed. The Board mentioned that the new property owner contact report, provided by Rouse, had been helpful.

No action was taken.

Pictometry Change Finder / Pool Finder Contract

Lankford mentioned that the latest version of the Pictometry change finder/pool finder contract was included in the Board's packet. He reviewed the minor changes to the agreement; indicating the contract amount to be \$77,827. Lankford mentioned that a pool study is done every three years.

Hunt moved for approval of the contract with Pictometry. Chadwell seconded. The motion carried unanimously.

Building Reserve Purchases

Lankford announced a few recent issues with the District's building; indicating that the pump for the District's well was in need of repair. He reviewed a comparison of companies for pump replacement. Lankford indicated that Marx Pump Service was chosen as the vendor. He also mentioned that, due to all of the recent rain, the District had water soak through the foundation and indicated that a French drain needed to be installed. Lankford mentioned that Stillwater Site Services was chosen as the District's drain vendor.

Lankford also noted an issue with the lights on the outside of the building; indicating that these were in need of being automated with a light controller. He mentioned that Turner Electric does the District's electrical work and had estimated a cost of \$1,800. Lankford announced that with all three items; the pump, the drain and the light controller, the total amount came to \$15,105. He asked for the Board's permission to spend this money from the reserve account for the building. Hunt asked that, for the future, Lankford hold off on expenses unless an emergency arises. Lankford clarified that the District has a miscellaneous line item in the budget for these types of expenditures and that he was requesting for the miscellaneous line to be reimbursed from reserve monies. The investment report was distributed.

Chadwell moved to spend \$15,105 from the building reserve for the District's pump, French drain and light controller. Honeycutt seconded. The motion carried unanimously.

CAMA Reserve Purchase

Lankford announced that, in 2015, due to the Orion field mobile software not being ready, monies that had been set aside in the reserve accounts were never used. The Board had placed \$121,750 into the CAMA reserve fund for field device software. Lankford clarified that the fee of \$90,080, for maintenance, would not be charged in the first year. He also indicated that this was just an estimate and would include field devices, the equipment associated with these devices and incidentals such as servers, etc. Lankford asked for the Board's permission to spend these monies as the bills arrive, not to exceed \$121,750.

Honeycutt moved to approve spending no more than \$121,000 on the Orion field mobile project. Crowley seconded. The motion carried unanimously.

District Survey

Honeycutt discussed the success of the previously administered District survey. No action was taken.

Chief Appraiser's Report

Protest Season Update

Lankford displayed and presented graphs showing the final results from the protest season.

MAP Review Update

Lankford announced that the District had passed on all questions on the Methods & Assistance Program (MAP) Review.

Hurricane Relief Efforts Update

Lankford indicated that he had reached out to the appraisal districts affected by the hurricane and had yet to hear back from them. He informed the Board that he would keep them apprised.

Lankford mentioned that a \$500 donation had been sent from the employee funded Community Care Committee. District staff also provided individual donations of clothing and supplies for school classrooms.

2017 Planning Session & WCAD Goals

Lankford discussed the District's goals for 2018:

- MRA – Multiple Regression Analysis – a statistical way of valuing property – phase one will be defending value based on MRA instead of the cost approach
- Field Mobile – the goal is for all Commercial appraisers to use the new field mobile software in the field this year as well as testing with the rest of the appraisal staff
- Small School District Field Review – this goal was incorporated as a result of the Property Value Study in Bartlett, to ensure the characteristics the District is valuing with are correct

2018 TAAD Conference

Lankford announced that the 2018 Texas Association of Appraisal District's (TAAD) Conference would take place in Fort Worth from February 25th through the 28th. He asked that the Board members mark their calendars and let him know if they would like to attend.

Lawsuit, Arbitration and SOAH Reports

Lankford reviewed the lawsuit, arbitration and SOAH (State Office of Administrative Hearings) reports. He mentioned that the District would continue to see commercial properties using arbitration since, per legislation, the property value was increased to \$5 million.

Board of Directors Election Update

Lankford provided an update regarding the Board of Director election; mentioning that Leander ISD was due to nominate an individual soon and that Williamson County had nominated Jon Jewett. He indicated that the District would likely have two nominees and may have a potential of a third. He also announced that the District had received nominations for the three returning members.

WCAD Christmas Party

Lankford reminded the Board members that the District's Christmas party was scheduled for Saturday, December 9th. The party will take place on Lake Austin. Colleen McElroy, the District's Administrative Assistant, asked that the Board members let her know if they were interested in attending.

Board Agenda Additions for Future Meeting

- Chief Appraiser Compensation
- Stipend versus bonus to be discussed in executive session
- Gaddes and Honeycutt will report on the Chief Appraiser evaluation process

Board Announcements

- There were no Board announcements.

The Board had set their next regular meeting date as follows:
Thursday, November 9, 2017 at 9:00 a.m.

The meeting adjourned at 2:27 p.m.

Respectfully,



Deborah Hunt, Vice Chairman



Cecilia Crowley, Secretary