

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of November 9, 2017

Deborah Hunt, Vice Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, November 9, 2017 at 9:02 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

Receipt of Public Comments

There were no public comments.

Board of Director Recognition

Lankford announced that Honeycutt had been recognized by Congressman John Carter in a special ceremony where Honeycutt received the 2017 Congressional Veteran Commendation.

Lankford also recognized Hunt and Crowley for their years of service on the District's Board of Directors. He expressed his appreciation to them both for their service and sacrifice and thanked them for all they had done for the District. Hunt and Crowley were both presented with a framed Texas flag and certificate. Lankford informed the members that the flags had been flown over the District office earlier in the day. Hunt and Crowley expressed their gratitude.

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. He mentioned that he sensed the feeling towards the District over his years serving as the TLO had changed to one of a positive nature. Rouse attributed this, in part, to the property owner surveys and the opportunity given to each owner to provide their feedback. He also mentioned that District staff is, overall, very customer friendly. Gaddes commented on a positive experience he had concerning comments received regarding the service provided by the District.

Update on Appointment of Appraisal Review Board by Administrative Law Judge

Rouse reported the District having 25 applicants for the Appraisal Review Board (ARB) positions. He thanked Glenda Lloyd, the District's Entry/ARB Operations Manager, for her assistance with the ARB appointment process. Lloyd reported receiving an increased amount of interest this year in this position, and felt the posting of the position on the Williamson County Facebook page had aided in this increase. Lloyd indicated that appointments were due back from the judge by January 1st.

Consider Approval of Minutes of the Board of Directors for the regular meeting – October 12, 2017

Chadwell made a motion to approve the minutes as presented. Crowley seconded. The motion carried.

Consideration of Monthly Financials and Quarterly Investment Report

The September 2017 financials and expenditures were reviewed and filed for audit. The quarterly investment report was also reviewed.

Lankford announced that the format of the investment report had been changed slightly to provide additional clarification. The reserve account maximums were included to compare against current balances.

Appraisal Review Board Compensation Clarification of Start Date

Lankford asked that the Board clarify the start date of the ARB compensation which had been discussed at the previous meeting. The Board agreed that the new compensation amounts would begin in January of 2018.

Technology Reserve Purchase

Lankford mentioned that a few years prior the District had increased the battery capacity to its server; this allows staff to shut down the equipment appropriately when a power outage is experienced. He expressed that the District's system was dated. Lankford discussed both a short and long term solution and indicated the District's recommendation of the long term solution. The cost would be just over \$17,000 versus \$8,000 and could be paid from the technology reserve account. These funds could also be taken from the short-lived items. Honeycutt indicated that it was very important to have an orderly shutdown of these items. He inquired if the District could use portable generators and have a cooling system. Lankford indicated that generators had been priced.

Honeycutt made a motion to approve the long term solution and purchase the battery cabinet for a total cost of \$17,250. These funds will come from the technology reserve account. Chadwell seconded. The motion carried.

Capitol Appraisal Group Contract

Lankford discussed the Capitol Appraisal Group (CAG) contract for outside appraisal services. He explained that this company appraises equipment for the District's utility lines, gas pipelines and manufacturing facilities. Lankford requested a one-year contract renewal and indicated that the price, \$76,050, had remained the same as the previous year.

Lankford reviewed the process and announced that the service level of this vendor had improved greatly since the number of staff members assisting the District had been increased.

Honeycutt made a motion to approve the contract with Capitol Appraisal Group. Chadwell seconded. The motion carried.

Selection of Depository

Kimberly Gamboa, the District's Business Services Manager, was present to report on the proposals that were received for the District's depository. She indicated that these had been sent to 33 different banks in the Williamson County area and that one vendor had contacted her and declined to submit a request for proposal. Gamboa reviewed the four depository proposals that were received. She provided a summary of the bank comparison. Discussion followed.

Crowley mentioned that, in the future, having an outside firm review these types of proposals to consider changes in banking rules and federal regulations might be a worthwhile investment. The other members agreed. Gamboa announced her recommendation that the District continue working with Union State Bank as its depository vendor.

Chadwell made a motion to continue utilizing Union State Bank as the District's depository. Crowley seconded. The motion carried.

Renewal of Financial Auditor

Lankford discussed the rates for the next four years from the District's current auditor, David & Kinard. He announced that the figure for 2017-2018 was \$6,700; the rate then changes to \$6,900 for 2019-2020. He also announced that Davis & Kinard had been bought out by another firm. Lankford mentioned that the District could extend the agreement up to four years for a total of five. The Board discussed the addition of a cancellation clause, in the event the District was not satisfied with the level of service. Discussed followed.

Crowley made a motion to contract with the financial auditor Davis & Kinard for the next four years based on the fee rates that were provided; \$6,700 for the years 2017-2018, \$6,900 for 2019-2020, pending the cancellation clause. Chadwell seconded. The motion carried.

The Board recessed at 9:59 a.m. and reconvened at 10:22 a.m.

Chief Appraiser's Report

Budget Proposed Salary Inclusion

Lankford provided clarification regarding whether or not providing a salary range in the budget was acceptable. He mentioned that he had discussed this subject with Pete Smith, one of the District's attorney's, who agreed a range was acceptable. He mentioned that the MAP (Methods and Assistance Program) review also indicates that a range is satisfactory. Hunt expressed her appreciation for the detail provided by Lankford.

2018 TAAD Conference

Lankford announced that the 2018 TAAD Conference was scheduled to take place February 25th through the 28th in Fort Worth. He informed the members that the early registration deadline was February 2nd and that he would like to know if the members would attend prior to this date. Lankford announced that, due to space constraints, some hotel rooms were booked at an alternate location from the conference hotel.

Board Training Retreat

Honeycutt and Hunt discussed the upcoming Board Training Retreat. It was mentioned that the Board of Directors Policy and the Directors Manual from the Comptroller would be used for this training. The members also mentioned utilizing the Chief Appraiser evaluation form. The Board decided on a three-hour session to begin at 9 a.m. Hunt announced that Debbie Wheeler had agreed to conduct a segment at the end of the retreat. The Board discussed the timeframe for this training.

Hunt offered to organize the retreat. The items to be included in this training were discussed.

Lawsuit, Arbitration and SOAH Reports

Lankford reviewed the lawsuit, arbitration and SOAH (State Office of Administrative Hearings) reports. He mentioned that, at the January Board Meeting, the lawsuit report would be broken out using DBA (Doing Business As) information, per the Board's previous request.

Board of Directors Election Update

Lankford announced that Jon Jewett and Don Hisle were the new nominees for the Board of Directors. He also commented that Gibbs, Honeycutt and Chadwell had been nominated to return.

WCAD Christmas Party Reminder

Lankford reminded the Board of the District's Christmas Party scheduled to take place on Saturday, December 9th at Lake Austin Riverboats.

Chief Appraiser Compensation Process Finalization & Evaluation Process Update / Chief Appraiser Compensation / Professional Development Program

Executive Session began at 10:47 a.m. and ended at 12:26 p.m. The Designation Achievement Policy was distributed to the members.

Consideration and possible action on items discussed in Executive Session

Chief Appraiser Compensation Process Finalization & Evaluation Process Update

Honeycutt made a motion to approve the Chief Appraiser compensation evaluation process.

The Chief Appraiser Job Description, Board of Directors Manual and the Chief Appraiser Performance Review document are the foundation for this process. The Board will annually utilize this process for the purpose of reviewing the Chief Appraiser's performance and determining his or her salary and other compensation. The necessary documentation for the review and salary determination will be provided by the Chief Appraiser and a designated member of the Board of Directors. Any other pertinent information the Chief Appraiser wishes to present is welcomed as well as requests for additional information from the Board of Directors.

It is recognized that the District is in a major metropolitan area with a similar cost of living. Williamson County is a fast growing area causing increasing demands on efficiencies and staff workload. Cooperation with other appraisal district's and the Texas State Comptroller's office are key factors in the success of the District's operations.

The process is as follows:

- August – the Board will request performance and salary information from other appraisal district's
- September – the Board will review data from other appraisal district's
- October – the Chief Appraiser Performance Review booklet will be provided to the Board along with a booklet that contains a brief description of each review item. This is to facilitate a Board review of the Chief Appraiser Performance booklet and completion of the Chief Appraiser Review by Board members.
- November – the Chief Appraiser presents the Performance Review booklet and the Board completes the review of the Chief Appraiser and decides on the Chief Appraiser's salary and other compensation.

Chadwell seconded the motion. The motion carried.

Chief Appraiser Compensation

The Board members expressed that Lankford and District staff were doing a good job. They also mentioned Lankford's leadership role in the state and expressed their appreciation for his progressive attitude on technology. The members thanked Lankford for his ensuring a good return on the District's investments. Hunt mentioned that she felt all Board members had a sense of pride for serving at the District. She expressed her appreciation for the opportunity of her 22 years of serving on the Board of Directors.

Crowley made a motion to increase the Chief Appraiser's salary by \$4,000; to a base salary of \$170,000. Chadwell seconded. The effective date was discussed. It was decided that the salary would be effective at the next pay period. The motion carried.

Professional Development Program

Chadwell announced that the Board may want to discuss the professional development program again at a later date. No motion was made at this time. He mentioned that the policy would remain in its present state.

Board Agenda Additions for Future Meeting

- The Board mentioned that appropriate items for new members would be discussed at a future meeting.

Board Announcements

- Crowley expressed that she had enjoyed her time serving on the Board of Directors and would truly miss everyone.
- Honeycutt thanked the District for the card in recognition of his Veteran's Commendation award. He mentioned that he would be recognized again at the Round Rock City Council Meeting on December 7th.
- Chadwell thanked Hunt and Crowley for their service, guidance and knowledge and wished them well in their future.

- Hunt mentioned how proud she was to be associated with the District. Lankford commented that in his experience, Hunt was one of the most well thought of tax assessors in the state and it had been a pleasure working with her.

The Board set their next regular meeting date as follows:
Thursday, January 11, 2018 at 9:00 a.m.

The meeting adjourned at 12:45 p.m.

Respectfully,



Chairman



Secretary