

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of April 12, 2018

Charles Chadwell, Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, April 12, 2018 at 9:00 a.m. Board members present: Charles Chadwell, Donald Hisle, Rufus Honeycutt, Jon Jewett and Larry Gaddes. Harry Gibbs 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 not present at the meeting. In his absence, Lankford noted the report that had been provided by Rouse on the status of his contact with property owners.

Update on Appraisal Review Board Appointment Process

Lankford indicated to the members that Rouse had provided the recommendation to the administrative law judge regarding a committee conducting Appraisal Review Board applicant interviews and the judge making the appointments. This item had been discussed at a previous Board Meeting.

Consider approval of minutes of the Board of Directors for the regular meeting – March 8, 2018.

Honeycutt moved for approval of the March 8, 2018 minutes as presented. Hisle seconded. The motion carried.

Consideration of Monthly Financials

The February 2018 financials and expenditures were reviewed and filed for audit.

Lankford explained an equipment reimbursement charge; indicating that the timeliness of the transaction and the credit limit on the District's existing credit card were the factors for making the purchase on his personal card. He also mentioned that appropriate notations had been made for the auditor. Lankford indicated that the District was in the process of exploring an additional credit card. Discussion followed.

Annual Review of Board Policy

Lankford reviewed the revisions that were made to the Board of Directors policy. He also discussed the disclosure of conflicts of interest; as a reminder to the Board members to be sure to acknowledge any conflicts that may arise. Gaddes pointed out the fact that Board members cannot be employed by a taxing jurisdiction who pays into the District's budget.

Honeycutt mentioned including in the policy a statement requesting a personal biography from each Board election candidate, which the Board had previously discussed. Discussion followed.

Honeycutt made a motion to approve the Board Policy with the one change of requesting that Board election candidates provide a personal biography. Jewett seconded. The motion carried.

2019 Budget

Lankford reviewed the budget calendar dates. He mentioned that he, Kimberly Gamboa, the District's Business/HR Manager and Chris Connelly, the District's Deputy Chief Appraiser, conduct budget meetings with the larger taxing units following the June Board meeting. He emphasized to the Board members that they must meet before September 15th for final budget approval. He also indicated that June 14th was the first preliminary budget deadline date. He reiterated the importance of having a quorum at these meetings.

No action was taken.

Street Level Imagery Request for Proposals

Lankford expressed his wishes for the Board to approve him requesting proposals from vendors for street level imagery. He mentioned this process to be advantageous for District staff when meeting with property owners; that this allowed staff to present the sales comparison grid to the owner. Lankford also discussed a requirement by the IAAO (International Association of Assessing Officers) to reappraise property every six years; the District uses street level and aerial imagery for this process.

Lankford mentioned the level of detail in these images. He indicated that the District was approaching the six-year time-frame. He clarified that the District reappraises each year; however, this process is done every six years; aerials are utilized in the interim.

Honeycutt made a motion to approve the appraisal district requesting proposals for street level imagery. Hisle seconded. The motion carried.

Electronic Permitting System Interlocal Agreement

Lankford discussed an electronic permit system interlocal agreement with the City of Georgetown. He mentioned that most of the cities within the District's jurisdiction use this software to track their building permits. He indicated that the District had requested viewing access for this software and that the City of Georgetown had requested that an interlocal agreement be signed.

Gaddes made a motion to approve Lankford signing the interlocal agreement with the City of Georgetown for access to their electronic permitting system. Jewett seconded. The motion carried.

Chief Appraiser's Report

2018 Entity Meeting

Lankford mentioned the annual Entity Meeting which had taken place on April 9th. He reported having 52 attendees which included representation by 30 different entities. He announced that individual statistical packets, utilized to analyze individual values, were provided for each entity. Chadwell commented on the value of this meeting.

2018 Appraisal Notices

Lankford mentioned that appraisal notices had been mailed to property owners on April 2nd, 3rd and 4th. He mentioned that roughly 204,000 notices had been mailed and estimated a six percent value increase this year for existing homes.

2019 Financial Audit

Lankford mentioned that the District's financial auditor, who was very complimentary of Gamboa's work on the audit, had visited the District office. He indicated that he would like for the auditor to discuss surplus funds as early as possible, in order for the Board to obligate these funds.

Lawsuit, Arbitration and SOAH Reports

Lankford mentioned that Angie Lugo, the District's Litigation Supervisor, had been out of the office and unable to compile the lawsuit reports. These updated reports will be provided for the May Board Meeting.

2018 WCAD Christmas Party

Lankford indicated that to obtain a venue, the District begins planning its annual Christmas party very early in the year. He announced that this year this event would take place on Saturday, December 8th at the Oasis in Austin. He invited the Board members to attend.

Board Agenda Additions for Future Meeting

- Financial audit
- Street level imagery
- Office 365 conversion Microsoft Teams

Board Announcements

- Chadwell announced that Lankford would be presenting information at the Round Rock West neighborhood meeting on April 17th. He invited all to attend. Discussion followed. Educating the general public about the appraisal/tax process was discussed. Lankford complimented Gaddes on the work he had done in this area.
- Chadwell also mentioned the idea of a town hall meeting. The purpose of a meeting like this would be for property owners to address any questions they might have with both the Chief Appraiser and the Tax Assessor/Collector. The time-frame for this meeting was discussed.

The following meetings were set:

Wednesday, May 16, 2018 at 9:00 a.m.
Tuesday, June 12, 2018 at 9:00 a.m.
Thursday, July 12, 2018 at 9:00 a.m.
Wednesday, September 12, 2018 at 9:00 a.m.

The Board does not plan to have a meeting in August.

The meeting adjourned at 10:26 a.m.

Respectfully,


Charles Chadwell, Chairman


Donald L. Hisle, Secretary