

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of July 12, 2018

Charles Chadwell, Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, July 12, 2018 at 9:00 a.m. Board members present: Charles Chadwell, Harry Gibbs, Rufus Honeycutt, Jon Jewett and Larry Gaddes. Quorum declared. Donald Hisle was absent.

Pledges of Allegiance

Receipt of Public Comments

Lankford announced that Glenda Lloyd, the District's Entry/ARB Operations Manager, would be retiring from the District after over 26 years of service. Gaddes commented on the tremendous assistance that Lloyd had provided over the years to the tax office. Lloyd expressed her appreciation for the Board's recognition mentioning that the District was a wonderful place to work. Chadwell thanked Lloyd for her committed service.

Consideration of Monthly Financials

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

Taxpayer Liaison Officer's Report

Report on Property Owner Contacts

Charley Rouse, the District's Taxpayer Liaison Officer, was present to report on his contact with property owners.

Rouse reported that all property owner issues had been resolved. He expounded on a few issues; one involving a property owner's missed hearing, which had been addressed by the Appraisal Review Board (ARB). It was mentioned that more general questions from property owners were now being directed to the appraisal district.

Update on Appraisal Review Board Appointment

Rouse informed the Board that one ARB member had resigned. He mentioned that he had delivered correspondence to the Administrative Law Judge and the following day a letter appointing a new member, James Greene, was received. Carol Frye, the Chairman of the ARB, announced that the appointment of the replacement, who was an auxiliary member, was a smooth transition.

2019 Budget Workshop

Employee Insurance Presentation

Lankford announced that Debra Spellings and Yvonne Harper-Hill, with Benefits 360, were present to discuss the District's employee insurance. Spellings informed the Board that the District's current health insurance provider was United Health Care (UHC) and that this had been the District's provider for about ten years. She announced that the benefits had not changed over that period and indicated there to be 68-70 employees participating in the program.

Spellings informed the Board that this year UHC was asking for a nine percent rate increase. She indicated that Benefits 360 had received proposals from Blue Cross/Blue Shield, Humana, Aetna and a few options with UHC.

Spellings reviewed the comparison for the UHC plans, indicating that keeping the grandfathered plan would not be much different than the alternate plan. The employee would save over \$100 out of their paycheck to get similar insurance without a large amount of additional out-of-pocket expense.

Spellings recommended that the District go with UHC option I for their health insurance carrier. This plan would provide a reduction in rates and would benefit the District's employees as well as saving around \$60,000 from what was currently being paid. The new plan would be affective September 1st and employees should not see a disruption in service.

Spellings spoke about the District's dental insurance. The current provider, Lincoln Financial, had proposed a ten percent rate increase. She informed the Board that other carriers had proposed lower rates. Spellings also indicated that the District had its short-term disability insurance through SunLife, who also offers dental insurance coverage. The District could package the payments for these insurances and save some money. Spellings made a recommendation for the District to move to SunLife for its dental insurance coverage.

The District's vision insurance was discussed. VSP is the District's current plan provider. VSP is requesting a three percent increase and were unwilling to change their offer. Spellings recommended going with SunLife for vision insurance and package this insurance together with the others.

Both short and long-term disability benefits were discussed. SunLife is the District's current provider for short-term disability. This plan is self-funded and covers to usual retirement age. The District's long-term disability carrier is Lincoln Financial. Spellings recommended that the District stay with their current carrier's for both long and short-term disability.

Entity Budget Overview Meetings

Lankford announced that budget overview meetings with the entities would begin soon. He reminded the Board the process used for these meetings; indicating that he and Chris Connelly, the District's Deputy Chief Appraiser, visit with the largest of the District's entities to discuss the budget. The smaller entities are provided with a copy of the materials presented. He mentioned that this gives the District's taxing units the opportunity to provide their feedback on the budget.

2019 Budget Review

The updated version of the 2019 budget was distributed, along with information regarding taxing unit pay raises. Lankford reminded the Board that the final budget would need to be approved at their September meeting.

Employee Insurance

Honeycutt made a motion to accept the recommendations presented (earlier in the meeting) by the District's insurance consultants concerning employee insurances. Jewett seconded. The motion carried.

Field Device Reserve Purchase

A comparison of field device options was distributed to the members. Lankford reminded the Board that they had, a few years back, set aside monies into a reserve account for the District's purchase of field devices. He discussed each viable option and comparisons both with cellular coverage and without. Lankford indicated that the surface tablets seemed to be the best option for District staff. One cell phone per appraiser would be purchased. The cell phones would be free with the purchase of the service and the Teams app would be included on each device.

Lankford announced a total price of \$1,744 per device. He indicated that the District would need 24 devices at a cost of \$41,856 for devices. He also informed the Board that the field mobile price was \$40,000. The Apex conversion (to convert sketches into the new version) cost was \$7,500. Lankford announced the total dollar amount for the surface tablets would be \$89,356. He informed the Board that the District would recommend purchasing the Surface Pro. Disto measuring devices were discussed. Lankford mentioned that the District could attempt using the Disto again; however, this device has advantages and disadvantages. He informed the Board that the District is investigating other ways to measure without going to the home by verifying identical floor plans, etc.

Gibbs made a motion to approve the purchase of the Surface Pro devices with full warranty and accidental coverage for a total cost not to exceed \$90,000. Jewett seconded. The motion carried.

Heating, Ventilation & Air Conditioning Maintenance Contract

Lankford informed the Board that, per the previous meeting, he was under the impression that the District had a maintenance contract with its current HVAC vendor; however, it was discovered that this was not the case.

Lankford reviewed the vendor quotes that were obtained. He announced that Entech Sales and Service, who do provide regular maintenance, would be the District's recommended vendor.

Gibbs made a motion for the District to accept the agreement with Entech Sales and Service for \$9,871.44 annually for the District's air conditioning and heating maintenance. Honeycutt seconded. The motion carried.

Consider approval of minutes of the Board of Directors for the regular meeting – June 12, 2018.

Honeycutt moved for approval of the June 12, 2018 minutes as presented. Gibbs seconded. The motion carried.

Chief Appraiser's Report

Property Owner Surveys

Lankford reported on the results of the District's property owner surveys. He commented on the positive survey results and indicated that over 2,100 responses had been received. He also commented that, according to the surveys, around 55% of property owners believe they visit the District's office to discuss their taxes.

Lankford discussed the survey comments and how they are addressed with individual staff members.

Protest Season Update

Lankford provided an update to the Board on the District's protest season. He displayed a graph showing the results and announced that the District would be at the 98% of properties not under protest goal by the time the Appraisal Review Board approves the records later in the day. He announced that the May 15th protest deadline helped to achieve this goal early. Gaddes mentioned that this change in the law should have a nominal negative impact regarding the effective and rollback tax rates and will only impact this year. Lankford reminded the Board of the new certification process which would reduce the amount of paperwork sent to the entities.

Property Owner Correspondence

Lankford discussed property owner correspondence, that was previously distributed to the Board members, that had been published in both the Houston Chronicle and the Austin American Statesman. Gaddes volunteered to respond to the taxpayer in Williamson County. Lankford verified that Harris CAD did not respond.

Gaddes shared that, in his letter, he addressed the inaccuracies and misperceptions in the article in order to better educate the taxpayer. This letter was placed in the mail last week. Gaddes indicated that he would share the letter he had written with the Board members. Chadwell expressed his appreciation to Gaddes for helping to inform the general public.

Camp Gladiator Agreement

Lankford discussed an agreement he had signed with Camp Gladiator, an exercise fitness program, that allows them to utilize the District's facility for their sessions. He indicated that this agreement had been reviewed by the District's attorney and that Camp Gladiator carries their own liability.

Chief Appraiser Compensation

Lankford reminded the Board members of the timeline they had set for the Chief Appraiser review and compensation. One of the duties of the Board was to request salary information from other appraisal districts. It was discussed that Gaddes had already done this. Lankford asked that, once compiled, he receive a copy of this information. It was also discussed that the Board would conduct another meeting at the Williamson County Tax Office. The timeline for the Chief Appraiser evaluation events will be sent to the Board.

Lawsuit, Arbitration and SOAH Reports

Lankford reviewed the lawsuit and arbitration reports. There were no State Office of Administrative Hearings (SOAH) on which to report.

Board Agenda Additions for Future Meeting

- Property owner survey results – Honeycutt mentioned the possibility of discussing further with the entities, during budget overview meetings, how they could utilize the data received from the property owner surveys.

Board Announcements

- Honeycutt discussed the tour that the Board had of the District's Information Technology department. He asked that Lankford investigate a different type of fire suppression for the computer equipment room.
- Chadwell commented on what a smooth process he experienced when protesting his property value using the District's online system.

The following meeting had previously been set:
Wednesday, September 12, 2018 at 9:00 a.m.

Lankford mentioned that the September meeting, by law, includes the finalization of the District's budget; this is required to be done before September 15th.

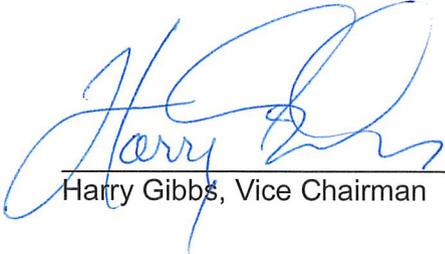
The Board does not plan to have a meeting in August.

The regular meeting adjourned at 10:44a.m.

Respectfully,



Charles Chadwell, Chairman



Harry Gibbs, Vice Chairman