

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of November 8, 2018

Charles Chadwell, Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, November 8, 2018 at 9:00 a.m. Board members present: Charles Chadwell, Harry Gibbs, Donald Hisle, Rufus Honeycutt, Jon Jewett and Larry Gaddes. Quorum declared.

Pledges of Allegiance

Receipt of Public Comments

Lankford announced that Billy White, the District's Director of Appraisal, was recently named Chief Appraiser in Bell County. He commented on the excellent job White had done and announced that Aaron Moore, the current Assistant Director, would be the District's new Director of Appraisal. He also indicated that Victor Longstreth, the Residential Appraisal Supervisor, would move into the role of Residential Manager. Chadwell commended Lankford for his preparation in succession planning. He congratulated all on their promotions.

There were no other public comments.

Taxpayer Liaison Officer's Report

Update on Appointment of Appraisal Review Board by Administrative Law Judge

Charley Rouse, the District's Taxpayer Liaison Officer, provided an update on the appointment of the Appraisal Review Board (ARB) by the Administrative Law Judge. He announced that an application had arrived after the deadline which was not submitted to the Judge. The Judge plans to return the appointment list in time for the January Board meeting. Training for the ARB takes place in the February/March timeframe and hearings begin in April. The Judge has been asked to appoint applicants by December 15th.

Rae Wilhite, the District's Records Supervisor, reminded the Board that the District had seven ARB openings; five full time and two auxiliary positions. The District received 13 applications which were delivered to the Judge on October 15th.

Report on Property Owner Contacts

Rouse also reported on his contact with property owners. He received one call from an owner who was denied the opportunity to have a review at the ARB due to not showing good cause. Rouse indicated that he had spoken with the owner indicating that the explanation given did not meet the requirements. The Board was reminded that the ARB, not the District, decides if a hearing should be granted.

Consider approval of minutes of the Board of Directors for the regular meeting – October 2, 2018 and October 4, 2018.

Gaddes moved for approval of both the October 2nd and October 4th regular meeting minutes as presented. Hisle seconded. The motion carried unanimously.

Consideration of Monthly Financials and Quarterly Investment Report

The September 2018 financials and expenditures were reviewed and filed for audit. The quarterly investment report was also reviewed.

Capitol Appraisal Group Contract

Lankford explained that Capitol Appraisal Group (CAG) is a company who appraises the District's industrial Business Personal Property accounts, including utilities, gas lines, etc. He informed that Board that CAG has more expertise in these types of properties. The contract being presented was a renewal on the current services at the same rate as 2018. He indicated that this contract included the 2019 and 2020 years.

Hisle made a motion to accept the Capitol Appraisal Group contract as presented for a total cost of \$76,050 for the 2019 and 2020 tax years. Honeycutt seconded. The motion carried unanimously.

Lankford mentioned that, per a previous request from the Board, he would begin providing suggested motions.

Multiple Regression Analysis Reserve Purchase

Lankford reminded the Board of their conversation regarding multiple regression analysis (MRA) on residential properties. The Board had approved a \$20,000 down payment with BIS Consulting (BIS). Lankford announced that the total contract was \$105,720 minus the \$20,000 that was already paid. He indicated that the District would proceed with one market area this year and would expand for the coming years. He reviewed some of the advantages of valuing with this method indicating the accuracy and ease of defending the value.

Lankford informed the Board that BIS had hired Dan Fasteen who coauthored the book on valuing with MRA. He also mentioned that the adjustments would be market based instead of cost based. Chris Connelly, the Deputy Chief Appraiser, discussed multiple regression analysis.

The proposed BIS contract was distributed to the members.

Jewett made a motion to approve the contract with BIS Consulting for the multiple regression analysis reserve purchase for a total contract amount of \$105,720. \$20,000 was previously approved by the Board and has already been sent to BIS for this project. Hisle seconded. The motion carried unanimously.

Chief Appraiser's Report

CycloMedia Street Level Imagery Demo

K.C. McDade, the District's Director of Operations, provided a street level imagery demonstration to the Board. He announced that this software, with built in geometry, could measure the depth of a home. McDade indicated that CycloMedia would be driving this week and that the District would take delivery of the final results towards the end of the year.

Lankford announced that currently the District does this type of project once every six years and that this company could visit with the District's taxing units letting them know the benefits. He indicated that the District would also use Pictometry imagery.

Major Labor Drivers Graphs

Lankford presented the District's major labor drivers graph; explaining that the items appearing were the largest labor drivers for each department. This graph will help the District's departments work together to assist each other during peak times.

Town Hall Meeting

Lankford discussed the District's proposed Town Hall meeting. Chadwell expressed that this meeting would provide a good education to the general public; educating the community on how appraisal districts and tax office's work. It would also address how entities set their tax rates. He mentioned inviting legislators, mayors and school board members.

The misconception about people thinking the appraisal district can adjust the appraisal process was discussed.

WCAD Presentations

Lankford indicated that he, along with Gaddes, had spoken at the Texas Association of Assessing Officers (TAAO) meeting. He explained that this was a forum to explain the processes of both the appraisal district as well as the tax office.

Lankford also was a guest speaker during the tax office annual retreat. At this meeting, he had discussed operations at the District office. Gaddes indicated that this was the one day each year that he can gather his entire staff at one time. He informed the other Board members that the tax office has motivational team building and guest speakers; he had asked Lankford to help educate his staff on the appraisal process.

Appraisal Key Terms Brochure

Lankford informed the members that Marya Crigler, the Chief Appraiser at Travis Central Appraisal District (TCAD), had hired a marketing company after realizing appraisal districts have an image problem. They had felt that appraisal districts are blamed for increases in property taxes. TCAD shared a key terms brochure that they distribute. This brochure, which includes information regarding market value, assessed value and taxable value, was discussed. The three tax rates are also included; effective rate, adopted rate and the rollback rate.

Lankford informed the Board that the District is considering also including its property owner survey to the end of this pamphlet. He mentioned that District staff had done an outstanding job putting the brochure together.

Chadwell reiterated that great efforts were being made to educate the public.

Management Survey Results

Lankford discussed the management survey results informing the members that the survey had been conducted twice throughout the year. A comparison is done for management evaluations. Lankford took the opportunity to boast about the great job done by District management staff.

Board Member Additional Information for Website

Lankford reminded the Board about Chadwell's suggestion that Board member pictures and biographies be placed on the District's website. All members agreed to proceed with adding this information.

2019 TAAD Conference

Lankford reminded the Board of the TAAD (Texas Association of Appraisal Districts) Conference that would be held February 24th – 27th in Austin. He asked that the members notify him if they were interested in attending.

Lankford mentioned the Disto laser measuring device that was presented at a previous Conference. He mentioned that this device is a little cumbersome but assists appraisers in measuring homes and businesses. He indicated that the device requires connectivity with a tablet and the District's current tablets were not compatible. He also indicated that the device is useful for verification of measurements; but until it is able to Bluetooth, it requires a lot of data entry. It was indicated that the new CycloMedia product could take the place of this device. Chadwell complimented Lankford on always being willing to adopt new technology.

Lawsuit, Arbitration and SOAH Reports

Lankford reviewed the lawsuit, arbitration and SOAH (State Office of Administrative Hearings) reports.

WCAD Christmas Party Reminder

Lankford reminded the Board members about the District's annual Christmas Party. He indicated that this year's event would take place at the Oasis in Austin on Saturday, December 8th and invited everyone to attend.

Board Agenda Additions for Future Meeting

- Town Hall Meeting – members were asked to bring questions with them to this meeting to be answered by this particular audience
- Fire suppression in server room – Lankford indicated that research had been done to find the best solution regarding fire suppression

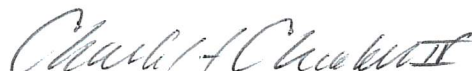
Board Announcements


- There were no Board announcements.

The Board set their next meeting date as follows:
Thursday, January 10, 2019 at 9:00 a.m.

The regular meeting adjourned at 10:39 a.m.

Respectfully,


Charles Chadwell, Chairman


Donald L. Hisle, Secretary