

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of January 10, 2019

Charles Chadwell, Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, January 10, 2019 at 9:01 a.m. Board members present: Charles Chadwell, Donald Hisle, Jon Jewett and Larry Gaddes. Harry Gibbs and Rufus Honeycutt were absent. Quorum declared.

Pledges of Allegiance

Election of Officers

The election of officers was postponed until later in the meeting.

Receipt of Public Comments

There were no public comments.

Employee of the Year Recognition

Lankford announced that an employee of the year is chosen annually both in the appraisal and non-appraisal departments. He recognized the District's 2018 employees of the year.

Lankford introduced Charles Vasquez, who had recently been named Supervisor in the Data/Analysis department, indicating what great contributions Vasquez had made. Elizabeth Gonzales was also introduced. Lankford indicated that Gonzales had done an outstanding job of streamlining services in the Mailroom. Chadwell thanked Lankford for recognizing his staff and congratulated these employees.

Taxpayer Liaison Officer's Report

Report on Property Owner Contacts

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

Appraisal Review Board Member Appointments

Rouse also reported on the Appraisal Review Board (ARB) appointments. He announced that one of the recently appointed ARB members, Tom Glab, had resigned; however, he was interested in becoming an auxiliary member. Rouse indicated that he would provide this information to the Judge's office and request a replacement appointment. He informed the Board that next year the Judge plans to use a committee to make these appointments; which Lankford felt would expedite the process.

Rae Wilhite, the District's Records Supervisor, announced the names of the ARB members. She indicated that the following members were returning for their second year on the ARB: Diane Ham, Chrystle Swain, Irv Barenblat, Jose Orta, James Greene, Allan Davis, James Dunham and auxiliary member, Joe Pondrom. Carol Frey, Sylvia Burgin, David Hubbell and David Paul had been reappointed for another two-year term.

The new ARB appointments for 2019-2020 were as follows: Sandra George, Jane Schwartz and David Werner.

These members will begin in the April/May timeframe this year; training will be conducted prior to this time. Wilhite reported that seven of the 16 members are eligible for reappointment and that the members have staggered terms.

Appointment of ARB Executive Members

Executive Session began at 9:15 a.m. and ended at 9:20 a.m.

Consideration and possible action on items discussed in Executive Session

Appointment of ARB Executive Members (Resolution 2019-01)

Gaddes inquired of any comments from Frey and Hubbell who were present at the meeting. Carol Frey, the current ARB Chair, indicated that the ARB had two second-year members resign for various reasons. She also indicated that she felt that this was one of the best operating ARB groups and expressed her appreciation for the continuity of the members. David Hubbell, the ARB's current Secretary, mentioned he would like to have the opportunity to serve as Secretary for the ARB once again.

Gaddes made a motion to appoint Carol Frey as Chairman of the ARB and David Hubbell as the ARB's Secretary. Hisle seconded. The motion carried.

Chadwell expressed his appreciation to the ARB members.

Consider approval of minutes of the Board of Directors for the regular meetings – November 8, 2018 and December 18, 2018.

Hisle moved for approval of both the November 8, 2018 and December 18, 2018 minutes as presented. Chadwell seconded. The motion carried.

Consideration of Monthly Financials

It was discussed that Rouse's salary would be adjusted in the 2020 budget.

The October and November 2018 financials and expenditures were reviewed and filed for audit.

Investment Advisory Committee Appointment

Lankford announced that the Investment Advisory Committee was in need of scheduling a meeting. This committee is made up of Hisle, Lankford and Kimberly Gamboa, the District's Business & HR Manager. Lankford will schedule this meeting.

No motion was made.

Trepp, LLP Contract

Lankford mentioned Trepp, LLP, a commercial real estate database company. This vendor provides research, data and analysis for commercial properties that is obtained from publicly available sources. He reported that this data, which is made easily readable to appraisal districts, is currently being utilized by Travis CAD.

Lankford displayed information and mentioned the time savings this software would afford the District's appraisers. He also reviewed the return on investment. Lankford informed the Board that this would assist the District in gathering value information in commercial sales that was not previously accessible. He indicated that, even though the line item was not specifically mentioned, monies were available within the general services budget category.

Jewett made a motion to accept the Trepp, LLP contract as presented for a total cost of \$2,600 per month (or \$31,200 per year) for a contract period of three years. Hisle seconded. The motion carried.

Building Reserve Purchase for Roof Repair

Lankford reported that, over the last five to six years, the District had experienced various areas of roof leakage. He expressed his wishes to have the roof resealed and indicated that quotes had been obtained. These quotes were reviewed. Lankford mentioned the District's recommendation to hire CCR Roofing for the reseat of the entire roof; this company would offer a 50-year material and a 3-year labor warranty. He confirmed that the District had money in its reserve account for this repair.

Hisle made a motion to approve the building reserve purchase for the repair of the District's roof. He moved that the Board accept the quote from CCR Roofing, LLC to repair the entire roof area for a total cost of \$9,600 to be taken from the building reserve account. Jewett seconded. Discussion followed. The motion carried.

Eagle View (Pictometry) Change Finder Agreement

Lankford mentioned that the District had recently researched a company who does change detection, similar to Eagle View/Pictometry; this company uses machine learning and the cost was showing to be much lower. He indicated that, after negotiations, it was realized that this company would not provide building outlines and by the time this piece was added, it would have made them much more costly than Eagle View.

Jewett made a motion to accept the agreement with Eagle View/Pictometry Change Finder for the District's property change detection for a total cost of \$65,165.50. These funds are to be taken from the professional services budget category. Hisle seconded. Discussion followed; Lankford discussed the return on investment for this product. The motion carried.

2019 TAAD Conference & Voting Delegate

Lankford reminded the Board members of the 2019 Texas Association of Appraisal Districts (TAAD) Conference that was scheduled to take place at the Renaissance Hotel in Austin beginning Sunday, February 24th through Wednesday, February 27th. He informed the members that the District would need know by February 1st if the Board members planned to attend.

Jewett made a motion to appoint Lankford as the voting delegate for the 2019 TAAD Conference and Connelly as the alternate. Hisle seconded. The motion carried.

Town Hall Meeting

Lankford announced that he had been in contact with Marya Crigler, the Chief Appraiser at Travis CAD, to discuss their town hall meeting. He announced that Crigler had indicated that the cost to rent the facility for their meeting was between \$5,000-6,000; of which most of that expense was for the audio/video equipment.

Lankford mentioned the need of setting the town hall meeting date. He reminded the members that Gibbs had previously been appointed as the Chairman of the sub-committee. Discussion followed concerning the timing of this meeting, the location and who might speak. The Board discussed having the meeting at 6 p.m. Lankford will contact the Marriott Hotel to check availability and pricing. The advertising of this meeting was discussed; a few areas mentioned to advertise were on the appraisal notice, in the Community Impact newspaper and on Facebook. The Board decided to have the town hall meeting the week of April 15th.

No motion was made.

Depository Signers (Resolution 2019-02)

Lankford announced his desire that Aaron Moore, the District's new Director of Appraisal, be added as a check signer to replace Billy White, the previous Director of this department who had left the District's employment.

Jewett made a motion to adopt resolution 2019-02 authorizing Alvin Lankford, Chris Connelly, Aaron Moore and K.C. McDade as the District's eligible individuals to provide signatures on District checks. Hisle seconded. The motion carried.

Chief Appraiser's Report

Board Member Additional Information for Website

Lankford reminded the Board of Chadwell's suggestion of including the member's biography information on the District's website. He informed the members that this information had been provided via email for their approval.

Orion User's Group Meeting

Lankford reported on the District's annual Orion User's Group Meeting. He indicated that all appraisal districts using the Orion software within the state were invited to this meeting. He also mentioned a change in the format of the meeting. The open discussion had encouraged additional participation and seemed to work extremely well.

Family Events for Employees and Board Members

Lankford reminded the Board that a few years ago they had joined in participation in the employee recognition process. He explained that when employees or Board members have events occur in their lives, whether those be happy or sad, these funds are used to recognize these events. He invited all members to contribute to this fund.

Lawsuit, Arbitration and SOAH Reports

Lankford reviewed the lawsuit and arbitration reports. There weren't any State Office of Administrative Hearings (SOAH) on which to report.

The Board moved back to a previous agenda item:

Election of Officers

Chadwell and Hisle indicated that they were again willing to serve as Board officers. The Board mentioned the idea of reconsidering at their next meeting if Gibbs was not able to serve again.

Hisle made a motion to continue with the same slate of officers for the Board as were currently serving; Charles Chadwell as Chairman, Harry Gibbs as Vice Chairman and Donald Hisle as Secretary. Jewett seconded. The motion carried.

Board Agenda Additions for Future Meeting

- Town Hall Meeting – the Board mentioned that they would attempt to schedule a sub-committee meeting prior to the Board's next regular meeting

Board Announcements

Gaddes announced that he would be serving on the Texas State Alumni Board of Directors. There were no other Board announcements.

The Board set their next meeting date as follows:

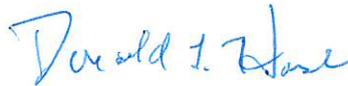
Thursday, February 14, 2019 at 9:00 a.m.

The meeting adjourned at 10:23 a.m.

Respectfully,



Charles Chadwell, Chairman



Donald L. Hisle, Secretary