

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of February 13, 2020

Harry Gibbs, Vice Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, February 13, 2020 at 9:05 a.m. Board members present Harry Gibbs, Donald Hisle, Rufus Honeycutt and Larry Gaddes. Charles Chadwell and Jon Lux were absent. Quorum declared.

Pledges of Allegiance

Oath of Office by Board Member

Colleen McElroy, the District's Administrative Assistant, administered the oath of office to Harry Gibbs who had been newly elected to the Board of Directors for 2020-2021.

Receipt of Public Comments

There were no 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, reported on the appointment of the Appraisal Review Board process with the Administrative Law Judge. He informed the members that the list of members had been finalized.

Report on Property Owner Contacts

Rouse reported on the status of his contact with property owners. He indicated that he had not had much activity since the Board's last meeting.

Consider approval of minutes of the Board of Directors for the regular meeting – January 9, 2020.

Honeycutt moved for approval of the minutes as presented. Hisle seconded. The motion carried.

Consideration of Monthly Financials and Quarterly Investment Report

The December 2019 financials and expenditures were reviewed and filed for audit. The quarterly investment report was also reviewed.

Lankford discussed the increase in the utility expenses with the City of Georgetown. He announced that the District would most likely overspend in this budget category. Lankford reviewed the budget and announced that there would be no need to request monies be moved from one category to another and that all excess monies would be discussed through the audit and be brought back to the Board.

The Investment Report was also reviewed.

Town Hall Meeting

Lankford informed the Board that Representative John Bucy's office has been working with himself and Gaddes to plan the upcoming Town Hall Meeting. He announced that this meeting had been set to take place at 6:30 p.m. at the Vista Ridge High School in Cedar Park. Lankford indicated that he, Representative Bucy and Gaddes would be presenting.

District Cleaning Service

Lankford reminded the members that the District had obtained a new janitorial service provider approximately one year ago due to the current cleaning service not complying with their contract. The new vendor was extremely impressive at the beginning of their service, but then began waning. Lankford announced that the District would like to contract with a local company. A comparison of different vendors was displayed. Lankford indicated that after conducting a price comparison and checking references, the District was considering Express Commercial Cleaning, a local company out of Round Rock, as its new provider. He announced this vendor also offered a ticketing system.

Lankford announced that the District was currently under contract with its current vendor and had one more year before the contract would end. He suggested the possibility of a meeting with this current vendor to speak with the local supervisor and discuss a list of issues. Lankford indicated that he would like to give this vendor one month to address the issues; and felt ending the contract would not be an issue.

Gaddes suggested contracting with a vendor for only one year, unless this would be cost prohibitive. Lankford indicated that he would discuss the contract with Express Commercial Cleaning should the current vendor not perform to the District's standards. The Board agreed.

No motion was made.

Annual Review of Contracts

Lankford announced that, as part of MAP (Methods and Assistance Program) Review, the District is required to have an annual review with the Board of its contracts. This listing was included in the Board's packet of materials. Lankford indicated that most contracts are provided to the Board for signature.

The Board members inquired about the performance of the District's vendors. Lankford indicated that a few that may fall short of the District's expectations; however, these expectations are high. The Board discussed contract negotiating as well as joining with other state agencies in order to help save money on some contracts.

No motion was made.

Medicare Agreement (*Resolution #2020-01*)

Lankford informed the Board that in the early 1980's the District had the option to pay into Medicare. In 1986, a decision was required and if a government agency had a qualified retirement plan, it could opt out of Medicare. Any office that did not opt in would not have Medicare available to it upon its employee's retirement.

Lankford announced that some of the District's employees would not have Medicare insurance upon leaving the District. He reviewed the process through ERS (Employees Retirement System of Texas); which, he indicated would take a great amount of time. He indicated that those employees could start having Medicare withdrawn from their paycheck as well as participate in a buyback program. The District would need to pay a portion and the employee would pay their portion going forward. These individuals would have to work additional time in order to obtain their qualified quarters.

Hisle made a motion to approve Resolution #2020-01 authorizing the Board of Directors to enter into all necessary agreements with the Employees Retirement System of Texas; to extend health insurance benefits (Medicare) to the employees of WCAD and authorize the Chief Appraiser to execute all necessary agreements on behalf of the Board. Honeycutt seconded. The motion carried.

Chief Appraiser's Report

Just Appraised

Lankford reminded the Board that Just Appraised, a company that streamlines the change of ownership process for appraisal districts, was previously hired to start the process of scraping deed information from the County Clerk in order to mass enter property deed information. This vendor processed 23,000 deeds and the District is working with Tyler Technologies, the appraisal software vendor, to get these entered. Lankford announced a success rate for this project around 90-95%. He informed the Board that he would provide the final numbers at a future meeting.

Lankford indicated that the District's Records department had fallen behind on getting the property deeds entered. Instead of hiring additional people to replace retirees, and then having to let them go, Lankford had made the decision to wait on this software to be working. Gaddes indicated that this had also had an impact on the tax office. It was announced that Tyler Technologies was working to get all services flowing together.

Management Survey

Lankford announced that a survey had been sent to staff for them to provide feedback about management. He indicated that this survey is conducted every other year.

Lankford indicated that he and Chris Connelly, the District's Deputy Chief Appraiser, meet with members of management to discuss their individual results. He mentioned how proud he was of the management staff and extremely happy he was with the results of the surveys.

GIS Maps Presentation

Lankford introduced Amanda Rompala, a member of the District's Mapping department and Amy Urbanek, the District's Mapping Manager, who were present to display some of their GIS maps.

A subdivision growth map was presented. This map showed areas of growth within the County and predictions where subdivisions might be built.

A rent rate comparison map was also displayed. This map showed locations of the highest rent rates. Lankford indicated that this information helps the District's apartment appraiser to ensure consistency with their modeling. He also mentioned that it could predict future rents in any area. The District's accuracy depends on its data.

The market value percent change map was also reviewed. Lankford announced that he would like to place this map on the Truth-in-Taxation website to show where growth is occurring. He indicated the hopes that tax rate information would be included on these maps as well.

WCAD Initiatives

Lankford announced one initiative regarding homestead applications and the fact that they can be filed year-round. He indicated that large spikes in this processing had been noticed at certain times of the year. Some title companies inform property buyers that they cannot file for their homestead until after the first of the year; however, this can be done at the title office online if the owners driver license address has been updated. The District is attempting to contact title offices to spread the word. Gibbs offered to distribute an information pamphlet to title offices for them to provide to property buyers.

WCAD Presentations

Lankford announced that he had applied for and was accepted to join Leadership Round Rock. He indicated that he had participated in his first class in this year-long program and that it was outstanding.

Lankford also announced that he had been selected by IAAO (International Association of Appraisal Districts) to serve on their Professional Development Committee, which is responsible for IAAO designations and decides on rules and regulations. He indicated that he had participated in their Spring Leadership Days where he had made some great connections.

Truth-in-Taxation Website Update

Lankford provided an update on the District's Truth-in-Taxation website; which he indicated was progressing. He informed the members that the calculations piece of the website could be ready closer to the May timeframe.

Foxy AI Update

Lankford provided an update on Foxy AI, which provides artificial intelligence pertaining to imagery. He announced that the District had assisted with training the model by providing 100 samples of each class of property. The model was then tested. Lankford announced that the model is doing an excellent job and Foxy AI has now been sent 22,000 photos for review. These images were returned within one week. The District is in the process of verifying this feedback.

Family Events for Employees and Board Members

Lankford reminded the members that, in order to recognize events in both Board member and employee's lives, funds must not be taken from the District budget; therefore, a collection from the Board and staff members is necessary. He indicated a suggested donation of \$20. Lankford invited members to participate to help recognize events for other Board members and employees.

Board Training Retreat Discussion Topics

Lankford announced that at the Board's next meeting, Debbie Wheeler, Client Liaison with the law firm Perdue Brandon Fielder Collins and Mott, LLP, would provide training for the members on the responsibilities of the Board. He indicated that this information would also be provided at the TAAD (Texas Association of Appraisal Districts) Conference.

Lankford informed the Board that new items noted at the Conference would be addressed and inquired if the members had any specific requests. The Board asked that potential Board liabilities and all statutory requirements and limitations be included. Lankford asked that members notify him of other items they would like included.

Board Member Property Verification

Lankford reminded the members that each year they, as well as District staff, are asked to verify the details of any property they own in Williamson County. The Board was also asked to provide information regarding any properties they owned of which the District may not be aware.

Board Member Photos Reminder

Lankford reminded the Board that member photos would be taken at their March 12th meeting.

MAP Review Update

Lankford discussed the MAP Review and explained that the Texas Comptroller's office reviews the District's processes and procedures to ensure following of the tax code. He announced that there had never been a time that the District hadn't scored one hundred percent. Lankford recognized District staff for their hard work.

2020 Entity Meeting

Lankford announced that the 2020 Entity Meeting was scheduled to take place on Tuesday, March 31st at the District's office. He invited the Board members to attend. Lankford reviewed items to be discussed during this meeting; including discussion on property values and the Truth-in-Taxation website. The meeting is set to begin at 8:00 a.m.

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.

2020 TAAD Conference

Lankford discussed the 2020 TAAD Conference taking place Sunday, February 23rd through Wednesday, February 26th and mentioned the Board forums scheduled for Tuesday, February 25th. He mentioned that items for the Board members are highlighted during these forums.

Board Agenda Additions for Future Meeting

The Board discussed including the following items for future discussion:

- The District's Google review score was mentioned. Lankford indicated that he had specifically challenged the Public Services staff to increase the District's score to 4.0 stars. He also mentioned that these scores have never reflected the numbers seen on the District's property owner surveys. This item will be placed on the Board's agenda for a future meeting.

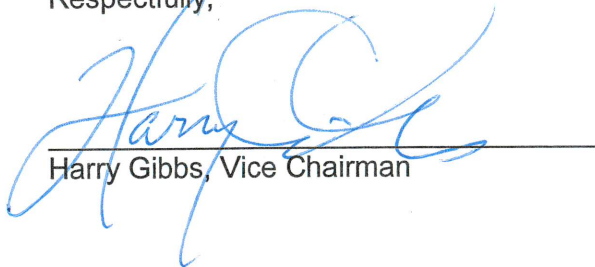
Board Announcements

The Board discussed travel arrangements for the upcoming TAAD Conference.

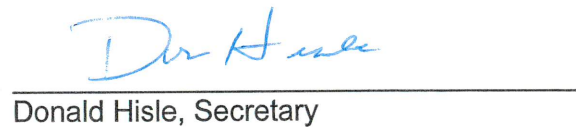
The Board had previously set their next meeting date for Thursday, March 12, 2020. This meeting is scheduled to begin at 8:30 a.m.

The meeting adjourned at 10:58 a.m.

Respectfully,



Harry Gibbs, Vice Chairman



Donald Hisle, Secretary