

# Williamson Central Appraisal District

## Board of Directors Meeting

### Minutes of March 12, 2020

---

Charles Chadwell, Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, March 12, 2020 at 8:34 a.m. Board members present Charles Chadwell, Harry Gibbs, Donald Hisle, Rufus Honeycutt, Jon Lux and Larry Gaddes. Quorum declared.

#### Pledges of Allegiance

#### Receipt of Public Comments

Lankford announced that Gibbs had been named Board Member of the Year at the recent Texas Association of Appraisal Districts (TAAD) Conference. The Board offered their congratulations. Gibbs thanked the Board, staff, and Lankford. There were no other public comments.

#### Board Member Photos

Updated photos were taken of the Board members prior to the commencement of the meeting.

#### Board Training Retreat

Debbie Wheeler, Client Liaison at the Perdue Brandon Fielder Collins Mott law firm, was present to provide training for the Board members. Wheeler mentioned that she and attorney, Robert Mott, also with this firm, had presented material at the TAAD Conference in February.

Wheeler mentioned the Comptroller's Board Manual indicating it to be a valuable resource for Board members. She reviewed the top ten duties for members.

Wheeler addressed some new legislation indicating that a Board member can transmit a property owner or taxing unit complaint on a specific property to the Chief Appraiser without comment; provided this transmission is done in writing.

Wheeler also discussed surplus funds; she indicated that these represented funds that were not obligated. She clarified that if an appraisal district knows they have something they will need this money for, and they commit to those certain expenditures, this money is not considered to be a surplus. She also mentioned that money received from open records sales stays with the appraisal district, since it did not come from the taxing units. She went on to say that monies must be obligated, credited back to the taxing unit, or spent by the appraisal district.

Wheeler mentioned the one-time, two-year, extension allowed on the District's depository along with the fact that changes could not be made on Board of Director properties at an informal hearing with an appraiser; these are forwarded to the Appraisal Review Board. Lankford mentioned that the same is true for District staff. Wheeler also discussed that Board members must wait three years before being a Director if they were paid as a tax agent to represent owners.

Conflicts of interest were discussed; Wheeler mentioned that, if all Board members had the same conflict, they would file the conflict of interest paperwork but could still vote on that particular item. She discussed other legislation, indicating that now a disaster would be considered a temporary exemption. She expounded on this process. Discussion followed.

Wheeler addressed a few items regarding Board meeting agendas. She mentioned that if a property owner is not English-speaking, they must be given twice the length of time to address the Board; in order for them to be provided with a translation. She indicated that a request for opinion had been made with the Attorney General's office regarding if a person could request to speak on every agenda item.

Wheeler also mentioned that the 2020 Open Meetings Handbook was now available and that each Board member should have a certificate of completion for this training. She mentioned that members should be aware that any emails relating to Board of Director correspondence could be involved in an open records request; this also extends to text messages. She recommended categorizing this correspondence and deleting any unnecessary documents; however, she reminded everyone that they must follow the record retention schedule. Discussion followed. The Board thanked Wheeler for her presentation.

The Board recessed the meeting at 10:36 a.m. and reconvened at 10:45 a.m.

#### Taxpayer Liaison Officer's Report

##### Report on Property Owner Contacts

Rouse reported on the status of his contact with property owners.

#### Review and Compensation of Taxpayer Liaison Officer

Executive Session began at 10:47 a.m. and ended at 10:55 a.m.

#### Consideration and possible action on items discussed in Executive Session

##### Review and Compensation of Taxpayer Liaison Officer

Hisle made a motion to increase the Taxpayer Liaison Officer's pay by \$100 per month. Honeycutt seconded. The motion carried unanimously.

#### Consider approval of minutes of the Board of Directors for the regular meeting – February 13, 2020.

Hisle moved for approval of the minutes with the correction of one misspelled word. Lux seconded. The motion carried unanimously.

#### Consideration of Monthly Financials

The January 2020 financials and expenditures were reviewed and filed for audit.

#### TAAD Conference Follow-Up

Lankford announced that Wheeler had provided much of the TAAD Conference follow-up earlier in the meeting. He mentioned that changes due to these items, as well as information from the recent TAAD Conference, would be addressed in the Board Policy and presented to the Board in the coming months. No motion was made.

## Town Hall Meeting Follow-Up

Lankford discussed the Town Hall Meeting that had taken place recently. Honeycutt felt it to be a great meeting that went over well. It was mentioned that it was also well attended for the timeframe. Advertising was discussed. It was indicated that a link of the live video could be shared on both the appraisal district and tax office websites.

No motion was made.

## Chief Appraiser's Report

### Notice of Appraised Value

Lankford displayed the latest notice of appraised value document. He indicated that there were not many changes to this document, but that a statement was added regarding the estimate tax grid being removed for 2021, per Senate Bill 2. The statement goes on to explain that in future years, this information will be available on the tax estimate website. Lankford announced that property value notices were planned to be mailed on March 30<sup>th</sup>.

### 2020 Entity Meeting Reminder

Lankford reminded the Board of the Entity Meeting which was scheduled for March 31<sup>st</sup>. He announced that this year there would be an overview of the tax rate website. He invited the Board members to attend.

### 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

The Board discussed including the following items for future discussion:

- Lankford announced that the Coronavirus issue would be addressed with staff and that an email was being sent regarding hygiene for this virus. He announced that the District would push for more online usage from property owners and that cleaning materials would be supplied at every workstation. Lankford reminded the Board of the District's statutory requirement to certify the appraisal roll and that this pandemic might incentivize the public to use the online option. Discussion followed.
- Chadwell mentioned this appreciation for the community fundraising event that took place at the District office. Lankford explained how the funds collected from these events are distributed to different organizations at the end of each year.

### Board Announcements

There were no Board announcements.

The Board set their next meeting as follows:

Thursday, April 9, 2020 at 9:00 a.m.

The meeting adjourned at 11:25 a.m.

Respectfully,

*Charles Chadwell, Chairman*

---

Charles Chadwell, Chairman

*D. Hise*

---

Donald Hise, Secretary