

BOARD OF DIRECTORS
CHARLES CHADWELL, CHAIRMAN
HARRY GIBBS, VICE-CHAIRMAN
DONALD L. HISLE, SECRETARY
JON LUX
LORA H. WEBER
LARRY GADDES



CHIEF APPRAISER
ALVIN LANKFORD
625 F.M. 1460
Georgetown, Texas 78626
Georgetown/Austin (512) 930-3787

**NOTICE
OF MEETING OF THE
BOARD OF DIRECTORS
WILLIAMSON CENTRAL APPRAISAL DISTRICT**

Notice is hereby given that a regular meeting of the Board of Directors of the Williamson Central Appraisal District has been scheduled for **Wednesday, December 8, 2021, at 9:00 a.m.** at the Williamson Central Appraisal District Office, 625 F.M. 1460, Georgetown, Texas.

The agenda for the meeting is as follows:

- I. Call to Order
 - II. Establishment of Quorum
 - III. Pledges of Allegiance
 - IV. Receipt of Public Comments
 - V. Consider Approval of Minutes of the Board of Directors for the:
 - A. Regular Meeting – November 16, 2021 (*page 2*) (*estimated 5 minutes*)
 - B. Regular Meeting – November 18, 2021 (*pages 3-5*) (*estimated 5 minutes*)
 - VI. Consideration of Monthly Financials (*pages 6-11*) (*estimated 5 minutes*)
 - VII. Adjourn to Executive Session pursuant to Texas Government Code Section 551.074 of the Texas Open Meetings Act for the following purpose:
 - A. Chief Appraiser Evaluation (*estimated 30 minutes*)
 - B. Chief Appraiser Compensation (*estimated 30 minutes*)
- Return to Open Session
- VIII. Consideration and possible action on items discussed in Executive Session
 - A. Chief Appraiser Evaluation (*estimated 5 minutes*)
 - B. Chief Appraiser Compensation (*estimated 5 minutes*)
 - IX. Adjournment

This notice was posted at the: 12/2/2021 at 2:24 p.m.
Appraisal District's Office on _____

Amanda Sauls
Appraisal District

Executive Session: Pursuant to Subchapter D, Chapter 551, V.T.C.S., the Board may enter a closed session as permitted by the exceptions to the Open Meetings Act. Citizens in need of assistance in accessing meetings of the Board of Directors or Appraisal Review Board are encouraged to contact our office or the chief appraiser in advance of their presentation so that they may be assisted. *Recomendamos a ciudadanos que anticipen necesitar ayuda para tener acceso a reuniones de la Junta Directiva o Tabla de Revision de Evaluacion que contacten nuestra oficina o el valuador principal antes de su presentacion para poder ayudarles.*

FILED FOR RECORD

DEC 02 2021

Nancy E. Ruster
County Clerk, Williamson Co., TX

Williamson Central Appraisal District
Board of Directors Meeting
Minutes of November 16, 2021

Charles Chadwell, Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Tuesday, November 16, 2021 at 1:00 p.m. Board members present: Charles Chadwell, Donald Hisle, Jon Lux and Larry Gaddes. Harry Gibbs and Lora Weber were absent. Quorum declared.

Receipt of Public Comments

There were no public comments.

Executive session began at 1:01 p.m. The Board returned to open session at 2:45 p.m.

Chief Appraiser Evaluation

Consideration and possible action on items discussed in Executive Session

Chief Appraiser Evaluation

No action was taken as a part of Executive Session.

The meeting adjourned at 2:45 p.m.

Respectfully,

Charles Chadwell, Chairman

Donald L. Hisle, Secretary

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of November 18, 2021

Charles Chadwell, Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Thursday, November 18, 2021, at 9:01 a.m. Board members present; Charles Chadwell, Harry Gibbs, Donald Hisle, Jon Lux, Lora Weber and Larry Gaddes. Quorum declared.

Some of the District's management staff attended the meeting.

Pledges of Allegiance

Receipt of Public Comments

Carol Frey, the Chair of the Appraisal Review Board (ARB) was present to address the Board regarding applicants for the ARB. She mentioned that the ARB is still needing additional applicants, indicating there to be 22 positions but currently only 16 applicants. Lankford announced that the District had placed additional advertising to fill these needed positions and that the deadline would be extended. He indicated that the District would like the Administrative Law Judge to appoint these positions by the first of the year.

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. Rouse mentioned that his quantity of calls had decreased and that a number of them were for informational purposes only.

Lankford recognized Rouse for being named Citizen of the Year by the Leander Chamber of Commerce.

Update on Appointment of Appraisal Review Board by Administrative Law Judge

Rouse also reported on the appointment of the ARB by the Administrative Law Judge. It was indicated that the District needed 15 full time and six alternate members. There are 11 returning members.

Consider approval of minutes of the Board of Directors for the regular meeting – October 14, 2021.

Hisle made a motion to approve the October 14, 2021, minutes as presented. Lux seconded. The motion carried unanimously.

Consideration of Monthly Financials

The September 2021 financials and expenditures were reviewed and filed for audit.

Virtual Attendance of Board Member – Agenda Posting

Lankford announced that the Governor's temporary suspension of certain open-meeting statutes had now expired. He indicated that Board members can now dial in to Board meetings; however, they cannot be counted towards the quorum and, to be able to vote, the member must be seen on camera. Lankford indicated that he would look into this issue further. He announced that for meetings, a quorum of Board members must be present in person.

Lankford also mentioned that unless items are listed specifically on the agenda, they cannot be voted upon by the Board. Lux suggested only posting agendas for virtual attendance if it is known that a Board member will not be able to be physically present at a meeting.

The quorum issue was discussed further. It was mentioned that, with the District's current Board, four members constitute a quorum. The Board questioned if three members could participate in a meeting without having an issue. Lankford indicated that he could check with the District's attorney.

Chadwell mentioned that if this issue is not pressing, the Board could hold off on further discussions regarding posting agendas for virtual attendance at this point.

No action was taken.

Chief Appraiser Evaluation

Chief Appraiser Compensation

Executive Session began at 9:17 a.m. and ended at 10:20 a.m.

The Board took a short recess and returned to open session at 10:24 a.m.

Consideration and possible action on items discussed in Executive Session

Chief Appraiser Evaluation

No action was taken as a result of Executive Session. The Board indicated that this item would be discussed again at their December Board Meeting.

Chief Appraiser Compensation

No action was taken as a result of Executive Session.

Chief Appraiser's Report

WCAD Christmas Party

Lankford reminded the Board members that the District's Christmas Party was scheduled to take place on Friday, December 3rd. He announced that this year's Christmas Committee had proposed hosting this event in a room at the Kalahari Resort in Round Rock. Chadwell had inquired about the costs associated with the District's Christmas parties. Lankford shared an estimate of the cost for an onsite party during the workday in comparison to an evening event. He announced that, for years, the District has asked staff members to pay a \$15 guest fee to help cover costs. He indicated the average cost over the last five years to be \$3,034. Lankford announced that he was happy to see employees participate.

Chadwell mentioned a previous soup fundraiser done by the District that might be considered again. Lankford reminded the Board that these fundraisers are done each month by the District's employees and then these funds are given back to community at the end of each year.

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. Lankford announced that the District had over 260 lawsuits filed in the past year and that binding arbitration requests are starting to be finalized. Discussion followed.

Board Agenda Additions for Future Meeting

- Finalization of Chief Appraiser Review

Lankford indicated that this item along with the minutes from the previous meetings and the financials should be the only information in need of discussion for the December Board Meeting, unless something else comes up before the agenda is posted. Chadwell asked that the members let himself and Lankford know if they have additional agenda items.

Board Announcements

- Gaddes congratulated Lankford and the District team for their achievement of being named a top workplace for 2021.
- Lux reminded attendees of Cybersecurity Awareness Month. Lankford announced that the District had recently begun internal testing and indicated that employee training is now an annual requirement of most government employees.

The following Board meeting dates had already been set:

Wednesday, December 8, 2021, at 9:00 a.m.
Thursday, January 13, 2022, at 9:00 a.m.

The meeting adjourned at 10:45 a.m.

Respectfully,

Charles Chadwell, Chairman

Donald Hisle, Secretary

Williamson CAD
Statement of Expenditures - Budget vs Actual vs Last Year
For the month Ended October, 2021

	Current Annual Budget	Plus Reserve Funds	Current Monthly Expense	YTD Expenses	Last Year YTD Expenses	Budget Balance	% Remaining
6000 - General - Personnel							
6010 - Salaries Expense	4,804,400		341,928	3,815,742	3,810,587	988,658	21%
6020 - Auto Allowance	269,300		20,341	217,101	226,249	52,199	19%
6030 - Group Health Insurance	656,500		38,834	525,665	526,197	130,835	20%
6035 - Health Reimbursement Account		146,000	3,468	62,306	58,877	83,694	57%
6040 - Retirement Contribution	912,000		68,197	729,457	740,111	182,543	20%
6060 - Worker's Compensation Insurance	8,900		0	9,354	8,214	-454	-5%
6070 - Payroll Taxes - FICA	73,200		5,058	53,515	53,591	19,685	27%
Total 6000 - General - Personnel	6,724,300	146,000	477,826	5,413,141	5,423,826	1,457,159	21%
6100 - Materials/Supplies							
6110 - Office Supplies	12,500		1,214	6,711	7,604	5,789	46%
6120 - Postage	223,300		4,870	164,336	143,300	58,964	26%
6130 - Forms, Printing & Reproduction	88,200		83	74,455	68,443	13,745	16%
6140 - Janitorial Supplies	7,200		622	4,092	5,010	3,108	43%
6150 - Minor Equipment / Furniture	80,300		27,723	72,191	61,235	8,109	10%
6160 - Computer Supplies Expense	13,600		99	1,957	1,373	11,643	86%
Total 6100 - Materials/Supplies	425,100	0	34,611	323,742	286,965	101,358	24%
6200 - General - Services							
6210 - Professional Development	109,200		4,832	87,128	56,507	22,072	20%
6215 - Equipment Lease/Rental	41,100		2,886	28,275	26,729	12,825	31%
6220 - Utilities	217,400		18,346	183,774	170,429	33,626	15%
* 6225 - Building Repair & Maintenance	148,400	124,955	14,589	246,895	143,001	26,460	10%
6235 - TLO Expense	11,900		1,000	9,850	9,200	2,050	17%
6236 - Board of Directors Expenses	6,000		0	733	3,553	5,267	88%
6240 - Publications	113,300		2,953	98,265	85,565	15,035	13%
6250 - Contingency Emergency	500		0	0	1,019	500	100%
6260 - Professional Services	899,100		49,544	659,447	663,811	239,653.15	27%
* 6280 - Maintenance	285,800	35,665	1,713	281,148	228,756	40,317	13%
6285 - Computer Licenses/Services	135,300		8,849	108,170	93,308	27,130	20%
6290 - Business Insurance	17,800		20,566	20,566	18,060	-2,766	-16%
Total 6200 - General - Services	1,985,800	160,620	125,279	1,724,251	1,499,938	422,169	20%
6800 - General - Debt Service							
6810 - Building Payment	425,600		35,460	390,057	390,057	35,543	8%
Total 6800 - General - Debt Service	425,600	0	35,460	390,057	390,057	35,543	8%

Williamson CAD
Statement of Expenditures - Budget vs Actual vs Last Year
For the month Ended October, 2021

	Current Annual Budget	Plus Reserve Funds	Current Monthly Expense	YTD Expenses	Last Year YTD Expenses	Budget Balance	% Remaining
8000 - Capital Outlay							
8010 - Computer Capital	65,000		0	31,202	10,308	33,798	52%
8030 - Depreciation Expense	5,000		0	0	0	5,000	100%
Total 8000 - Capital Outlay	70,000	0	0	31,202	10,308	38,798	55%
Sub-Total	9,630,800	306,620	673,177	7,882,392	7,611,095	2,055,028	21%
6300 - ARB Services							
6310 - ARB - Contract Labor	215,300		8,115	219,043	171,315	-3,743	-2%
6320 - ARB - Supplies	1,000		97	537	608	463	46%
6330 - ARB - Forms, Printing & Ads	18,900		18	15,955	14,666	2,945	16%
6340 - ARB - Training/Seminars	4,800		0	1,600	3,203	3,200	67%
6350 - ARB - Litigation	4,500		3,800	6,300	2,490	-1,800	-40%
TOTAL 6300 - ARB Services	244,500		12,030	243,434	192,283	1,066	0%
Total	9,875,300	306,620	685,207	8,125,826	7,803,377	2,056,093	20%

Williamson CAD

Assigned Funds / Amendments

For the month ended October, 2021

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Assigned/Obligated Funds			
Assigned / Obligated Funds	Acct. / Desc.	Amount	Comments
Technology	6280 - Open Assessment & Assessment Connect	\$ 12,015.00	9/10/2020 - Board Approval - Tyler Open/Assessment Connect
Building	6225 - Air Handler Unit	\$ 74,746.00	7/8/2021 - Board Approved - Fox Commercial Services

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Category Amendment			
From/To	Acct. / Desc.	Amount	Comments

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Line Item Amendment			
From/To	Acct/Desc	Amount	Comments

Williamson Central Appraisal District
Approved Disbursements
October 2021

Num	Date	Name	Amount	Memo
ACH	10/27/2021	Spectrum Business	-1,176.05	Internet services
ACH	10/27/2021	Spectrum Business	-3,554.67	Internet services
28580	10/14/2021	Charles Rouse	-1,000.00	TLO Expense
28582	10/14/2021	Alfred E Nunez	-475.00	Security Officer - Sept 27, 2021
28583	10/14/2021	Allan Davis	-390.00	ARB Meetings
28584	10/14/2021	Allen W Barr, II	-340.00	ARB Meetings
28585	10/14/2021	ALN Apartment Data, Inc	-150.00	publication
28586	10/14/2021	Amazon Business	-445.82	minor equipment
28587	10/14/2021	Andrew Koester	-620.00	ARB Meetings
28588	10/14/2021	AT&T	-3,522.29	Data Plans
28589	10/14/2021	Best Buy	-19,617.10	minor equipment
28590	10/14/2021	Capitol Appraisal Group, LLC	-19,500.00	Appraisal Services
28591	10/14/2021	Carol Frey	-1,500.00	ARB Meetings
28592	10/14/2021	Central Texas Shredding Inc.	-90.00	Shredding services
28593	10/14/2021	City of Georgetown	-5,762.81	Water, electric, sewer, garbage and storm drainage
28594	10/14/2021	Coletta Ruggiero	-310.00	ARB Meetings
28595	10/14/2021	Diana Beaufiles	-620.00	ARB Meetings
28596	10/14/2021	Entech Sales and Services	-1,104.17	HVAC PM
28597	10/14/2021	Express Commercial Cleaning, Inc.	-2,930.00	Janitorial services
28598	10/14/2021	IAAO	-50.00	Application Fee - SAMoore for AAS Candidacy
28599	10/14/2021	Irv Barenblat	-780.00	ARB Meetings
28600	10/14/2021	James J. Greene	-682.50	ARB Meetings
28601	10/14/2021	James L. Dunham	-682.50	ARB Meetings
28602	10/14/2021	Jane Schwartz	-390.00	ARB Meetings
28603	10/14/2021	Joan M Straach	-680.00	ARB Meetings
28604	10/14/2021	Jordan Armstrong	-450.00	Security Officer - September 30, 2021
28605	10/14/2021	Just Appraised Inc	-5,041.66	Deed Viewer subscription
28606	10/14/2021	Law Office of Lisa Richardson, PC	-350.00	Mediation - A-S 64 CR 119-Hwy 79 LP - 20-1393-C26
28607	10/14/2021	Lochow Ranch Pond & Lake	-293.59	Wet pond maintenance
28608	10/14/2021	Mary Bonnette	-465.00	ARB Meetings
28609	10/14/2021	Minuteman Press	-17.00	Name plate - VdVries
28610	10/14/2021	Office Depot, Inc.	-475.94	Office supplies
28611	10/14/2021	On Site Services	-35.00	Employment screening - Kvasquez
28612	10/14/2021	Perdue, Brandon, Fielder, Collins & Mott	-10,701.00	Professional Services - August Expenses
28613	10/14/2021	Phillip Anelli	-425.00	Security Officer - Sept 29, 2021
28614	10/14/2021	Quadient Finance USA, Inc	-139.73	Office supplies
28615	10/14/2021	Richard Forrest	-450.00	Binding Arbitration - 24621A21002 - Barreras
28616	10/14/2021	Roysanne Drummer-Baker	-340.00	ARB Meetings
28617	10/14/2021	Sandra George	-780.00	ARB Meetings
28618	10/14/2021	Silvana Elizabeth Stoke	-475.00	Security Officer - Sept 28, 2021

Williamson Central Appraisal District
Approved Disbursements
 October 2021

Num	Date	Name	Amount	Memo
28619	10/14/2021	SRI Monogramming	-569.72	Company Shirts
28620	10/14/2021	Stillwater Landscapes	-813.75	Grounds Maintenance
28621	10/14/2021	Subvenion	-5,000.00	Computer Consultant
28622	10/14/2021	TAAD	-525.00	Seminar - Exemptions Administration
28623	10/14/2021	TAAD-IAAO Chapter	-325.00	Seminar - TAAD-IAAO Chapter - Leased Fee vs Fee Simple Webinar
28624	10/14/2021	Texas Dept. of Licensing & Regulation	-100.00	License application - KVasquez
28625	10/14/2021	TLC Office Systems (Dallas)	-39.00	Lease copier / printer
28626	10/14/2021	TLC Office Systems (Ohio)	-345.00	Monthly copier maintenance
28627	10/14/2021	TML Intergovernmental Risk Pool	-20,566.28	Business Insurance
28628	10/14/2021	Trusted Tech Team	-1,157.62	Maintenance
28629	10/14/2021	Tyler Technologies	-12,015.00	Assigned Funds - Open Assessment & Assessment Connect - 10/01/2021 - 12/31/2021
28630	10/14/2021	Usio Output Solutions	-50.00	HS mailout
28631	10/14/2021	Usio Postage	-259.69	Postage for HS mailout
28632	10/14/2021	Vital Security	-5,425.60	Minor Equipment
28633	10/14/2021	Williamson County Sun	-68.85	Legal ad - RFP banks
28634	10/27/2021	Amazon Business	-36.94	Office supplies & Minor Equipment
28635	10/27/2021	Amazon.com	-34.52	Office supplies
28636	10/27/2021	Armstrong & Armstrong	-3,800.03	ARB Attorney
28637	10/27/2021	Austin American Statesman	-139.32	Bank Depository RFP Ad - RRLeader 2021
28638	10/27/2021	AutoMox	-404.00	Maintenance - manage plan
28639	10/27/2021	Banc of America Leasing	-35,459.73	Building Payment
28640	10/27/2021	Card Services Center	-7,941.28	6150=\$1,667.49 - Minor Equipment 6210=\$921.25 - Prof Dev 6225=\$60.00 - Building repair & maintenance 6236=\$36.00 - Board expense 6240=\$14.99 - Publication 6260=\$254.97 - Prof Services 6280=\$1,316.50 - Maintenance 6285=\$3,205.08 - Computer Licenses 6330=\$465.00 - ARB Forms & Printing
28641	10/27/2021	ConstructConnect	-2,419.20	Publication
28642	10/27/2021	Data Foundry	-1,465.00	Internet services
28643	10/27/2021	Express Commercial Cleaning, Inc.	-621.69	Janitorial supplies
28644	10/27/2021	Fox Commercial Services	-74,746.00	Assigned Funds - Air Unit
28645	10/27/2021	Jamie Radke	-44.04	State Course - reimbursement meals
28646	10/27/2021	Mainstream Services Inc	-523.00	Plumping repair & maintenance
28647	10/27/2021	Minuteman Press	-17.00	Name plate - PHarper
28648	10/27/2021	On Site Signs	-96.00	Office supplies
28649	10/27/2021	RingCentral Inc.	-2,932.93	Telephone services - October
28650	10/27/2021	Robert Harris	-15.00	Reimbursement meals state seminar

10

Williamson Central Appraisal District

Approved Disbursements

October 2021

Num	Date	Name	Amount	Memo
28651	10/27/2021	Rudy's	-484.66	Thanksgiving Luncheon
28652	10/27/2021	Suddenlink Business	-437.58	Internet services
28653	10/27/2021	Texas A&M AgriLife Extension Service	-1,350.00	Property Tax Institute
28654	10/27/2021	TLC Office Systems (Dallas)	-1,292.00	Lease copier / printer
28655	10/27/2021	TLC Office Systems (Ohio)	-489.29	Monthly printer management
28656	10/27/2021	Valbridge Property Advisors	-9,000.00	Brookwood-Red Bud LLC (18-1103-C395) - mkt rpt 2018 - expert