

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of October 11, 2023

Jon Lux, Chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Wednesday, October 11, 2023, at 9:07 a.m. Board members present: Jon Lux, Lora Weber, Hope Hisle-Piper, and Mason Moses. Harry Gibbs attended virtually, and Larry Gaddes was absent. Quorum declared.

Breast Cancer Awareness Photo

The Board members joined District staff for a picture in recognition of Breast Cancer Awareness Month.

Some of the District's management staff were in attendance.

Pledges of Allegiance

Receipt of Public Comments

There were no public comments.

Taxpayer Liaison Officer's Report

Report on Property Owner Contacts

Glenda Williams, the District's Taxpayer Liaison Officer (TLO), was present to report on the status of her contact with property owners.

Williams also indicated that she had reviewed House Bill 1285 for TLO's and informed the Board that the Comptroller's office was still in the process of drafting policies and procedures.

Update on Appointment of Appraisal Review Board by Administrative Law Judge

Lankford discussed the appointment of the Appraisal Review Board (ARB) by the Administrative Law Judge. He informed the Board that the District had advertised for applicants on Nextdoor, the social networking service for neighborhoods, hoping to get additional applicants. He announced that starting next year, the Board would be responsible for appointing the ARB members. Williams expressed her plans to deliver the ARB applications to the Administrative Law Judge on Monday, October 23rd.

Consider approval of minutes of the Board of Directors for the regular meeting – September 14, 2023.

Moses made a motion to approve the September 14, 2023 minutes as presented. Weber seconded. The motion carried.

Consideration of Monthly Financials

The August 2023 financials and expenditures were reviewed and filed for audit.

Executive Session began at 9:27 a.m. The Board returned to open session at 10:02 a.m.

The Board recessed at 10:02 a.m. and returned at 10:04 a.m.

Chief Appraiser Evaluation
Chief Appraiser Contract Expense Reimbursement
Chief Appraiser Contract

Consideration and possible action on items discussed in Executive Session

Chief Appraiser Evaluation

There was no action taken as a result of Executive Session.

Chief Appraiser Contract Expense Reimbursement

Moses moved to approve the reimbursement expense regarding the Chief Appraiser contract expenses discussed in executive session. Lux offered an amendment to only include the cost to create the contract, any additional expenses will be paid by the Chief Appraiser. Hisle-Piper seconded. The motion carried.

Chief Appraiser Contract

There was no action taken as a result of Executive Session.

Chief Appraiser Evaluation Form Approval

Weber moved to approve the Chief Appraiser evaluation questions as presented. Moses seconded. The motion carried.

Request for Proposals or Extend Depository Agreement

Lankford asked that the Board consider extending the current contract with VeraBank, the District's depository. He indicated that the terms of the agreement had not changed.

Hisle-Piper made a motion to extend the depository agreement with VeraBank for two years. Moses seconded. The motion carried.

Just Appraised Commercial Appraisal Contract

Lankford reminded the members that Just Appraised is the company who handles the District's deed software and assists in gathering the information from the County Clerk's office and comparing it to the information in the District's system that helps with deed processing. It streamlines the workflow using artificial intelligence (A.I) matching addresses to make deed changes. Lankford discussed a new project that uses A.I to extract information to produce reports for valuing commercial properties.

Moses moved to approve the contract with Just Appraised for commercial properties for a one-time cost of \$15,000 for implementation and training. These funds will be taken from the District's reserve accounts. Weber seconded. The motion carried.

Cyclomedia Street Level Imagery Contract

Lankford reminded the Board that Cyclomedia provides the District's street view imagery. This company drives properties within Williamson County to capture images. Lankford informed the members that this imagery is used for comparison grids and valuing properties. He announced that this project was last done six years ago and is also utilized by the District's taxing units. Lankford reviewed the pay structure.

Weber made a motion to approve the contract with Cyclomedia for Street Level Imagery. The total project cost is \$505,300. \$252,650 will be paid initially with the remaining balance invoiced on January 1, 2025. The initial funds will be taken from the District's Street Level Imagery reserve account. Moses seconded. The motion carried.

Chief Appraiser's Report

Board of Directors Election

Lankford reviewed the Board election timeline discussing how Senate Bill 2, passed during the legislative session, would change how the Board members are elected.

Lankford announced that in December of 2023, the taxing units would appoint five Board members to serve a one-year term. He mentioned that in December of 2024, this process would occur again except they would appoint two members to serve a one-year term and three members to serve a three-year term. Lankford indicated that the details were still being finalized.

Lankford went on to say that in January of 2026, two entity appointed Board members would take office. In December of 2027, the taxing units appoint three members to serve a four-year term and in January of 2028, three entity appointed members take office. The Board will end up with staggered terms.

Lankford indicated that all appraisal districts have agreed to follow the same calendar. He clarified that those members who have been nominated this year will take office for one year. Moses mentioned sharing the election calendar, once finalized, with the taxing units. Lankford confirmed that this would be provided.

WCAD Initiatives

Lankford discussed several of the District's initiatives.

- True Roll – Lankford announced that True Roll, the District's exemptions auditing firm, ensures owners are not filing multiple homestead exemptions. This will show those that are fraudulent. He announced that this has been a beneficial process and helps keep budget costs low using technology instead of hiring additional personnel.
- Mass Agent Import – Lankford reminded the Board that the District had paid \$15,000 to have a process developed to enhance the appointment of agent form procedure. The District's computer system can automatically upload these forms instead of utilizing manual entry.
- Agent Portal – Lankford informed the Board that the District now has an agent portal on its website. This allows property tax agents to not only see which accounts they represent, but also to upload any evidence that was used to value the property. He indicated that this new process has saved the District around \$150,000 in certified mail costs.
- ARB minutes program – Lankford announced that the District had hired a developer who had programmed software creating a minute's program for the ARB. The ARB member can enter the details of the hearing. This information is screened through a quality control program showing any discrepancies. These discrepancies are then provided to the ARB leadership for review.
- Pushpin Rollback Finder – Lankford indicated that through this program aerial photos of agricultural properties are reviewed for change in use. He explained that rollback taxes are paid on those properties that show a change. Lankford announced that the District was the first and still the only in the state to utilize this method.

- Residential Affidavit savings – Lankford announced that the Residential affidavit process had been revamped last year to remove any use of paper. This process is now completely paperless.
- Mass Waiver savings – Lankford informed the Board that the District had begun utilizing a mass settlement process for property tax agents. He explained that agents protest large numbers of account. Instead of working these accounts one at a time, these are settled in bulk.

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.

WCAD Christmas Party Reminder

Lankford reminded the Board of the District's upcoming Christmas Party. This event will take place in the evening on December 2nd at the American Legion Hall in Round Rock.

Board Agenda Additions for Future Meetings

There were no additions for future Board meetings discussed.

Board Announcements

There were no Board announcements.

The Board had previously set the following meeting dates:

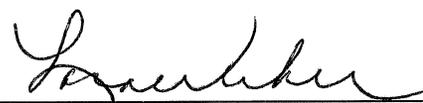
- Tuesday, October 24, 2023 at 2 p.m. This meeting will take place at the Williamson County Tax Office.
- Monday, November 20, 2023 at 9 a.m.
- Monday, December 11, 2023 at 9 a.m. This meeting date was set in case it is necessary.
- Thursday, January 11, 2024 at 9 a.m.

The regular meeting adjourned.

Respectfully,



Jon Lux, Chairman



Lora Weber, Secretary