

Williamson Central Appraisal District

Board of Directors Meeting

Minutes of April 1, 2014

Harry Gibbs, chairman, called the regular meeting of the Williamson Central Appraisal District Board of Directors to order Tuesday, April 1, 2014 at 9:06 a.m. Board members present: Harry Gibbs, Cecilia Crowley, Charles Chadwell and Rufus Honeycutt. Quorum declared. Deborah Hunt joined the meeting via teleconference at 9:19 a.m.

Receipt of Public Comments

No public comments.

Taxpayer Liaison Officer's Report

Appraisal Review Board Appointment Update

Charley Rouse, the District's Taxpayer Liaison Officer was present. He announced that the District now has a full slate of Appraisal Review Board members; who were appointed by the administrative law judge. Rouse indicated that this process began in October of last year and expressed thoughts that the judge will most-likely establish a committee for future appointments. Due to the issues that presented themselves in getting a full ARB appointed this year, we are hopeful that, in the future, the judge or his committee will appoint an alternate.

Taxpayer Liaison Officer Phone Calls

Rouse reported on the new procedure for handling taxpayer liaison officer phone calls. He announced to the Board that he has a cell phone designed exclusively for taking appraisal district calls. He reported that most property owners will leave a voice message; which then gives him the opportunity to address these calls the following day. Rouse reported receiving 35 calls within a six week period and indicated that not all of these were complaints; some just needing additional information. Rouse expressed, and Lankford agreed, that this new phone procedure appears to be working quite well.

The Board moved to agenda item XIV. Consideration and possible action on date, time and place for future meetings.

The following regular meetings were set:

- May 7th at 8:00 a.m.
- June 5th at 9:00 a.m.
- August 7th at 9:00 a.m.
- Sept 10th at 9:00 a.m.

Consultation with Attorney on Current Litigation

Executive session began at 9:25 a.m. and ended at 10:28 a.m. Gibbs left the meeting at 9:45 a.m. Charles Chadwell acted as the assigned Chairman.

Review and Compensation of Taxpayer Liaison Officer

Executive session began at 10:29 a.m. and ended at 10:52 a.m.

The Board recessed at 10:52 a.m. and returned to open session at 11:00 a.m.

Consideration and possible action on items discussed in executive session

Consultation with Attorney on Current Litigation

No action was taken as a result of Executive Session.

Review and Compensation of Taxpayer Liaison Officer

Honeycutt moved to increase the pay for the Taxpayer Liaison Officer to \$600.00 per month plus a monthly car allowance of \$50.00. Crowley seconded. The motion carried 4-0.

Health Insurance Affordable Care Act Presentation

The health insurance Affordable Care Act presentation was moved to later in the meeting.

Consider approval of minutes of the Board of Directors for the regular meeting – February 27, 2014.

Honeycutt moved for approval of the minutes as presented. Crowley seconded. The motion carried 4-0.

Consideration of Monthly Financials

The February 2014 financials and expenditures were reviewed and filed for audit.

Capitol Appraisal Group Contract

Pam Metcalfe, the District's Business Personal Property Appraisal Manager, was present.

Metcalfe reported that Capitol Appraisal Group (Capitol) primarily appraises the District's industrial and utility type accounts. She mentioned that contract negotiations were discussed previously with this vendor. She also indicated that the District has been contracting annually with Capitol, who is well represented throughout the state, since the early 1980's. Metcalfe pointed out a reduction in the annual fee due to unnecessary additional projects for this year. She reviewed the changes that were made to the contract.

Honeycutt moved to accept the Capitol Appraisal Group agreement in the amount of \$48,800. Crowley seconded. The motion carried 4-0.

Board of Directors Policy Revisions

Board of Directors Responsibilities

Lankford mentioned the list of Board of Director responsibilities that were included in the Board's packet. He announced that these are included on the Board agenda each month when applicable.

Board of Directors Policy / Appraisal Review Board Payment Policy / Budget Policy / Investment Policy

Lankford reviewed the changes to the Board of Directors Policy; which included the ARB Payment Policy, the Budget Policy and the Investment Policy. He mentioned that Colleen McElroy, the District's Administrative Assistant, had reviewed several documents to supply these changes; including items from the recent TAAD Conference, the new Board Manual that the Comptroller provided, as well as changes due to HB585 and other legislative changes. Lankford reviewed each change.

The Board discussed the statement "If two or more members meet as a committee, a notice should be posted." Hunt asked that this statement be removed from the Board Policy based on having no legal basis for this policy. Other Board members agreed.

Hunt moved to approve resolution #2014-02 for the adoption of the Board of Directors Policy for the Williamson Central Appraisal District with the exception of removing one statement on page 95 of the packet (page 9 of the Policy) as listed above. Crowley seconded. The motion carried 4-0.

Investment Advisory Committee

Lankford mentioned that typically the Investment Advisory Committee will include one member of the Board of Directors. The current Investment Advisory Committee is comprised of Lankford, Kimberly Gamboa, the District's Business Services Manager and Crowley.

Chadwell, as acting Chairman, appointed Crowley to the Investment Advisory Committee.

Health Insurance Affordable Care Act Presentation

Debra Spellings, with Spellings & Humphries, LLP was present to discuss the health insurance Affordable Care Act. She distributed a packet of information. Spellings indicated that new legislation has been incorporated within the plan. She discussed the District's current health insurance and mentioned that the program would be due for renewal in July. Spellings is in the process of getting proposals from insurance carriers. This information should be available for the June Board meeting. Lankford requested an annual update from Spellings and asked that the District be notified as far in advance as possible of insurance increases in order to adjust the District's budget numbers.

The Board recessed at 12:32 p.m. and reconvened at 12:41 p.m.

Chief Appraiser's Report

2014 Appraisal Notices

Lankford reported that all real property appraisal notices; a total of 175,572 (real property; as opposed to personal property) would be placed in the mail on April 2nd. The remaining notices are business personal property and will be sent later due to later deadlines. This notice will include an estimated tax rate per the requirement listed in section 25.19 of the Texas Property Tax Code.

Lankford announced to the Board that values have gone up dramatically this year and therefore the District will see an increase in protests. He also indicated that this year, due to the level of protest, it will take extra effort for the District to finish its appraisal certification timely.

Building Short-Lived Items

Lankford reviewed items around the District's building that he felt would be in need of replacement in 2014. He distributed and reviewed a list of these items that totaled a cost of \$12,431. Lankford indicated these items would be worked on throughout the year and he would present, at the next Board meeting, a proposal for these expenditures.

I.T. / Maintenance Replacement Items

Lankford reviewed the I.T. / maintenance replacement items. He mentioned that this item would be added for discussion at the Boards' next meeting.

WCAD Presentations

Lankford discussed several presentations he had made since the last Board Meeting.

Lankford had expressed the District's legislative priorities at the Texas Association of Realtors legislative committee meeting; to which Gibbs had invited him.

Lankford also mentioned an invite that was extended to him each year from the Texas Bar Association for property tax lawyers. He indicated that he served on a Chief Appraiser Panel with other chief appraiser's in the state. Questions are asked regarding what chief appraisers foresee for appraisal district's regarding litigation, etc.

Lankford informed the Board that he had spoken at the Texas Association of School Boards meeting. Chadwell mentioned what a great job Lankford had done and indicated that the message is being conveyed about commercial appraisal protests. Lankford indicated that he had reviewed the equal and uniform issues and the problems district's are seeing state-wide; how money is not being shifted to school districts.

Lankford announced that Marty Deleon, an attorney for school districts, was instrumental in getting additional legislation passed in favor of appraisal districts. Deleon presented good ideas on how Lankford could present these ideas for the future.

Lankford also spoke at a meeting organized by Independence Title; Texas Tax Talk. This meeting focused on property taxes, appraisal district policies and exemptions. Lankford spoke alongside Larry Gaddes, the Chief Deputy at the Williamson County Tax Office, giving comments and feedback regarding the property tax system and providing real case scenarios.

Entity Meeting

Lankford reported having 21 entities represented at the District's annual Entity Meeting that was conducted recently. He expressed that valuable information was shared and the meeting was a success.

Methods and Assistance Program (MAP) Review Update

Lankford mentioned a letter that was received from the Comptroller's office regarding the MAP Review (which was included in the Board's packet). This letter states that the review of the District has been completed and reflects a perfect score. Lankford expressed his appreciation of the Comptroller's office for sending this letter.

2015 Budget Calendar

Lankford reported that the 2015 Budget Calendar was discussed earlier in the meeting.

2014 WCAD Christmas Party

Lankford announced that the District's 2014 Christmas Party would take place on Friday, December 5th at Mel's Lone Star Lanes in Georgetown. He hoped that the Board members and Rouse, the District's Taxpayer Liaison Officer, would be able to attend.

Board Agenda Additions for Future Meeting

- Building Short-Lived Items
- I.T. / Maintenance Replacement Items
- 2015 Budget Workshop

Chadwell mentioned inviting Brenda Bell, a reporter with the Austin American Statesman, to a Board meeting to discuss certain topics; however, Lankford reported that Bell had recently retired. Lankford mentioned the ability to use her articles and use her as a reference point from these articles.

Board Announcements

Chadwell mentioned a meeting with the Central Texas School Board Association where he met with Representative Marsha Farney. Leander ISD, Pflugerville ISD and Round Rock ISD were represented along with other districts. Chadwell also met yesterday with Representative Larry Gonzales and discussed again commercial appraisal protests.

The meeting adjourned at 1:10 p.m.

Respectfully,


Charles Chadwell, Acting Chairman


Cecilia Crowley, Secretary