

TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS
RICHARD LAVINE
CHAIRPERSON
KRISTOFFER S. LANDS
VICE CHAIRPERSON
ED KELLER
SECRETARY/TREASURER



MARYA CRIGLER
CHIEF APPRAISER

BOARD MEMBERS
TOM BUCKLE
BRUCE ELFANT
SHELLDA D. GRANT
DENNY HAMILL
ELEANOR POWELL
RICO REYES
BLANCA ZAMORA-GARCIA

MINUTES OF THE NOVEMBER 24, 2014 MEETING OF THE BOARD OF DIRECTORS OF THE TRAVIS CENTRAL APPRAISAL DISTRICT

The Board of Directors of the Travis Central Appraisal District held a public meeting on November 24, 2014 at 6:00pm in the Board Meeting Room, 200A on the second floor of the Travis Central Appraisal District, located at 8314 Cross Park Drive, Austin, Texas.

Mr. Lavine recognized a quorum was present and called the meeting to order at 6:05pm. Board members present were: Richard Lavine, Chair; Kristoffer Lands, Vice-Chair; Tom Buckle; Bruce Elfant; Shellda Grant; Denny Hamill; Ed Keller, Secretary; Rico Reyes; Eleanor Powell and Blanca Zamora-Garcia. Also present were Marya Crigler, Chief Appraiser; Sharon Baxter, Legal Counsel; and Leana Mann, Finance & Facilities Officer.

Item No. 3 – Citizen’s Communication: there being no citizen’s communication the Board moved onto item #4.

Item No. 4 – Approval of the minutes of the August 19 & September 15, 2014 meeting: **MR. DENNY HAMMILL MADE A MOTION TO APPROVE THE MINUTES FOR BOTH THE AUGUST 19TH & SEPTEMBER 15TH AS PRESENTED AND MR. KRISTOFFER LANDS SECONDED THE MOTION AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 5 – Taxpayer Liaison’s Report: Mr. Henry Johnson informed the Board he turned over all applications received for the ARB to the Judge. The Judge is in the process of scheduling the interviews for the ARB. He also informed them of the general issues he has been helping taxpayers with since he has taken the position as interim Taxpayer Liaison.

Item No. 6 – Appraisal Review Board Chairperson’s report: Ms. Busceme notified the Board that we had 6,101 formals for 2014 as of last count. Mr. Keller asked about only receiving one application for the 2015 ARB Chair and one application for the Secretary positions. Ms. Busceme said they highly encouraged everyone to apply for both open positions. She also introduced their nomination for Vice-Chair of the ARB as Mr. Wilbanks, 3rd year ARB member.

Item No. 7 – Discussion and action on selection of Appraiser Review Board Chairperson and Secretary to include interviews of applicants: Since the Judge has not appointed the full ARB, Mr. Lavine recommends this item be added to next month’s agenda. **MR. TOM BUCKLE MADE A MOTION TO POSTPONE THIS ITEM TO NEXT MONTH’S AGENDA. MS. BLANCA ZAMORA-GARCIA SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 8 – Discussion and action on request of Mr. Richard M. Francis for review of his compensation as an auxiliary and regular ARB member: Mr. Francis was originally appointed as an auxiliary member. In 2014, he was reappointed by the Judge as a regular member and not an auxiliary member. At that time, TCAD went before the Board and recommended that he get paid as a 2nd term pay scale since it was his overall 2nd term as part of the ARB. He is now asking for back pay for 2013 since there was a pay increase. Trish Carls, BOD legal counsel, spoke to the board and

her recommendation was not to give retro pay and leave it as is. **MS. ELEANOR POWELL MADE A MOTION TO DENY REQUEST FOR BACK PAY. MR. DENNY HAMMILL SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 9 – Discussion and action on ARB compensation; including benchmarking, daily rates, half-day rates, hourly rates, after hours pay, officer compensation, and per diem: Marya went over changes to the ARB pay scale. She would like to add the following: Secretary \$190 per diem; two classes for the auxiliary members: no experience \$140 per diem and with prior experience \$180 per diem. The Board asked to clarify what exactly was considered after hours; more than eight was the final determination. The Board would like the wording to be changed from after hours to “additional hours beyond eight”. Ms. Grant asked for the Secretary Job description; Ms. Busceme provided a brief description. The Board asked about the extra ARB members that are in the office and not assigned to a panel. Ms. Busceme let them know they read a book or do whatever until they are called upon, but she does not feel that they wasted taxpayer money and are very cognizant of taxpayers. **MR. TOM BUCKLE MADE A MOTION TO MAKE THE CHANGES TO THE ARB PAY SCALE AS PRESENTED AND ADDITIONALLY CLARIFY THE AFTER HOURS. MR. DENNY HAMMILL SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

At 6:48pm the Board moved to executive session **TO DELIBERATE ANY MATTER AUTHORIZED BY TEXAS GOVERNMENT CODE SEC. 551.001 et sec [THE TEXAS OPEN MEETING ACT] INCLUDING:**

SEC. 551.071; Consultation with attorney regarding pending or contemplated litigation, settlement offers, and matters on which the attorney has a duty to advise the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.

SEC. 551.072; Deliberations regarding real property

SEC. 551.074; Personnel matters; to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee – Chief Appraiser, ARB

SEC. 551.076; Deliberations regarding security devices

Item No. 10 – Chief Appraiser report to include: Potential 2015 taxing unit challenge, 2015 field work progress, training opportunities, review of accounting statements, and personnel status report: Marya let the Board that we have started the field work process with the field devices. She also went over her upcoming conferences, meetings, and classes that she will be attending/presenting. Personnel changes: Christen Tennant-New Hire-Customer Service; Stephen Becker-New Hire-Residential; Dawn Rountree-New Hire-Residential; Stephanie Bogany-New Hire-Customer Service; Chris Kitchens-New Hire-Residential; Glenn Rodgers-New Hire-Commercial; Tami Stone-New Hire-Residential; Zena Miguez -Promotion-BPP; Oscar Murillo-Rehire-Residential; Jessica Telle-Resignation-Appraisal Support; Mohammed Ansari-Resignation-Residential; John Acosta-Resignation-Residential; Louis Coffey-Resignation-Commercial; Charles Bisson-Retirement-Appeals; Christen Tennant-Separation-Customer Service; Oscar Murillo-Transfer-BPP. Leana Mann went over the accounting statements.

Item No. 11 – Discussion and action on aerial Ortho-photography and change finder contracts: For years 2015-2018, the District is requesting to increase the imagery to a six-inch ortho instead of the previous nine inch ortho. This increase will provide a clearer image and allow for more effective use of the aerial photographs during desktop review. The 2015 budget previously requested \$78,240 based on the previously contracted amount. The District is requesting to increase the 2015 amount to \$125,079, a \$46,839 increase. The District is also requesting to add the Change Finder module. The District conducted an internal aerial review project in 2007 and

experienced a \$3,077,197 net gain in levy to the school districts of Travis County. **MR. ED KELLER MOVED TO APPROVE THE AERIAL ORTHO-PHOTOGRAPHY AND CHANGE FINDER CONTRACT. MS. ELEANOR POWELL SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 12 – Discussion and action on finance policy: Leana Mann presented the Board with the TCAD Financial Policy and answered any questions presented by the Board. **MR. RICO REYES MOVED TO APPROVE THE FINANCIAL POLICY AS PRESENTED. MR. ED KELLER SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 13 – Discussion and action on line item transfers: Ms. Mann, Financial Officer, requested that The Board approve line item transfers in the 2014 budget; these items were presented in a report to the Board. As a result, no additional funds will be required from the taxing units. **MR. DENNY HAMMILL MOVED TO APPROVE THE LINE ITEM TRANSFERS AS PRESENTED. MR. ED KELLER SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

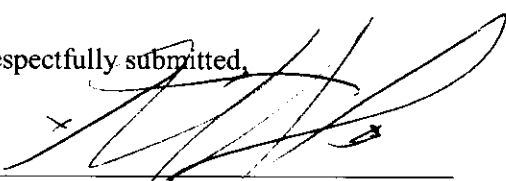
Item No. 14 – Discussion and action of Chief Appraiser's annual performance review and employment contract: The Board would like a survey emailed out to the entire staff through Survey Monkey; to get feedback on Ms. Crigler to assist them with her performance review. The results will automatically be emailed to Ms. Shellda Grant, instead of our HR, for Ms. Grant to present to the Board.

Item No. 15– Discussion and action on appeals report and litigation update to include inland western Austin Southpark (Southpark Meadows): Ms. Baxter informed the Board outside counsel reached an agreed judgment for the lawsuit settlement. She presented the Board with the settlement information and the Board approved the settlement amount. **MR. ED KELLER MOVED TO APPROVE THE SETTLEMENT AGREEMENT AS PRESENTED. MS. ELEANOR POWELL SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 16 – Discussion and actions on future agenda items: The next meeting will be scheduled December 9 at 6:00pm and the following items will be discussed: Year-end budget amendments particularly to create some reserves for litigation and equipment replacement for IT.

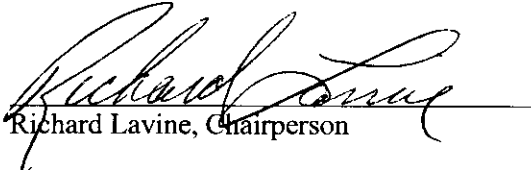
Item No. 17 – Adjournment. **MR. KRISTOFFER LANDS MOVED TO ADJOURN THE MEETING. MS. BLANCA ZAMORA-GARCIA SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,



Kristoffer Lands, Vice-Chairperson

APPROVED:



Richard Lavine, Chairperson