

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 JUNE 10, 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 June 10, 2014 at 6:00 p.m. 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 4:00 pm. Board members present were: Richard Lavine, Chair; Kristoffer Lands, Vice-Chair; Ed Keller, Secretary/Treasurer, Tom Buckle, Denny Hamill, Eleanor Powell, and Blanca Zamora-Garcia. Bruce Elfant, Shellda Grant, Rico Reyes were absent from the meeting. 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 May 13, 2014 meeting: **MS. ELEANOR POWELL MADE A MOTION TO APPROVE THE MINUTES AS PRESENTED. MR. KRISTOFFER LANDS SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 5 – Taxpayer Liaison’s Report: Mr. Don Rives stated that we have not received any new complaints and is able to refer any issues he is receiving to the staff and they are handling them. The results of the comptroller survey are only going directly to the comptroller’s office and the results should be compiled in December.

Item No. 6 – Appraisal Review Board Chairperson’s report, including current by laws and operating procedures: Mrs. Busceme briefly went over the ARB’s Bylaws, Operating Procedures, and the Formal Hearing Procedures. She went over any changes that were made by the Legislature that affected the ARB. Next month, the ARB will present the Board with more changes to the Operating Procedures once they vote on the changes in regards to a Good Cause Clause, Inability to Pay Form, and a change to the special hearings in regards to the number of ARB members on a board during a formal only hearing. The Board asked for an explanation of the committee hours and the committee members.

Item No. 7 – Chief Appraiser report to include: 2014 mass appraisal report, 2014 protest/certification status, taxing

unit challenge, taxpayer outreach, homestead audits and controls for customer service department, review of accounting statements, and personnel status report: Included in the BOD packet was a copy of the 2014 Mass Appraisal Report, and Marya covered the most important points of the report. Marya also included an updated report on our protest status. As of this afternoon, we have received 88,640 protests. There was an increase in homeowner and agent protests. The homeowner increase is partly due to making 248,000 parcels eligible for efile. 55% of the value under protest is commercial, 70% of the overall protests by parcel count are by agents, and 85% of the protests by value are by agents. Marya let the Board know she is continuing to do public outreach throughout the County including commissioner’s court, various associations and the Austin Monitor Radio Show. As far as training, we

have the TCDRS Conference coming up in July and Marya will be a speaker at the Texas A&M Legal Conference. Homestead audits: Some of the controls we've put into place in Customer Service are all mail is date stamped, all applications are scanned in, if we receive an application after the deadline the envelope is also scanned, the bundles of paper applications are then assigned to the clerks by the Team Lead, additional supplement codes have been added to track added/deleted homesteads, form letters mailed out regarding homestead letters will now create events, and a date stamping procedure has been put in to place. A customer will receive a date/time stamped card upon checking in with the receptionist to go to the customer service department. This card will get stamped again once the customer is finished. This will help TCAD keep track of the time spent with the customers. Personnel status report: One separation, Amanda Bauer (CS); Chermaine Bullard (RA) resigned and Oscar Murillo (RA) resigned. We now have two positions open for Residential Appraisers and one opening in IT as Help Desk Clerk. Accounting Statements: Ms. Mann included the unaudited financial statements for April 30th. Copies of a detailed list of capital assets purchased, ARB summary, expenditure report were also provided, and we have no jurisdictions past due. Ms. Busceme addressed the amount of formal hearings that are scheduled vs how many formals will actually be held for a day and the scheduling of the ARB panel members.

Item No. 8 – Discussion and action on 2013 financial audit: Leana provided the Board with the two letters from Weaver & Tidwell regarding the audit findings and she also provided them with the Comprehensive Annual Financial Report for 2013. Laura Lambert from Weaver & Tidwell was present to go over the audit findings. **MR. TOM BUCKLE MADE A MOTION TO ACCEPT THE FINANCIAL AUDIT. MR. ED KELLER SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 9 – Discussion on the 2015 proposed budget: Leana & Marya both let the Board know that the only changes made to the proposed budget were the revisions to the ARB portion as discussed in the work session. Mr. Lavine asked if the budget should be raised to adequately staff the district to do a more complete and accurate job. He also asked to add additional funds for legal counsel and outside experts, just in case we get challenged in 2015. Marya agreed that we have to make an adjustment to our budget to add additional resources.

At 7:28pm the Board moved to executive session for Item No. 10 **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. 551.074; 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

The Board reopened the regular meeting at 8:30pm and returned to Item Nos. 10-13.

Item No. 10 – Discussion and action on appeals report and litigation update to include taxing unit challenge: no action required

Item No. 11 – Discussion and action on change to approval of appraisal records pursuant to

Section 41.12 of the Texas property tax code. Ms. Crigler explained Sec. 41.12.c
APPROVAL OF APPRAISAL RECORDS BY

(c) The board of directors of an appraisal district established for a county with a population of at least one million by resolution may:

- (1) postpone the deadline established by Subsection (a) for the performance of the functions listed in that subsection to a date not later than August 30; or
- (2) provide that the appraisal review board may approve the appraisal records if the sum of the appraised values, as determined by the chief appraiser, of all properties on which a protest has been filed but not determined does not exceed 10 percent of the total appraised value of all other taxable properties.

MR. DENNY HAMMIL MADE A MOTION TO APPROVE THE POSTPONEMENT OF THE CERTIFICATION DATE UNDER 41.12 TO A DATE NOT LATER THAN AUGUST 30TH. MS. ELEANOR POWELL SECONDED AND THE MOTION CARRIED UNANIMOUSLY.

Item No. 12 – Discussion and actions on future agenda items: The next meeting will be scheduled July 8th at 6pm and the following items will be discussed: ARB budget items and an update on certification.

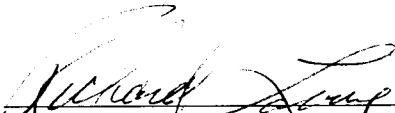
Item No. 13 – Adjournment. **MR. KRISTOFFER LANDS MOVED TO ADJOURN THE MEETING. MS. ELEANOR POWELL SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,



Ed Keller, Secretary/Treasurer

APPROVED:



Richard Lavigne, Chair