

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 FEBRUARY 18, 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 February 18, 2014 at 7:00 p.m. in Panel Rooms 2 and 3 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 7:12pm. Board members present were: Richard Lavine, Chair; Kristoffer Lands, Vice-Chair; Ed Keller, Secretary/Treasurer, Bruce Elfant, Sheldda Grant, Denny Hamill, Eleanor Powell, and Blanca Zamora-Garcia. Rico Reyes and Tom Buckle 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 – Oath of office for newly appointed board members. Paula Fugate swore in Blanca Zamora-Garcia and Kristoffer Lands by reading aloud both the Oath of Office and Statement of Officer.

Item No. 4 – Citizen's Communication: there being no citizen's communication the Board moved onto item #6.

Item No. 5 – Approval of the minutes of the January 14, 2014 meeting: **MS. ELEANOR POWELL MADE A MOTION TO APPROVE THE MINUTES WITH ONE EXCEPTION THAT MR. POWELL BE CHANGED TO MS. POWELL (CHANGE MADE BY STRIKETHROUGH ON PAPER COPY). MS. BLANCA ZAMORA-GARCIA SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 6 – Taxpayer Liaison's Report: Mr. Don Rives presented the original TCAD General Policy & Policies for Public Access; the revised version; Form 50-824, which is the Texas Comptroller of Public Accounts ARB Survey Instructions for Taxpayer Liaison Officers or Appraisal District Designees; and Form 50-823 Texas Comptroller of Public Accounts ARB Survey. We will have to have a kiosk linked to the comptroller's for taxpayer's to be able to complain or comment on the date of their hearing and how it was handled through Survey Monkey. These changes will only apply to 2014 protests. TCAD General Policy will be added to the next agenda to be approved. BOD had questions on how the signage to notify the taxpayer of their rights to complain and their limited time. The comptroller will publish the results of these surveys for you to look up the results. Ms. Powell brought up the fact that they have received a complaint through the City regarding the homestead exemptions and the letter that was mailed. Ms. Zamora-

Garcia & Ms. Powell provided Mr. Rives with a copy of the taxpayer's information. Marya pointed out that we have placed the taxpayer liaison's information on our website.

Item No. 7 – Appraisal Review Board Chairperson report: Mrs. Marilyn Busceme introduced herself and let the Board know that they have been working on late protests and will be attending the Comptroller's training the week of February 20th. The four new members, Frank Dewhurst, C. Anne Fitzgerald, Genaro Lopez, and Betty Thompson will be attending the 24th; and then the rest of the members along with the new members will be attending the training on the 26th. They will also be hosting a meet & greet on the 25th here at the District.

Item No. 8 – Discussion and action on auxiliary appraisal review board member: Mrs. Busceme presented to the BOD that they would like to start the second year auxiliary ARB members' pay be increased to \$18.50/hr since they will be used on a regular basis. They have reduced their staff from 41 to 36 including the auxiliary members.

MS. ELEANOR POWELL MADE A MOTION TO APPROVE THE PAY INCREASE FOR SECOND YEAR ARB AUXILIARY MEMBERS. MR. ED KELLER SECONDED AND THE MOTION CARRIED UNANIMOUSLY. MS. BLANCA ZAMORA-GARCIA ABSTAINS.

Item No. 9 – Chief Appraiser report to include: field work status, homestead audits, flood reappraisals, records management, productivity and organizational structure, building maintenance, training opportunities, review of accounting statements, and personnel status report: Homestead audits: In January, we mailed 10,795 new applications, 5,000 requests for reapplications, 1,428 surveys for mailing addresses, and 8,000 qualification surveys. We have had a positive response from the majority of taxpayers; we currently have 11,000 pieces of mail to process. We have had one individual that has contacted several governmental agencies. The Chief also provided copies of all the letters mailed out. Ms. Crigler emphasized Sec. 11.45b since our audit process is an all year process: *Sec. 11.45. Action on Exemption Applications (b) If the chief appraiser requests additional information from an applicant, the applicant must furnish it within 30 days after the date of the request or the application is denied. However, for good cause shown the chief appraiser may extend the deadline for furnishing the information by written order for a single period not to exceed 15 days.* Our biggest barrier is getting all of the documentation with the applications. She also went over the reasons each letter was mailed. We've had a few media requests including the Austin Bulldog and KXAN, but there was no further investigation. Field work status: the majority of the Residential appraisers are back in the office, Commercial will be back in the office the week of this week and BPP will remain in the field until mid-March. We are now in the process of starting our valuation phase. Flood reappraisals: City of Austin, Del Valle ISD, Austin ISD, City of Austin, Travis County Healthcare District and ACC passed resolutions for flood reappraisal and the supplement was just processed and sent to the tax office. Property owners will be able to file a protest if they feel it is needed. Conferences & training: Austin Habitat for Humanity this evening which is being covered by Paul, meeting with the COA Planning & Zoning. Ms. Crigler will also be teaching a couple of Ethics classes. We are sending six staff members to the GIS CAMA Conference in Jacksonville, Florida February 24th-27th. ARB training is February 25th & 27th, Ethics training in-house March 4th, TA user conference is March 17th & 18th, IAAO conference will be in August. We will also have

IAAO in-house classes throughout the fall. Personnel status: One resignation - Tracy Day, Land/Ag Administrator; One residential appraiser position open, along with the Land/Ag admin. Accounting Statements: Ms. Mann included the unaudited financial statements for December 31, for fiscal year 2013. Mr. Lavine asked for Ms. Mann to explain part of the retirement and the lump sum payment. Ms. Zamora-Garcia had some questions regarding our investments. She also let them know we have two jurisdictions that are past due Travis Co ESD #10 & Village of Webberville. Copies of a detailed list of capital assets purchased, ARB summary and detailed expenditure report. Ms. Crigler let the BOD know that we are currently asking the staff for any requests so that they can plan for our preliminary 2015 budget. We will have a working BOD meeting in May including a presentation from a speaker that was at the TAAD conference regarding budgets.

Item No. 10 – Discussion and action on contract for BOD general counsel: Trish Carls introduced herself to the BOD. There has been one change in the contract to increase her pay rate by \$10/hr. She does not handle any litigation or personnel matters; she will handle any updates on the policies and routine items. **MR. ED KELLER MADE A MOTION TO APPROVE THE CONTRACT WITH MS. CARLS AS PRESENTED. MR. KRISTOFFER LANDS SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

At 8:26pm the Board moved to executive session for Item Nos. 11 & 12 **TO DELIBERATE ANY MATTER AUTHORIZED BY TEXAS GOVERNMENT CODE SEC. 551.001 *et seq* [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

The Board reopened the regular meeting at 9:38pm and returned to Item Nos. 11-14 and also made a motion on Item No. 12.

Item No. 11 – Discussion and action on appeals report and litigation update; no action required

Item No. 12 – Discussion and action of Chief Appraiser’s annual performance review and employment contract: **MR. DENNY HAMILL MADE A MOTION TO APPROVE THE CONTRACT FOR AN OVERALL SALARY OF \$152,000. MR. ED KELLER SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 13 – Discussion and actions on future agenda items: The next meeting will be scheduled May 13th at 3pm as a working discussion. This will be the regular meeting, finance presentation, and then discuss the budget.

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Item No. 14 – Adjournment. **MR. KRISTOFFER LANDS MOVED TO ADJOURN THE MEETING. MR. DENNY HAMILL SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,



Ed Keller, Secretary/Treasurer

APPROVED:



Richard Lavine, Chair