

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 JULY 8, 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 July 8, 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 6:14 pm. Board members present were: Richard Lavine, Chair; Kristoffer Lands, Vice-Chair; Ed Keller, Secretary/Treasurer, Tom Buckle, Bruce Elfant, Eleanor Powell, and Blanca Zamora-Garcia. Denny Hamill, Shellda Grant, and 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 June 10th & June 23rd, 2014 meeting: **MR. TOM BUCKLE MADE A MOTION TO APPROVE THE MINUTES FOR JUNE, 10TH & THE JUNE 23RD MEETINGS AS PRESENTED. MR. ED KELLER SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 5 – Taxpayer Liaison’s Report: Mr. Don Rives was unable to attend, and he did not have any complaints to report.

Item No. 6 – Appraisal Review Board Chairperson’s report, including current by laws and operating procedures: Mrs. Busceme presented the Board with changes to the Operating Procedures in regards to a Good Cause Clause, Inability to Pay Form, and a change to the number of ARB members on a board during a special formal only hearing. She went over the training the ARB had for 2014 including new members and existing members. Ms. Busceme went over the education, by-laws & social committee hours worked. The chairman went over the number of panels they will have available for the week of July 28th. Ms. Busceme answered the questions the Board had about the rollover hearings, the rescheduled hearings and the number of committee members. Mr. Keller spoke to Ms. Busceme about changing the calendar for next year’s ARB vacation to being contingent on certification since there is a chance of the challenge for next year.

Item No. 7 – Chief Appraiser report to include: 2014 protest/certification status, review of accounting statements and personnel status report: Ms. Crigler presented her projection report for certification and explains what she looks at and how the report works. She has

also included various reports by portfolio, newly processed protests, and taxing jurisdictions. Mr. Lavine stated have until August 30th to certify, but in order for the jurisdictions to hold their public hearings in a timely manner to set tax rates; Ms. Crigler let the Board know that the staff are doing their best to certify no later than August 15th. Mr. Lavine asked about expanding our efile and Ms. Crigler said we will not be expanding at this time, but we will advertise it and encourage it more so that more taxpayers will efile next year. Personnel changes: Michelle Cambises resigned and her position as CS Team Lead, but was filled by Luis Esteban from our GIS department. Robert Mitcham, Commercial Appraiser has separated from TCAD. Leana, Chief Financial Officer went over the financial statements.

Item No. 8 – Discussion and action on attendance policy for the Appraisal Review Board: Ms. Crigler presented the Board with a resolution with one change to be made as requested by the ARB. The Board agreed to remove the highlighted portion. **MR. TOM BUCKLE MADE A MOTION TO ADOPT THE RESOLUTION WITH THE DELETION OF THE HIGHLIGHTED PORTION AS PRESENTED. MS. ELEANOR POWELL SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 9 – Discussion and action on need for auxiliary appraisal review board members: Ms. Crigler spoke to the Board and asked them to consider the need for auxiliary members. She presented them with a valid 2012 resolution and a list of previous members that served and have gone through the training. **MR. TOM BUCKLE MADE A MOTION TO CONTACT THE LIST OF PEOPLE THAT WERE LISTED UNDER TAB F AND SEE IF THEY ARE AVAILABLE TO SERVE AS AUXILIARY MEMBERS, THEIR PAY WOULD BE SET AS A 6TH YEAR MEMBER PAY RATE, AND THE BOARD WILL DELEGATE THE CHIEF APPRAISER TO GIVE THE NUMBER OF AUXILIARY MEMBERS NEEDED TO THE ADMINISTRATIVE JUDGE. MR. KRISTOFFER LANDS SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 10 – Discussion and action on lump sum pension contribution to Texas County & District Retirement System: Leana included in the packet some information in Tab G along with an authorization form to be signed by Mr. Lavine to sign and authorize the surplus funds from 2013 be sent to TCDRS. **MR. ED KELLER MADE A MOTION APPROVE THE LUMP SUM PENSION CONTRIBUTION TO TCDRS AS PRESENTED. MS. ELEANOR POWELL SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 11 – Discussion and action changes to 2015 proposed budget: Ms. Crigler went over recommended changes to the budget such as additional appraisers, adding an appraisal research specialist, expert review of high value property, fee appraisals, litigation costs and education. This will be a 20.4% increase. **MR. KRISTOFFER LANDS MADE A MOTION APPROVE CHANGES TO THE BUDGET AS PRESENTED. MS. ELEANOR POWELL SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 12 – Discussion and action on appeals report and litigation update to include appeals by Chief Appraiser pursuant to section 42.02:

At 8:12pm the Board moved to executive session for Item No. 12, **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.

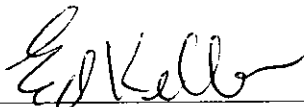
SEC. 551.076; Deliberations regarding security devices

The Board reopened the regular meeting at 8:50pm and returned to Item No. 13.

Item No. 13 – Discussion and actions on future agenda items: The next meeting is scheduled July 22nd at 3pm and the following items will be discussed: ARB update and an update on certification. The following meeting will be August 19th at 6pm.

Item No. 14 – 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 Laviñe, Chair