

# 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 AUGUST 19, 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 August 19, 2014 at 6:05pm 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 6:07pm. Board members present were: Richard Lavine, Chair; Kristoffer Lands, Vice-Chair; Tom Buckle; Ed Keller, Secretary; Sheldda Grant; Rico Reyes; and Blanca Zamora-Garcia. Bruce Elfant; Denny Hamill; and Eleanor Powell 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 July 8<sup>th</sup> & July 22<sup>nd</sup>, 2014 meeting: **MS. BLANCA ZAMORA-GARCIA MADE A MOTION TO APPROVE THE MINUTES FOR JULY 8<sup>TH</sup> AS PRESENTED AND MR. ED KELLER SECONDED THE MOTION AND THE MOTION CARRIED UNANIMOUSLY. MR. TOM BUCKLE MADE A MOTION TO APPROVE THE MINUTES FOR JULY 22<sup>ND</sup> AS PRESENTED; MS. ZAMORA-GARCIA SECONDED THE MOTION AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 5 – Taxpayer Liaison’s Report: Mr. Don Rives was unable to attend.

Item No. 6 – Appraisal Review Board Chairperson’s report: Ms. Busceme notified the Board that we certified and that the roll was handed over to the Chief. Ms. Busceme brought a concern to the Board regarding the need to reschedule 23 hearings for taxpayers on August 18<sup>th</sup> due to the wait time exceeding 2 hours. She also mentioned that the same appraisers and the same appraisal managers have been staying late throughout the season. The ARBs main concern is the availability of appraisers for formal hearings. Ms. Busceme presented the Board with a report provided to her by Ms. Crigler. After looking at the report, Mr. Buckle asked about the number of hearings held. Ms. Busceme mentioned they should look over the management of panels, scheduling for next year, and scheduling the ARB panels. Ms. Crigler let Ms. Busceme and the Board know that she can pull other resources to control this issue. Ms. Zamora-Garcia asked about the handout Ms. Busceme provided, and they asked Marya to explain the report in more detail, so they jumped to Item #9. Ms. Busceme also went over a letter received from a taxpayer asking to open prior year hearings and per state laws and deadlines, she has decided to not open these hearings.

Item No. 7 – Chief Appraiser report to include: 2014 protest/certification status, review of accounting statements, and personnel status report: Marya let the Board that we reached 95% last Tuesday and we mailed the certification letters out to the jurisdictions on Wednesday, August 13<sup>th</sup>. We are currently at 97.1%, the projection for completion is October 3<sup>rd</sup>. She also went over her upcoming

conferences, meetings, and classes that she will be attending/presenting. Personnel changes: Calvin Morgan promoted to BPP Senior Appraiser; Zena Miguez is now a BPP Manager; two retirements: Sylvia LaFuente and Richard Hardy; New Hires: Zachary Dye, GIS; Sandy Crippen, BPP Appraiser; Resigned: Nichole Staehling. Current openings: Help Desk IT, three Residential Appraiser, BPP Director/Manager. Leana Mann went over the accounting statements.

Item No. 8 – Discussion and action on application, interviews and timeline for appointing ARB Chair and secretary: The appointments for Chair and secretary have to be done by January 1, 2015. In prior years, the ARB nominating committee asks anyone who is eligible to run for the positions and then the ARB votes. The nominating committee then would recommend the Chair and Secretary to the Board. The board would like an application and a cover letter explaining why they want to be Chair or Secretary and have them turn this into them instead of the nominating committee. **MR. TOM BUCKLE MADE A MOTION TO REQUEST APPLICATIONS WITH A COVER LETTER INCLUDING THEIR PHILOSOPHY ON LEADERSHIP. MR. RICO REYES SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 9 – Discussion and action on number of regular and auxiliary members needed for appraisal review board: Marya explains the report that was handed out to the Board regarding the ARB. This report compares the different Metro CADS and the number for the regular and auxiliary members. Marya told the Board that some processes will need to change and the number of members is sufficient. Mr. Reyes would like us to check with other counties on efficiencies and how they work. **MR. TOM BUCKLE MADE A MOTION TO INFORM THE JUDGE WE WOULD LIKE TO HAVE A TOTAL OF 36 ARB MEMBERS AND SHE CAN DECIDE WHETHER THEY ARE REGULAR OR AUXILIARY MEMBERS. MR. RICO REYES SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 10 – Discussion and action on adoption of the 2015 appraisal district budget: Marya presented the amended 2015 budget after recommendations for \$17,149,799. Mr. Keller asked if we have had any negative feedback and Marya said she was contacted by Travis County to give a presentation to explain the increase. Overall, she has not received any negative feedback. Ms. Zamora-Garcia would like to amend the committee work on the ARB Budget to be changed to a dollar amount of \$5000 instead of \$10,983. Ms. Zamora-Garcia would also like the compensation total for the ARB to be changed to \$322,695 with the remainder to be held as contingency. **MR. ED KELLER MOVED TO ADOPT THE 2015 APPRAISAL DISTRICT BUDGET AS AMENDED. MS. BLANCA ZAMORA-GARCIA SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 11 – Discussion and action on the Texas County & District Retirement System plan agreement plan for plan year 2015: Annual TCDRS Plan Agreement that must be signed, this has already been included in the 2015 budget. **MS. BLANCA ZAMORA-GARCIA MOVED TO APPROVE THE TCDRS PLAN AGREEMENT PLAN FOR PLAN YEAR 2015 AS PRESENTED. MR. ED KELLER SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Item No. 12 – Discussion and action on financial auditor contract and possible three-year extension: We have used Weaver & Tidwell for 2011-2013; our financial policy allows us to extend the contract for an additional 3 years. They can do a maximum of 6 years of audits for us then we would have to seek a different auditing firm. **MS. SHELLDA GRANT MOVED TO EXTEND THE CONTRACT FOR WEAVER & TIDWELL AN ADDITIONAL THREE YEARS AS PRESENTED. MR. ED KELLER SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

- Item No. 13 – Discussion and action on adoption of the district’s 2015-2016 reappraisal plan: We are statutorily required to create a reappraisal plan every two years. Ms. Crigler included a summary for the Board as part of their packet. Our land department has been consolidated with the residential division. Mr. Michalski will be the Lead Manager for Land and Ag issues. **MR. RICO REYES MOVED TO ADOPT THE 2015-2016 REAPPRAISAL PLAN AS PRESENTED. MR. TOM BUCKLE SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**
- Item No. 14 – Discussion and action on professional services for urban land study: Marya would like to have a study performed by a third party and have them make recommendations specifically in the Urban Core. The land value study, class calculator, and travel expenses will cost \$82,500. The class calculator would enable us to be more consistent. **MR. TOM BUCKLE MOVED TO APPROVE PROFESSIONAL SERVICES FOR URBAN LAND STUDY AS PRESENTED. MR. RICO REYES SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**
- Item No. 15 – Discussion and action on records management policy: We need to adopt the policy to be submitted to Texas State Libraries and Archives, since we have adopted their retention schedule. **MR. RICO REYES MOVED TO APPROVE THE RECORDS MANAGEMENT POLICY AS PRESENTED. MR. TOM BUCKLE SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**
- Item No. 16 – Discussion and action on district vacation leave carry-over policy: Our policy currently does not allow employees to carry over more than 240 hours at the end of the year. We have 28 people that will be in use or lose status this year. Marya would like to compensate these employees instead of expunging these hours due to the heavy protest season and the inability for employees to take vacation. This will be a one-time payment. **MR. TOM BUCKLE MOVED TO ADOPT THE DISTRICT VACATION LEAVE CARRY-OVER POLICY AS PRESENTED. MR. RICO REYES SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**
- Item No. 17 – Discussion and action on appeals report and litigation update to include appeals by chief appraiser pursuant to section 42.02: No additional information to report other than reports included in packets.
- Item No. 18 – Discussion and actions on future agenda items: The next meeting will be scheduled November 18th at 6:00pm and the following items will be discussed: Budget line item transfers; Capital Appraisal Group contract up for renewal; Timeline for applications and interviews for Taxpayer Liaison; and year-end budget amendments particularly to create some reserves for litigation and equipment replacement for IT.
- Item No. 19 – Adjournment. **MS. BLANCA ZAMORA-GARCIA MOVED TO ADJOURN THE MEETING. MR. TOM BUCKLE SECONDED AND THE MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,



Ed Keller, Secretary/Treasurer

APPROVED:



Richard Lavine, Chair