

TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS
BLANCA ZAMORA-GARCIA
CHAIRPERSON
BRUCE GRUBE
VICE CHAIRPERSON
ED KELLER
SECRETARY/TREASURER



MARYA CRIGLER
CHIEF APPRAISER

BOARD MEMBERS
THERESA BASTIAN
TOM BUCKLE
BRUCE ELFANT
KRISTOFFER LANDS
RICO REYES
ELEANOR POWELL
JAMES VALADEZ

TCAD - BOARD OF DIRECTORS MINUTES OF THE JANUARY 8, 2018 MEETING

1. Call to order

2. Establishment of Quorum

Kristoffer Lands called to order the regular meeting of the Travis Central Appraisal District Board of Directors (BOD) and recognized a quorum was present at 11:34 am on January 8, 2018 at 8314 Cross Park Dr., Austin, TX 78754. Board members present were Kristoffer Lands, Vice Chairperson; Ed Keller, Secretary; Tom Buckle; Theresa Bastian; Bruce Elfant; Bruce Grube; Rico Reyes; James Valadez and Blanca Zamora-Garcia. Eleanor Powell was not present. Also present were Marya Crigler, Chief Appraiser and Leana Mann, Finance & Facilities Director

3. Oath of Office for newly appointed Board Members

Prior to meeting reappointed members Bruce Grube and Kristoffer Lands were sworn in and new member Theresa Bastian was sworn in as well.

4. Election of Officers for the BOD: Chairperson, Vice-Chairperson and Secretary/Treasurer

The following appointments were made:

Chairperson: Blanca Zamora-Garcia
Vice Chairperson: Bruce Grube
Secretary: Ed Keller

5. Recognition of outgoing Board Members: Richard Lavine & Rico Reyes

Marya presented Mr. Lavine with a plaque for his 22 years of service as well as Mr. Reyes for his 7 years of service.

6. Citizens Communication

There being no citizen's communication the Board moved onto item number 7.

7. Approval of the minutes of the November 6, 2017 meeting as well as the December 19, 2017

Chief Appraiser Review Sub-Committee meeting:

MOTION: Approve the minutes for the November 6th meeting as presented.

RESULT: APPROVED [UNANIMOUS]

MOVER: Ed Keller **SECONDER:** Rico Reyes

AYES: Tom Buckle; Theresa Bastian; Bruce Grube; Kristoffer Lands; James Valadez and Blanca Zamora-Garcia

MOTION: Approve the minutes for the December 19th meeting as presented.

RESULT: APPROVED [UNANIMOUS]

MOVER: Ed Keller **SECONDER:** Bruce Grube

AYES: Tom Buckle; Theresa Bastian; Kristoffer Lands; Rico Reyes; James Valadez and Blanca Zamora-Garcia

8. Received report from Taxpayer Liaison

Members of the Board heard from Martin Wilbanks, TCAD Taxpayer Liaison

RESULT: Discussed

9. Received report from ARB Chairperson

Members of the Board heard from Betty Thompson, ARB Chairperson

RESULT: Discussed

10. Received report from Chief Appraiser to include: 2018 field work and valuation, 2017 annual report, TDLR determination, public relations survey, training program, review of accounting statements, and personnel status

Members of the Board heard from Marya Crigler, Chief Appraiser and in regards to accounting statement the Board heard from Leana Mann, Finance Director

RESULT: Discussed

11. Discussion and action on investment policy

Members of the Board heard from Leana Mann, Finance Director

MOTION: Approve investment policy as presented

RESULT: APPROVED [UNANIMOUS]

MOVER: Tom Buckle **SECONDER:** Bruce Grube

AYES: Theresa Bastian; Kristoffer Lands; Rico Reyes; James Valadez and Blanca Zamora-Garcia

12. Discussion and action on finance policy

Members of the Board heard from Leana Mann, Finance Director

MOTION: Approve finance policy as presented

RESULT: APPROVED [UNANIMOUS]

MOVER: Rico Reyes **SECONDER:** Ed Keller

AYES: Tom Buckle; Theresa Bastian; Kristoffer Lands; James Valadez and Blanca Zamora-Garcia

13. Discussion and action on purchase of mail inserter equipment

Members of the Board heard from Marya Crigler, Chief Appraiser and Leana Mann, Finance Director

MOTION: Approve the purchase of the mail inserter equipment as presented

RESULT: APPROVED [UNANIMOUS]

MOVER: Bruce Grube **SECONDER:** Theresa Bastian

AYES: Tom Buckle; Kristoffer Lands; Rico Reyes; James Valadez and Blanca Zamora-Garcia

14. Discussion and action on appointment and compensation of Taxpayer Liaison

Members of the Board heard from Marya Crigler, Chief Appraiser and Leana Mann, Finance Director

MOTION: Appoint Martin Wilbanks as Taxpayer Liaison with no change to the current compensation for professional services.

RESULT: APPROVED [UNANIMOUS]

MOVER: Rico Reyes **SECONDER:** Ed Keller

AYES: Tom Buckle; Theresa Bastian; Bruce Grube; Kristoffer Lands; James Valadez and Blanca Zamora-Garcia

15. Discussion and action on appointment of AG Advisory Board

Members of the Board heard from Marya Crigler, Chief Appraiser

MOTION: Approve AG Advisory Board as presented

RESULT: APPROVED [UNANIMOUS]

MOVER: Tom Buckle **SECONDER:** Rico Reyes

AYES: Theresa Bastian; Bruce Grube; Ed Keller; Kristoffer Lands; James Valadez and Blanca Zamora-Garcia

16. Discussion and action on contract for legal services

Members of the Board heard from Marya Crigler, Chief Appraiser

MOTION: Approve contract for legal services as presented

RESULT: APPROVED [UNANIMOUS]

MOVER: Tom Buckle **SECONDER:** Rico Reyes

AYES: Theresa Bastian; Bruce Grube; Ed Keller; Kristoffer Lands; James Valadez and Blanca Zamora-Garcia

17. Discussion and action of Chief Appraiser's annual performance review and employment contract

Members of the Board heard from Ed Keller, BOD Secretary/Treasurer and Marya Crigler, Chief Appraiser

MOTION: Approve contract for Ms. Crigler to continue in her position as Chief Appraiser as presented with a one-time merit payment of \$9,700 and compensation of \$202,000 yearly.

RESULT: APPROVED [UNANIMOUS]

MOVER: Rico Reyes **SECONDER:** Kristoffer Lands

AYES: Tom Buckle; Theresa Bastian; Bruce Grube; Ed Keller; James Valadez and Blanca Zamora-Garcia

18. Discussion and action on appeals report and litigation and appeals by chief appraiser pursuant to Section 42.02

RESULT: DISCUSSED in executive session

At 12:52 pm, the Board moved to executive session for Item No. 18; 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.

At 1:08 pm, the Board resumed the public session and returned to Item No. 19.

19. Discussion and action on future agenda items

- a. Next meeting will be March 12, 2018
- b. Budget estimate meeting April, 2nd (tentatively)
- c. Reappraisal plan in May

20. Adjournment

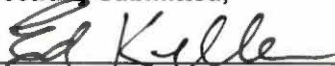
MOTION: Adjourn meeting at 1:14 pm

RESULT: APPROVED [UNANIMOUS]

MOVER: Kristoffer Lands **SECONDER:** Rico Reyes

AYES: Tom Buckle; Theresa Bastian; Bruce Grube; Ed Keller; James Valadez and Blanca Zamora-Garcia

Respectfully submitted,


Ed Keller, Secretary

Approved:


Blanca Zamora-Garcia, Chairperson