

# TRAVIS CENTRAL APPRAISAL DISTRICT

## BOARD OFFICERS

TOM BUCKLE  
CHAIRPERSON  
BRUCE GRUBE  
VICE CHAIRPERSON  
JAMES VALADEZ  
SECRETARY/TREASURER



MARYA CRIGLER  
CHIEF APPRAISER

## BOARD MEMBERS

THERESA BASTIAN  
BRUCE ELFANT  
BLAMCA ZAMORA-GARCIA  
ANTHONY NGUYEN  
ELEANOR POWELL  
RYAN STEGLICH  
FELIPE ULLOA

## TCAD - BOARD OF DIRECTORS MINUTES OF THE NOVEMBER 13, 2019 MEETING

### 1. Call to order

### 2. Establishment of Quorum

Tom Buckle called to order the regular meeting of the Travis Central Appraisal District Board of Directors (BOD) and recognized a quorum was present at 11:00 AM on November 13, 2019 at 8314 Cross Park Dr., Austin, TX 78754. Board members present were Tom Buckle, Chairperson, Bruce Grube, Vice Chairperson, James Valadez, Secretary, Felipe Ulloa, Blanca Zamora-Garcia, Eleanor Powell, Bruce Elfant, Ryan Steglich, Theresa Bastian, and Anthony Nguyen. Also present were Marya Crigler, Chief Appraiser, Leana Mann, Director of Operations, and Dustin Banks, In-house Counsel.

### 3. Citizens Communication

The Board of Directors heard from the following citizens:

- JP Krueger, Five Stone Tax Advisors
- David Bawcom, Texas Protax Austin
- Debra Bawcom, Texas Protax Austin
- Bill Aleshire, Attorney for Texas Protax Austin
- Honorable Tim Sulak, Travis County Local Administrative Judge

### 4. Consent Agenda

- a. Approval of the minutes of the August 27, 2019 meetings
- b. Taxpayer liaison report
- c. Accounting statements
- d. Personnel report

**MOTION:** Approve consent agenda

**RESULT:** APPROVED ON CONSENT [UNANIMOUS]

**MOVER:** Bruce Grube **SECONDER:** Eleanor Powell

AYES: Tom Buckle, Bruce Grube, James Valadez, Felipe Ulloa, Blanca Zamora-Garcia, Eleanor Powell, Ryan Steglich, Theresa Bastian, and Anthony Nguyen

NAYS: None

At 11:26 AM, the Board moved to executive session; 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 the Chief Appraiser or other public officer or employee; or to hear a complaint or charge.

SEC. 551.076; Deliberations regarding security devices

At 12:16 PM, the Board resumed the public session and returned to Item 5A.

5A. Discussion and action on board operating policies.

**RESULT:** No action taken. Add to next meeting agenda. Directed Trish Carls, the Board of Director's General Counsel, to revise the operating policies with the following changes:

1. Remove the exception on page 25 that prohibits for public comment at work sessions.
2. Revise the policy to allow for citizen's communication for any item not on the agenda at the beginning of the meeting and citizen's communication for any item on the agenda before each agenda item.

5B. Introduction of Investment Advisory Company

**RESULT:** Members of the Board heard from Linda Patterson of Patterson & Associates.

5C. Discussion and Action on Investment Policy Revisions.

**MOTION:** **Approve Investment Policy Revisions**

**RESULT:** APPROVED [UNANIMOUS]

**MOVER:** Ryan Steglich

**SECONDER:** Felipe Ulloa

AYES: Tom Buckle, Bruce Grube, James Valadez, Felipe Ulloa, Blanca Zamora-Garcia, Eleanor Powell, Ryan Steglich, Theresa Bastian, and Anthony Nguyen

NAYS: None

5D. Appraisal Review Board Chair & Chief Appraiser Joint Report

**CITIZEN COMMUNICATION:** Bill Aleshire, Attorney for Texas Protax Austin and J.P. Krueger, Five Stone Tax Advisors

Members of the Board heard from Marya Crigler, Chief Appraiser and Betty Thompson, Appraisal Review Board Chairperson

**RESULT:** Discussed

Tom Buckle, Chairperson left the meeting. Bruce Grube, Vice Chairperson conducted the remainder of the meeting as Chairperson.

5E. Discussion and Action on Appraisal Review Board per diem  
**MOTION:** Adopt the 2020 Appraisal Review Board pay scale as presented  
**RESULT:** **APPROVED**  
**MOVER:** Theresa Bastian **SECONDER:** Ryan Steglich

AYES: Bruce Grube, Felipe Ulloa, Theresa Bastian, Anthony Nguyen

NAYS: James Valadez, Blanca Zamora- Zamora Garcia, Eleanor Powell

5F. Discussion and Action on Creation of reserve fund for appraisal review board operations

**MOTION:** Approve the creation of a reserve fund for appraisal review board operations  
**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Blanca Zamora-Garcia **SECONDER:** James Valadez

AYES: Bruce Grube, James Valadez, Felipe Ulloa, Blanca Zamora-Garcia, Eleanor Powell, Ryan Steglich, Theresa Bastian, and Anthony Nguyen

NAYS: None

5G. Discussion of New Communications Program  
Members of the Board heard from Cynthia Martinez, Communications Officer and Marya Crigler, Chief Appraiser  
**RESULT: Discussed**

5H. Chief Appraiser Report  
Members of the board heard from Marya Crigler, Chief Appraiser  
**RESULT:** Discussed

5I. Chief Appraiser Performance Review  
**RESULT:** No action taken. Add to next meeting agenda.

At 1:42 PM the Board moved to executive session; 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 2:01 PM, the Board resumed the public session and returned to Item 5j.

5J. Discussion on Appeals Report and Litigation Update  
**RESULT: Discussed in Executive Session**

- 5K. Discussion and action on future agenda items
- Discussion on face-to-face Informals
  - Board operating policies
  - Chief Appraiser performance review
  - End of year budget amendment
  - Informal work session at 10:30 a.m. on December 18, 2019
  - Next meeting: Wednesday, December 18, 2019 at 11:30 a.m.

5L. Adjournment

**MOTION:** Adjourn meeting at 2:05 PM

**RESULT:** APPROVED [UNANIMOUS]

**MOVER:** Blanca Zamora-Garcia      **SECONDER:** Eleanor Powell

AYES: Bruce Grube, James Valadez, Felipe Ulloa, Blanca Zamora-Garcia, Eleanor Powell, Ryan Steglich, Theresa Bastian, and Anthony Nguyen

NAYS: None

**Respectfully submitted,**

  
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James Valadez, Secretary

**Approved:**

  
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Tom Buckle, Chairperson