

Minutes of Regular Meeting, February 12, 2019
Board of Directors
Waller County Appraisal District

The regular meeting of the Waller County Appraisal District Board of Directors was held in the board room of the Waller County Appraisal District at 3:00 p.m. on Tuesday, February 12, 2019 with the following members present: Mr. Royce Rape, Mr. John Amsler, Mr. Roosevelt Alexander, Mr. Michael Glover and Mr. James Henderson

Members absent Mrs. Ellen Shelburne

Also present Becky Gurrola, Chief Appraiser
Lori Dehmer, Bookkeeper/Recording Secretary
Cheryl Liere
Kelly Kasper
Hugh Landrum, Jr.
Mike Rigsby

Chief Appraiser, Becky Gurrola, certified the provisions of section 551.001 Texas Government Code had been complied with in connection with the public notice of the meeting.

The meeting was called to order by Mr. Royce Rape at 3:04 p.m.

ELECTION OF CHAIRMAN: A motion was made and seconded to appoint Mr. Royce Rape as chairman of the Board of Directors.

MOTION: Mr. Roosevelt Alexander
SECOND: Mr. James Henderson
VOTE: Unanimous

ELECTION OF SECRETARY: A motion was made and seconded to appoint Mr. Michael Glover as secretary of the Board of Directors.

MOTION: Mr. Roosevelt Alexander
SECOND: Mr. James Henderson
VOTE: Unanimous

MINUTES A motion was made and seconded to approve the minutes of the regular meeting of December 18, 2018.

MOTION: Mr. John Amsler
SECOND: Mr. Michael Glover
VOTE: Unanimous

ARB APPOINTMENT

Becky Gurrola stated that the District has received two more applications for positions on the Appraisal Review Board to replace Jo VanWinkle. Becky informed the Board that an appointee will need to be scheduled to attend a class on March 29th. The Board requested Becky Gurrola meet the applicants, ask questions and report her findings back to the Board. The Board tabled the item and they will schedule another Board Meeting early in the following week to make the appointment.

PROPERTY
INSURANCE

Kelly Kasper, the District's consultant, went out for bids. In reviewing the policies, Utica came in with the best rate at \$1,516 which was a \$95 increase over 2018.

A motion was made and seconded to approve the property insurance with Utica in the amount of \$1,516.

MOTION: Mr. John Amsler
SECOND: Mr. James Henderson
VOTE: Unanimous

WORKERS COMP

Kelly Kasper, again, went out for bids for Workers Comp. Again, in looking at the bids Utica came in with the cheapest quote at \$1,867. Utica is who the District currently has their policy with. There was a decrease over the 2018 rate in the amount of \$335 due to no claims being made.

A motion was made and seconded to approve the workers comp insurance with Utica in the amount of \$1,867.

MOTION: Mr. John Amsler
SECOND: Mr. Roosevelt Alexander
VOTE: Unanimous

DENTAL & VISION

Cheryl Liere went out for rebids on the Dental, Vision, and A D & D insurance. In comparing quotes received, the best option is to remain with United HealthCare. The District has had the same plan since 2009. The policy for 2019 has a slight increase of \$1.06 for dental insurance from the 2018 policy and no increase in the vision policy.

A motion was made and seconded to approve the Dental, Vision and AD & D with United HealthCare.

MOTION: Mr. John Amsler
SECOND: Mr. Roosevelt Alexander
VOTE: Unanimous

PROFESSIONAL SERVICES CONTRACT

The District recommends hiring Hugh Landrum & Associates to perform the appraising services for Commercial, Industrial and Multifamily Housing for the tax years 2019-2020. This contract replaces the work scope performed by Chris Barzilla who retired December 31, 2019. The contract fee proposed is \$60,000.

The Board heard Hugh Landrum, Jr. and Mike Rigsby explain the scope of their experience and their plan to appraise the commercial properties. They will also represent the District in the ARB hearings.

A motion was made and seconded to accept the Hugh Landrum & Associates contract for \$60,000.

MOTION: Mr. Roosevelt Alexander
SECOND: Mr. John Amsler
VOTE: Unanimous

INVESTMENT POLICY

Becky Gurrola informed the Board that they are to review the Investment Policy once a year and make any changes deemed necessary and approve the policy. There are no recommendations to change the Policy for 2019. Becky Gurrola informed the Board that this year she will be attending a ten-hour investment training that is required every two years. After the training, she will review the Investment Policy for any necessary changes for 2020.

A motion was made and seconded to approve the Investment Policy as written.

MOTION: Mr. Michael Glover
SECOND: Mr. Roosevelt Alexander
VOTE: Unanimous

INVESTMENT OFFICER Becky Gurrola requested the Board remove Chris Barzilla as the Investment Officer. The District’s Investment Policy states that in lieu of the Board appointing an employee to perform the activities of the Investment Officer, the Chief Appraiser is the Investment Officer of the District.

A motion was made and seconded to remove Chris Barzilla and approve Becky Gurrola as the Investment Officer for the District.

MOTION: Mr. John Amsler
SECOND: Mr. Michael Glover
VOTE: Unanimous

BANK AUTHORITY Becky Gurrola informed the Board that the District has a policy requiring two signatures on checks issued by the District. She requested that the Board approve removing Chris Barzilla as an authorized signature on the checking account and adding Howard Kelly. The District has three authorized signers to ensure that at least two signatures will be presented on checks.

A motion was made and seconded to remove Chris Barzilla and authorize Howard Kelly as a signer on the checking account.

MOTION: Mr. Roosevelt Alexander
SECOND: Mr. John Amsler
VOTE: Unanimous

TEXPOOL UPDATE Currently, the persons authorized to move District funds in and out of TexPool are Lori Dehmer, Chris Barzilla and Becky Gurrola. Becky Gurrola requested that the Board remove Chris Barzilla and add Doyleen Fairchild.

A motion was made and seconded to remove Chris Barzilla from the TexPool account and add Doyleen Fairchild.

MOTION: Mr. Roosevelt Alexander
SECOND: Mr. John Amsler
VOTE: Unanimous

DISTRICT
CREDIT CARDS

Becky Gurrola reported that currently the District has three credit cards used for classes/conferences, hotel expenses and miscellaneous expenses. The cards are currently issued to Chris Barzilla, Becky Gurrola and Doyleen Fairchild. Becky Gurrola requested that the District cancel the card issued to Chris Barzilla and acquire a card for Howard Kelly.

The Board asked about the oversight of the use of the cards and was advised that receipts are turned in to the Bookkeeper and the Financial Auditors review it yearly.

A motion was made and seconded to remove Chris Barzilla and add Howard Kelly on the District's Credit Cards.

MOTION: Mr. Roosevelt Alexander
SECOND: Mr. James Henderson
VOTE: Unanimous

LITIGATION

Becky Gurrola reported to the Board an update on the arbitration and lawsuits in the District. The District still has 44 (forty-four) lawsuits pending with O'Connor & Associates.

APPRAISAL EFFORT

No discussion was made on the appraisal effort.

A motion was made and seconded to close the meeting.

MOTION: Mr. Royce Rape
SECOND: Mr. James Henderson
VOTE: Unanimous

There being no further business the meeting adjourned at 4:00 p.m.

Chairman, Board of Directors

Date:

Secretary, Board of Directors