

Minutes of Regular Meeting, February 10, 2015
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 9:00 a.m. on Tuesday, February 11, 2015 with the following members present: Mr. Royce Rape, Mr. Joe Garcia, Mr. Tim Junek, Mr. Roosevelt Alexander and Mr. Tom Paben

Members absent: Mrs. Ellen Shelburne

Also present: Becky Gurrola, Deputy Chief Appraiser/Recording Secretary
Kelly Kasper, Edmonds Insurance
Cheryl Liere, Edmonds Insurance
Suzanne Hillis, Bookkeeper

Deputy Chief Appraiser, Chris Barzilla, 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 9:02 a.m.

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

MOTION: Mr. Tom Paben
SECOND: Mr. Tim Junek
VOTE: Unanimous

ELECTION OF SECRETARY A motion was made and seconded to appoint Mr. Tim Junek as secretary of the Board of Directors.

MOTION: Mr. Roosevelt Alexander
SECOND: Mr. Tom Paben
VOTE: Unanimous

MINUTES A motion was made and seconded to approve the minutes of the regular meeting of November 10, 2014.

MOTION: Mr. Tim Junek
SECOND: Mr. Roosevelt Alexander
ABSTAIN: Mr. Joe Garcia

PROPERTY INSURANCE Kelly Kasper the district's consultant went out for bids. The bids were from Liberty Mutual and Utica. Allied was not renewing in 2015 their policy.. In reviewing the policies, Utica came in with the best rate at \$933 whereas Liberty Mutual was in the amount of \$1,521.00. There was an increase from Allied to Utica in the amount of \$183.00 per year.

A motion was made and seconded to approve the property insurance with Utica in the amount of \$933.

MOTION: Mr. Joe Garcia
SECOND: Mr. Tim Junek
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. Utica is who the district currently has their policy with. Kelly Kasper went on to say that Utica will now pay dividends. The district will have to wait three years out to see any return.

A motion was made and seconded to approve the workers comp insurance with Utica in the amount of \$1,772.

MOTION: Mr. Joe Garcia
SECOND: Mr. Tom Paben
VOTE: Unanimous

DENTAL & VISION Cheryl Liere went out for rebids on the Dental, Vision, and A D & D insurance. In comparing the three quotes received the best option is to remain with United Health Care. Both Humana and Principal came in higher with less coverage.

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

MOTION: Mr. Joe Garcia
SECOND: Mr. Tom Paben
VOTE: Unanimous

INVESTMENT POLICY

Chris Barzilla commented that the board is required to review its investment policy once a year and make any changes deemed necessary or approve the policy. Mr. Joe Garcia asked if the district was going to trainings that were required. Chris Barzilla stated the both he and Becky Gurrola both attend trainings and will be attending one in 2015.

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

MOTION: Mr. Joe Garcia
SECOND: Mr. Tim Junek
VOTE: Unanimous

AMENDED 2015-2016
REAPPRAISAL PLAN

A motion was made and seconded to appoint Mr. Royce Chris Barzilla commented that the board is required to review its investment policy once a year and make any changes deemed necessary or approve the policy. Mr. Joe Garcia asked if the district was going to trainings that were required. Chris Barzilla stated the both he and Becky Gurrola both attend trainings and will be attending one in 2015.

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

MOTION: Mr. Joe Garcia
SECOND: Mr. Tim Junek
VOTE: Unanimous

JANITORIAL SERVICE

Chris Barzilla stated that the district was considering hiring an employee within the office to fulfill the janitorial service since the district was not pleased with the present service. Chris Barzilla went on to say that he had received a total of three bids ranging from \$130 up to \$210 per week. The present cleaning service is at \$150. Mr. Joe Garcia stated that he was uncomfortable with a district employee doing the service. It was asked that this item be tabled until such time it needs to be re-addressed.

ARB SCHEDULE

Chris Barzilla told the board that this year there were 26 days scheduled in 2015. Within those days there is one day scheduled on a Saturday to accommodate those taxpayers who cannot come during the week. Mr. Joe Garcia requested that the district to consider holding hearings in the southern end of the county. Chris Barzilla stated that the Board of Directors had no authority over the Appraisal Review Board except in appointing them to the board. Mr. Joe Garcia also asked when would there be a vacancy. It was stated that the board would have to appoint a new member in December 2015 to replace Mr. David Hardwick for the 2016 year. Mr. Roosevelt Alexander commented that this would be an extra added expense to the district. Mr Tom Paben stated that the district needed to keep doing business as usual. Mr. Tim Junek had concerns over the access to district records.

A motion was made and seconded to approve the 2015 ARB schedule as presented to the board.

MOTION: Mr. Tom Paben
SECOND: Mr. Tim Junek
VOTE: Unanimous

LITIGATION

Chris Barzilla stated that the district settled two lawsuits.

A motion was made and seconded to close the meeting.

MOTION: Mr. Tom Paben
SECOND: Mr. Roosevelt Alexander
VOTE: Unanimous

There being no further business the meeting adjourned at 9:55 a.m.

Chairman, Board of Directors

Date:

Secretary, Board of Directors

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 9:00 a.m. on Tuesday, May 12th, 2015 with the following members present: Mr. Royce Rape, Mr. Joe Garcia, Mr. Tom Paben, Mr. Roosevelt Alexander and Mr. Tim Junek

Members absent: Mrs. Ellen Shelburne

Also present: Chris Barzilla, Chief Appraiser
Becky Gurrola, Recording Secretary
Michelle Kwiatkowski, Seidel, Schroeder & Company CPA
Heather Delso, Seidel, Schroeder & Company CPA

Chief Appraiser, Chris Barzilla, 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 9:00 a.m.

MINUTES A motion was made and seconded to approve the minutes of the regular meeting of February 10, 2015.

MOTION: Mr. Tim Junek
SECOND: Mr. Roosevelt Alexander
VOTE:

PUBLIC OFFICIAL LIABILITY Chris Barzilla stated that the current policy will expire on May 23, 2015 and the amount paid in 2014 was \$4,568. The proposed renewal rate for 2015 is \$4,897 which was an increase of \$329.

A motion was made and seconded to approve the Public Officials Liability Insurance in the amount of \$4,897.

MOTION: Mr. Tim Junek
SECOND: Mr. Roosevelt Alexander
VOTE: Unanimous

2014 FINANCIAL AUDIT Michelle Kwiatkowski, the district's auditor from Seidel, Schroeder and Company, presented the 2014 Financial Audit. Michelle Kwiatkowski expressed an opinion on the effectiveness of the District's internal controls and any deficiencies or weaknesses that may be of any significance. Michelle Kwiatkowski also commented that the district was now fully funded with TCDRS, in fact, it was overfunded. It was also stated that the district used the wrong percentages in refunding the entities refund for 2013 and that the district's payroll taxes did not get deposited timely for one month. There are remedies in place to fix this in the future. Mr. Joe Garcia asked if this was a onetime glitch or were there errors for other years. Chris Barzilla stated that this was a onetime error. The final comment, from Michelle Kwiatkowski, was that the amount to be refunded to the taxing entities was \$110,453.

A motion was made and seconded to approve the 2014 Financial Audit.

MOTION: Mr. Tom Paben
SECOND: Mr. Roosevelt Alexander
VOTE: Unanimous

UNSPENT PORTION OF BUDGET Chris Barzilla requested that the \$110,453 be refunded to the taxing units which is required by the Property Tax Code Section 6.06(j).

A motion was made and seconded to refund the \$110,453 to each of the taxing entities.

MOTION: Mr. Joe Garcia
SECOND: Mr. Tim Junek
VOTE: Unanimous

RECORDS MANAGEMENT PLAN Chris Barzilla mentioned that during the 2015 MAPS review that there was wording in the current plan that needed to be amended or removed. Chris Barzilla went on

to say that if the district did not do what was in the plan then it did not need to be there.

A motion was made and seconded to accept the amended Records Management Plan as presented.

MOTION: Mr. Tim Junek
SECOND: Mr. Tom Paben
VOTE: Unanimous

NEW HIRE

Chris Barzilla requested that the board to consider allowing the appraisal district to hire an additional employee under the present 2015 budget year. Chris Barzilla went on to say that the district currently has an employee out on medical leave due to back surgery and the district is also dealing with the unknown of Belva Kirk, due to her illness. The mapping department is in need of a clerk due to the huge amount of inquiries from the public, filing, splits, and ownership changes. In the MAPS review the deed changes cannot be older than six months out. Mr. Joe Garcia asked if the district had hiring policies, post jobs in the papers and a job description for the job being posted. Chris Barzilla stated yes to all of Mr. Joe Garcia's concerns.

A motion was made and seconded to allow the district to hire an additional clerk in the 2015 budget.

MOTION: Mr. Tom Paben
SECOND: Mr. Roosevelt Alexander
VOTE: Unanimous

RAISES IN 2016

Chris Barzilla stated to the board that the district was in the process of preparing the proposed 2016 budget. Within the budget the district is wanting to build in a salary increase for the employees. It was stated that the last increase was in 2014. In doing so the overall proposed budget should not increase more than \$150,000 over the 2015 budget.

A motion was made and seconded to allow the district to build in a salary increase in the proposed 2016 budget.

MOTION: Mr. Roosevelt Alexander
SECOND: Mr. Tim Junek
VOTE: Unanimous

LITIGATION UPDATE

Chris Barzilla mentioned that the district is gearing up to go to court on Jellystone Park. There are four (4) other lawsuits filed by O'Connor that the district has requested them to make an offer. Mr. Joe Garcia inquired about abatements within the county and asked the district how they are handled. Chris Barzilla stated that the district only administers the abatements and makes sure the taxing jurisdictions get the correct values for tax bills.

APPRAISAL UPDATES

Chris Barzilla commented that the district had mailed out the reappraisal notices. Chris Barzilla went on to say that the district will be mailing out another certified letter to those who have not been returned stating their ag is denied due to no application and will set them up with a protest hearing.

Mr. Rape asked if there was any further business.

A motion was made and seconded to adjourn.

MOTION: Mr. Tom Paben
SECOND: Mr. Tim Junek
VOTE: Unanimous

There being no further business the meeting adjourned at 10:05 a.m.

Chairman, Board of Directors

Date:

Secretary, Board of Directors

Minutes of Regular Meeting, September 8, 2015
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 9:03 a.m. on Tuesday, September 8, 2015 with the following members present: Mr. Royce Rape, Mr. Tom Paben, Mr. Roosevelt Alexander and Mr. Joe Garcia

Members absent: Mrs. Ellen Shelburne and Mr. Tim Junek

Also present: Chris Barzilla, Chief Appraiser
Becky Gurrola, Recording Secretary
Suzanne Hillis, Bookkeeper

Chief Appraiser, Chris Barzilla, 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 9:03 a.m.

MINUTES A motion was made and seconded to approve the minutes of the regular meeting from May 12, 2015.

MOTION: Mr. Tom Paben
SECOND: Mr. Joe Garcia
VOTE: Unanimous

CONSIDERATION AND ADOPTION OF BUDGET Chris Barzilla remarked that the original proposed budget had an overall increase of \$92,342 or 1.06% over the 2015 budget. Chris Barzilla asked the board to consider adopting the proposed budget which included employee raises along with other line item increases such as the health insurance. Both Mr. Royce Rape and Mr. Tom Paben both felt like the district needed to be competitive in salaries due to the movement towards Waller County. Mr. Joe Garcia understands giving a pay increase but was not sure about the six percent that the district was requesting. Mr. Joe Garcia felt like the district should consider the same dollar amount across the board for all employees or look at giving merit raises for good employees along with longevity. Mr. Roosevelt Alexander disagreed with the merit raise for he saw how that did not work in the school district. Chris Barzilla stated that the district only considers a raise every two years.

A motion was made and seconded to approve the 2016 budget of \$1,559,077.

MOTION: Mr. Tom Paben
SECOND: Mr. Roosevelt Alexander
VOTE NAY: Mr. Joe Garcia

APPROVAL OF
WCAD CALENDAR

Chris Barzilla asked that the board adopt the 2016 calendar. Chris also mentioned that the proposed calendar had the same number of holidays as the previous year.

A motion was made and seconded to approve the calendar.

MOTION: Mr. Roosevelt Alexander
SECOND: Mr. Tom Paben
VOTE: Unanimous

AUDITOR

Chris Barzilla said that the district is required to have its financial records audited at least once a year. Seidel, Schroeder and Company audited the district's financial records in 2014. The district was pleased with the final audit and requested that the board approve Seidel, Schroeder and Company as the auditor for 2015. The proposed cost will not exceed \$6,550 per the audit engagement letter provided to the district. There was a \$350 increase over the prior year due to a new standard for pension accounting and would require a significant amount of additional work.

A motion was made and seconded to approve Seidel, Schroeder and Company as the district's auditor for 2015.

MOTION: Mr. Joe Garcia
SECOND: Mr. Tom Paben
VOTE: Unanimous

DEPOSITORY BANK

Chris stated that in Section 6.09 (c) the board and the depository may agree to extend the contract for one additional two-year period. Prosperity Bank has agreed to an extension with no changes. Chris Barzilla also stated that he was very pleased with the services that they have provided.

A motion was made and seconded to approve the two-year extension on the bank depository.

MOTION: Mr. Joe Garcia
SECOND: Mr. Tom Paben
ABSTAIN: Mr. Royce Rape
VOTE:

LITIGATION UPDATE Chris Barzilla commented briefly on the lawsuits that have been filed for 2015. As of the time of this meeting the district had eight (8) Arbitrations and three (3) lawsuits. Chris Barzilla went on to say that the Goodman lawsuit was non-suited by O'Connor.

APPRAISAL EFFORT Chris Barzilla mentioned that the appraisers are out in the field working on the 2016 tax year. The district will be having three (3) new MUD's that will be collecting taxes for the 2015 tax year.

There being no further business the meeting adjourned at 9:30 a.m.

Chairman, Board of Directors

Date:

Secretary, Board of Directors

Minutes of Regular Meeting, November 10, 2015
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 9:00 a.m. on Monday, November 10, 2015 with the following members present: Mr. Royce Rape, Mr. Tom Paben, Mr. Tim Junek, Mr. Joe Garcia and Mr. Roosevelt Alexander

Members absent: Mrs. Ellen Shelburne

Also present: Chris Barzilla, Chief Appraiser
Becky Gurrola, Recording Secretary
Suzanne Hillis, Bookkeeper

Chief Appraiser, Chris Barzilla, 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 9:00 a.m.

MINUTES A motion was made and seconded to approve the minutes of the September 8, 2015 public hearing on the 2016 budget.

MOTION: Mr. Roosevelt Alexander
SECOND: Mr. Tom Paben
VOTE: Unanimous

MINUTES A motion was made and seconded to approve the minutes of the regular meeting from September 8, 2015.

MOTION: Mr. Roosevelt Alexander
SECOND: Mr. Tom Paben
VOTE: Unanimous

CONSIDERATION
HEALTH INSURANCE Cheryl Liere stated that the district received a quote for 2016 in the amount of \$13,966,12 which is an increase of \$2,741.06 above the 2015 year. Cheryl Liere went on to say that the district is considered as substandard due to the claims that were filed. Cheryl Liere also looked at United Health but due to one employee the district would not qualify in receiving the lower rate. There was a lengthy

discussion between the board and the district. Mr. Joe Garcia wanted to be reassured that the district was doing everything we can to watch costs. Mr. Joe Garcia also questioned the district about a health savings account. Cheryl Liere recommended that the district keep the current plan with the slight increase. Mr. Joe Garcia requested that the district revisit a wellness plan within the next 90 days.

A motion was made and seconded to approve the December 2016 health insurance.

MOTION: Mr. Joe Garcia
SECOND: Mr. Tim Junek
VOTE: Unanimous

AG BOARD

Chris Barzilla told the board that Mr. Raymond Dollins and Mr. David Groschke's term on the Ag Advisory Board would be up the end of December. The district asked the board members to serve another two year term beginning January 1, 2016 and both agreed.

A motion was made and seconded to approve Mr. Raymond Dollins and Mr. David Groschke to serve another two year term effective January 1, 2016.

MOTION: Mr. Tom Paben
SECOND: Mr. Roosevelt Alexander
VOTE: Unanimous

ARB BOARD

Chris Barzilla told the board that the district posted in both newspapers in Waller and Brookshire, Texas advertizing a vacant position on the board. The district received no response and will now have a three (3) member board verses a four (4) member board. The outgoing member Mr. David Hardwick was the residing secretary. Chris Barzilla requested that the board appoint a chairman and secretary for the 2016 year.

A motion was made and seconded to appoint Mr. Jack Scanlon as president and Mr. Jim Sette to serve as secretary effective January 1, 2016.

MOTION: Mr. Tom Paben
SECOND: Mr. Tim Junek
VOTE: Unanimous

EVALUATION OF
CHIEF APPRAISER

The board overall stated that the Chief Appraiser performed his job well.

OPEN CARRY
DISCUSSION

Mr. Joe Garcia asked the district if there was a policy in place regarding the employees and the open carry law. Chris Barzilla said no. Mr. Joe Garcia requested that the district present a proposed policy at the next board meeting. Chris Barzilla stated that due to the Open Meetings Act the district could ask the taxpayer(s) to leave their guns in the car while a meeting/ARB hearings are in session. Mr. Joe Garcia also questioned the security during regular business hours.

LITIGATION UPDATE

Chris Barzilla commented briefly that no action had been taken on any lawsuits. Chris Barzilla went on to say that the district has two arbitrations remaining.

APPRAISAL EFFORT

Chris Barzilla mentioned that the appraisers are out in the field working on the 2016 tax year and is in hopes of being completed April 15th.

There being no further business the meeting adjourned at 10:10 a.m.

Chairman, Board of Directors

Date:

Secretary, Board of Directors