

Minutes of Regular Meeting, February 14, 2017
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 14, 2017 with the following members present: Mr. Royce Rape, Mr. Tim Junek, Mr. Roosevelt Alexander, Mr. Joe Garcia and Mr. Tom Paben

Members absent: Mrs. Ellen Shelburne

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

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 9:05 a.m.

EXECUTIVE SESSION The board retired into executive session at 9:06 a.m. based on Texas Government Code 551.074.

RETURN TO OPEN SESSION The board returned to open session at 10.11 a.m.

MINUTES A motion was made and seconded to approve the minutes of the regular meeting of December 13, 2016.

MOTION: Mr. Roosevelt Alexander
SECOND: Mr. Joe Garcia

PROPERTY INSURANCE Kelly Kasper the district's consultant went out for bids. In reviewing the policies, Utica came in with the best rate at \$1,406 which was a slight increase over 2016.

A motion was made and seconded to approve the property insurance with Utica in the amount of \$1,406.

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. There was a slight increase over the 2016.

A motion was made and seconded to approve the workers comp insurance with Utica in the amount of \$1,880.

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

DENTAL & VISION

The district's consultant went out for bids on the Dental, Vision, and A D & D insurance. United Health Care came back with no dollar value increase.

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

MOTION: Mr. Roosevelt Alexander
SECOND: Mr. Tim Junek
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. Chris Barzilla stated that there were no changes since the previous year.

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

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

VITALITY

Mr. Tim Junek opened with a motion for discussion to return 33% of the cost savings to the employees who participated in the wellness program and this would be on a non reoccurring basis. Several options were discussed at length. Mr. Tim Junek stated that some people may have

disabilities and may not be able to do what others can. Mr. Joe Garcia asked if any monies given would be taxable and how it would affect the 2016 budget since we are now in the 2017 budget.

A motion was made and seconded to approve one-third appropriation equally divided subject to a written recommendation to those employees who participated in the wellness program in 2016.

MOTION: Mr. Royce Rape
SECOND: Mr. Tim Junek
VOTE: Unanimous

LITIGATION

Chris Barzilla said that the district had five remaining arbitrations left and had made two offers on lawsuits pending.

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 10:44 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 9th, 2017 with the following members present: Mr. Royce Rape, Mr. Tom Paben, Mr. Roosevelt Alexander and Mr. Tim Junek

Members absent: Mrs. Ellen Shelburne and Mr. Joe Garcia

Also present: Chris Barzilla, Chief Appraiser
Becky Gurrola, Recording Secretary
Lori Dehmer, Bookkeeper
Michelle Kwiatkowski, Seidel, Schroeder & Company CPA
Odis Styers, Property Owner

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.

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. Roosevelt Alexander
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. Royce Rape
SECOND: Mr. Tom Paben
VOTE: Unanimous

MINUTES A motion was made and seconded to approve the minutes of the regular meeting of February 14, 2017.

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

**PUBLIC OFFICIAL
LIABILITY**

Chris Barzilla stated that the current policy will expire on May 23, 2017 and the amount paid in 2016 was \$5,925. The proposed renewal rate for 2017 is \$6,221 which was an increase of \$296.

A motion was made and seconded to approve the Public Officials Liability Insurance in the amount of \$6,221.

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

2016 FINANCIAL AUDIT

Michelle Kwiatkowski, the district's auditor from Seidel, Schroeder and Company, presented the 2016 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 in closing stated that the audit was a good audit with no issues and to keep up the good work.

A motion was made and seconded to approve the 2016 Financial Audit.

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

**UNSPENT PORTION
OF BUDGET**

Chris Barzilla requested that the \$110,661 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 \$110,661 to each of the taxing entities.

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

EXPANSION OF BLDG

Chris Barzilla spoke about the fast growing pace in Waller County, mostly in the Brookshire and Waller areas. Chris Barzilla went on to say that there was a need to hire more employees and in doing so the district would need additional space. Mr. Odis Styers has agreed to add an additional 1,800 square feet to the existing building. Mr. Odis Styers would continue the lease for another 10 years at a rate of \$0.90 per square foot. Chris Barzilla commented that Mr. Joe Garcia had mentioned about the district buying it own property and having its own building. Chris Barzilla stated the pros and cons of owning its own building and getting a 2/3rd's approval from all taxing entities in the county. Mr. Tim Junek said that the district needed to get ahead of the curve. Mr. Odis Styers said that he could probably have the addition completed in approximately 4 months.

A motion was made and seconded to allow Mr. Odis Styers to make the addition, provide the district with a new contract, have the districts lawyer to review and for now make this an Agreement in Principal.

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

ARB SCHEDULE

Chris Barzilla mentioned that this will be a banner year. Chris Barzilla went on to say that values will be going up.

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

EXECUTIVE SESSION

The board retired into executive session at 10:00 a.m. based on Texas Government Code 551.074.

RETURN TO OPEN
SESSION

The board returned to open session at 10.20 a.m.

LITIGATION UPDATE Chris Barzilla spoke about how the district has several cases scheduled for trial dates. Chris Barzilla has reviewed the upcoming cases and has made offers to several. Most of the cases were filed by O'Connor and Associates. Chris Barzilla also spoke about how he felt like O'Connor would file more arbitrations in lieu of lawsuits in the future.

Mr. Rape asked if there was any further business.

A motion was made and seconded to adjourn.

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

There being no further business the meeting adjourned at 10:30 a.m.

Chairman, Board of Directors

Date:

Secretary, Board of Directors

Minutes of Regular Meeting, September 8, 2017
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 9:02 a.m. on Tuesday, September 8, 2017 with the following members present: Mr. Royce Rape, Mr. Tom Paben, Mr. Tim Junek and Mr. Roosevelt Alexander

Members absent: Mrs. Ellen Shelburne and Mr. Joe Garcia

Also present: Becky Gurrola, Deputy Chief Appraiser
Becky Gurrola, Recording Secretary
Lori Dehmer, Bookkeeper
Odis Styers, Taxpayer

Deputy 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 9:02 a.m.

MINUTES A motion was made and seconded to approve the minutes of the regular meeting from May 7, 2017.

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

CONSIDERATION AND ADOPTION OF BUDGET Becky Gurrola remarked that the proposed budget for 2018 had an overall increase of \$306,718 over the 2017 budget. This included the hiring of additional employees along with additional office space to accommodate future growth in the county.

A motion was made and seconded to approve the 2018 budget of \$1,918,191.

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

APPROVAL OF
WCAD CALENDAR

Becky Gurrola asked that the board adopt the 2018 calendar. Becky Gurrola stated that it has the same number of holidays as in the year 2017.

A motion was made and seconded to approve the calendar.

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

AUDITOR

Becky Gurrola said that the district is required to have its financial records audited at least once a year. Seidel, Schroeder and Company had audited the district's financial records since 2012. The district was pleased with the final audits and requested that the board approve Seidel, Schroeder and Company as the auditor for 2017. The proposed cost will not exceed \$6,615 per the audit engagement letter provided to the district.

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

LEASE
CONTRACT

Royce Rape stated that the board members toured the addition to the existing building. Royce Rape also commented that Chris Barzilla, did not request the additional 400 square feet that was added to the building and that he did not include the extra \$400.00 a month in the 2018 budget. Mr. Odis Styers said without the extra square footage and how it was constructed, it would not of met the fire code the way the district wanted it to be built. Royce Rape said that the district may not need the space now but maybe later in the future. Mr. Tim Junek commented that maybe the district would consider leasing that portion of the building out to Perdue, Brandon, Felder and Mott the counties delinquent tax attorneys.

A motion was made and seconded to the approve the new lease contract with Odis Styers in the amount of \$8,450 a month effective January 1, 2018 thru December 31, 2028.

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

LITIGATION UPDATE Becky Gurrola commented briefly on the lawsuits and arbitrations that have been filed for 2017.

APPRAISAL EFFORT Becky Gurrola mentioned that the appraisers are out in the field working on the 2018 tax year and that the district lost another employee in the mapping department.

There being no further business the meeting adjourned at 9:26 a.m.

Chairman, Board of Directors

Date:

Secretary, Board of Directors

Minutes of Regular Meeting, December 5, 2017
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, December 5, 2017 with the following members present: Mr. Royce Rape, Mr. Tom Paben, Mr. Tim Junek, and Mr. Roosevelt Alexander

Members absent: Mrs. Ellen Shelburne, Mr. Joe Garcia

Also present: Chris Barzilla, Chief Appraiser
Becky Gurrola, Recording Secretary
Lori Dehmer, Bookkeeper
Cynthia Powers, Prosperity Bank
Cheryl Liere, Edmonds Insurance
Cindy Well, Ubeo

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 from September 8, 2017.

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

MINUTES A motion was made and seconded to approve the minutes of the September 8, 2017 public hearing on the 2018 budget.

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

ARB BOARD Chris Barzilla told the board that Mr. Jack Scanlon's term serving on the Appraisal Review Board was up the end of December 2017. The district ran ads in both the Waller paper and the Brookshire paper. There were a few inquiries

but no applications were turned in. The district can operate with three members but would rather have four.

A motion was made and seconded to approve Mr. Jay Foucheux to serve as Chairman and Mr. Jim Sette as secretary effective January 1, 2018.

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

AG BOARD

Chris Barzilla told the board that Mr. Raymond Dollins term on the Ag Advisory Board would be up the end of December. The district asked the board members to reappoint Mr. Raymond Dollins to serve another two year term beginning January 1, 2018.

A motion was made and seconded to approve Mr. Raymond Dollins to serve another two year term effective January 1, 2018.

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

CONSIDERATION
HEALTH INSURANCE

Cheryl Liere stated that the district received a quote for 2018 in the amount of \$14,179.62 which is an increase of \$796.38 above the 2017 year. Cheryl Liere went on to say that the district is considered to be lucky with a small increase because they were grandfathered in . The district has a great plan compared to the other quotes that were received.

A motion was made and seconded to approve the 2018 health insurance.

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

COPIER, FAX,
SCANNER, PRINTER
DIGITIZE

Chris Barzilla mentioned that the district was going to update the contract with Ubeo before the contract expires on February 2019. There is no penalty for doing so. Due to the high volume with the front copier and one of the Kyocera printers, the district will be replacing the front copier and replacing one Kyocera printer with a new one.

The district is looking at digitizing the records that are on microfilm. The cost of digitizing those records would be spread out over the duration of the new contract in lieu of coming up with the full amount up front.

Mr. Tim Junek stated that archived records are becoming more and more important. The appraisal district are stewards of records for the county. The appraisal district should have a good indexing method and easily useable.

A motion was made and seconded to approve the new contract with Ubeo updating the copier and printer.

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

A motion was made and seconded to approve the contract to digitize microfilm records.

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

VITALITY

Chris Barzilla asked the board to consider rewarding the employees that participated in the health wellness program. The board gave the employees in 2016 1/3rd of the savings the district was credited in the health insurance. This year the savings will be approximately \$13,000. Mr. Tim Junek recommended giving back \$6,000 divided equally among those who participated.

A motion was made and seconded to approve awarding those employees in the health savings plan.

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

REAPPRAISAL PLAN

Chris Barzilla stated to the board that the only amendments made to the 2017-2018 Reappraisal Plan was the additions of adding the reappraisal of the City of Katy and Katy ISD due to Hurricane Harvey and the updates of some of the names of employees.

A motion was made and seconded to approve the amended 2017-2018 Reappraisal Plan.

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

PROSPERITY BANK

Chris Barzilla stated that the district went out for bids for a depository contract and the only one received was from Prosperity Bank. The district currently has Prosperity Bank as its lending institution. The contract is basically the same but the rate for a checking account with interest will now be at a floor of .75% up from .30%.

A motion was made and seconded to approve Prosperity Bank as the district's lending institution for a two year period beginning January 1, 2018.

MOTION: Mr. Tom Paben
SECOND: Mr. Tim Junek
ABSTAINED: Mr. Royce Rape
VOTE:

DISPOSAL OF ASSET

Chris Barzilla mentioned that the district had a Trip Light Prop UPS (Battery Back Up) that needed to be disposed of. The battery had a battery acid leakage. This asset is surplus and obsolete.

A motion was made and seconded to approve the disposal of the Trip Light Prop UPS (Battery Back UP).

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

EVALUATION OF CHIEF APPRAISER The board turned in forms for the evaluation of the Chief Appraiser. There was little discussion.

LITIGATION UPDATE Chris Barzilla commented briefly that no action had been taken on any old lawsuits. Chris Barzilla went on to say that the district lost one arbitration and four withdrawals. Chris Barzilla stated that he was working of settling the Twinwood lawsuit. This property is all in ag and would not affect the taxable value. Twinwood is looking at a future rollback once developed.

APPRAISAL EFFORT Chris Barzilla mentioned that the appraisers are out in the field working on the 2018 tax year by picking up all the new improvements. The district has finished riding and looking at all of the flooded properties that were within the boundaries of the City of Katy and Katy ISD. Chris Barzilla went on to say that there is a new S/D in Royal ISD, and more development in the south end of the county, like Amazon and Goya adding on. Mike Sargent will be retiring at the end of December. Mike Sargent was the district's cartographer.

There being no further business the meeting adjourned at 10:00 a.m.

Chairman, Board of Directors

Date:

Secretary, Board of Directors