

Minutes of Regular Meeting, January 14, 2014  
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, January 14, 2014 with the following members present: Mr. Royce Rape, Mr. Joe Garcia, Mr. Roosevelt Alexander and Mr. Tim Junek

Members absent: Mrs. Ellen Shelburne and Mr. Tom Paben

Also present: Chris Barzilla, Chief Appraiser  
Sharon Fiallos, Bookkeeper  
Cindy Wells, Documentation  
Steve Vaughan, Documentation  
Louis Hernandez, Dahill  
Paul Funderburg, Dahill  
Becky Gurrola, Recording Secretary

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.

OATH OF OFFICE                      Becky Gurrola, administered the oath of office to all of the board members.

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

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

MINUTES

A motion was made and seconded to approve the minutes of the regular meeting of December 12, 2013.

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

DOCUMATION

Steve Vaughan commented first on how the company is built on customer service. The company only uses master technicians and that their response time with the district is currently within 2 ½ hours. Steve Vaughan went on to present the board with two options and the cost differences. The first option is without the wide format copier and the second option with the wide format. Mr. Joe Garcia still bought up the concern about future boards and having a long term lease. Steve Vaughan went on to tell the board about the flexibility of the contract. Chris Barzilla stated that the district was pleased with the service that it had received in the past five years.

DAHILL

Both Louis Hernandez and Paul Funderburg spoke about Dahill how it was originally started and that it is now a part of the Xerox Company. Paul Funderburg stated that if the district was not satisfied with the equipment a replacement machine that is compatible would be replaced at no cost to the district. Paul Funderburg also spoke on solutions for site services when there is a problem with the equipment a master technician is used. Options were also presented along with the cost associated with each option. Mr. Alexander asked if at the end of the lease if the district would own the equipment and the answer was no.

EXECUTIVE SESSION

The board retired into executive session at 9:40 a.m. based on Texas Government Code, Section 551.074. Deliberation regarding a contract.

RETURN TO OPEN SESSION

The board returned to open session at 9:50 a.m.

**CONTRACT FOR COPIER FAX, SCANNER, PRINTER Documation.** A motion was made and seconded to award the contract to

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

**INVESTMENT POLICY** Chris Barzilla stated that he and Becky Gurrola went to an investment class that is required every two years to keep up with the changes in laws and to stay in compliance. The district added a couple of items to the current investment policy and the remainder stayed the same.

A motion was made and seconded to approve the amended policy as presented to the board.

MOTION: Mr. Joe Garcia  
SECOND: Mr. Royce Rape  
VOTE: Unanimous

**LITIGATION** Chris Barzilla talked about two cases that he had made settlement offers on. Chris Barzilla also commented on the case where the district had to go to court to gain access to a property in Brookshire. Mr. Garcia ask the district if law enforcement officials would be going with the district and to air on the side of caution.

**APPRAISAL UPDATE** Chris Barzilla said that the district lost another employee due to salary. Several comments were made by the board members and it was asked that the district get a salary survey prior to the next years proposed budget.

A motion was made to adjourn the meeting.

MOTION: Mr. Joe Garcia  
SECOND: Mr. Royce Rape  
VOTE: Unanimous

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

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Chairman, Board of Directors

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Date:

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Secretary, Board of Directors

Minutes of Regular Meeting, February 12, 2013  
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 10, 2014 with the following members present: Mr. Joe Garcia, Mr. Tim Junek, Mr. Roosevelt Alexander and Mr. Tom Paben

Members absent: Mr. Royce Rape, Mrs. Ellen Shelburne

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

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. Tim Junek at 9:06 a.m. along with an opening prayer.

MINUTES A motion was made and seconded to approve the minutes of the regular meeting of January 14, 2014.

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

PROPERTY INSURANCE Kelly Kasper the district's consultant went out for bids. The bids were from Allied, which is who the district has their policy with, Hartford and Commercial Edge. In reviewing the policies, Allied came in with the best rate.

A motion was made and seconded to approve the property insurance with Allied in the amount of \$750.

MOTION: Mr. Joe Garcia  
SECOND: Mr. Tom Paben  
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. But since the district had a claim this past year, 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 \$1,622.

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

**MEDICAL INSURANCE**

Becky Gurrola stated that Cheryl Liere went out for rebids on the medical insurance. In looking over the quotes that Cheryl Liere provided the rates would have been higher than what the district locked in at the December board meeting. Becky Gurrola said that the board made the right decision in changing the due date to December instead of April.

**ARB SCHEDULE**

Becky Gurrola told the board that this year there were 23 days scheduled verses the 26 days in 2013. 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 also schedule a couple of evening meetings as well and if that did not work out then the evening meetings would be looked at again the following year.

A motion was made and seconded to approve the 2013 ARB schedule.

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

LITIGATION

Becky Gurrola commented on the Xenos lawsuit. Becky Gurrola went on to say that the scheduled inspection for February 14<sup>th</sup> has been postponed for another thirty (30) days. The plaintiff hired a different lawyer and moved the lawsuit from the 155<sup>th</sup> District Court to the 506<sup>th</sup> court. Mr. Xenos wants to hire an outside appraiser and that appraiser would give the district the information as to what is out on the property. Becky Gurrola stated that the district is not in agreement with Mr. Xenos' request. Judge McCaig halted the first inspection. The next inspection date is scheduled to March 21, 2014.

APPRAISAL EFFORT

Becky Gurrola mentioned that both she and Chris Barzilla had been helping with the field inspections since the loss of one appraiser and that would continue until such time as the field work is complete. Becky Gurrola also went on to say that the weather has played a factor and is in hopes that it would get better.

2013 MAPS REVIEW

Becky Gurrola said that the district received three (3) exceeds and (1) meets in the comptroller's rating of the appraisal district. Mr. Joe Garcia asked on the items that received an answer "NO" on what they were and meant. Also, Mr. Joe Garcia asked about the one item that did not receive a mark. Becky Gurrola and Doyleen Fairchild gave explanations and that all have been corrected for the next MAPS Review.

Mr. Junek asked if there was any further business.

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 9:38 a.m.

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Chairman, Board of Directors

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Date:

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Secretary, Board of Directors



Minutes of Regular Meeting, April 8, 2014  
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, April 8, 2014 with the following members present: Mr. Royce Rape, Mr. Tim Junek, Mr. Roosevelt Alexander and Mr. Tom Paben

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

Also present: Becky Gurrola, Deputy Chief Appraiser/Recording Secretary  
Chris Barzilla, Chief Appraiser

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 March 11, 2014.

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

LITIGATION Chris Barzilla said that the district settled the 2012 lawsuit on La Quinta Inn in Brookshire and the 2013 lawsuit was dismissed due to the fact that the suit was not timely filed. Chris Barzilla went on to say that the district has already spent \$4,000 on the Xenos case that could have been settled if only the district could of inspected the property. Chris Barzilla also stated that the property sold in 2014. There have been no further actions on the remaining lawsuits.

APPRAISAL EFFORT Chris Barzilla mentioned that the field work is ongoing and that the district is in hopes that notices can be mailed out by May 9<sup>th</sup>. Chris Barzilla also commented that the special valuations (1-D-1) are coming in slowly and that reminder letters were mailed out to those who have not turned their applications in. Chris Barzilla also said that the timber applications were harder this year due to the fact that the

district is requesting proof of a five (5) year history. Chris Barzilla went on to say that the wildlife applications are providing the proof and documentation better than what was given in the past.

EXECUTIVE SESSION      The board retired into executive session at 9:27 a.m. based on Texas Government Code, Section 551.074.

RETURN TO OPEN SESSION      The board returned to open session at 9:42 a.m.

Mr. Rape asked if there was any further business.

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 9:45 a.m.

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Chairman, Board of Directors

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Date:

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Secretary, Board of Directors



**2013 FINANCIAL AUDIT** Michelle Kwiatkowski, the district's auditor from Seidel, Schroeder and Company, presented the 2013 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. After all was said and done the auditor stated that the appraisal district did a good job. The final comment, from Michelle Kwiatkowski, was that the amount to be refunded to the taxing entities was \$106,193.

A motion was made and seconded to approve the 2013 Financial Audit.

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

**UNSPENT PORTION OF BUDGET** Chris Barzilla requested that the \$106,193 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 \$106,193 to each of the taxing entities.

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

**LITIGATION UPDATE** Chris Barzilla mentioned that the district had no further movement on the lawsuits. The district is still waiting on a response from the appeals court on the Xenos lawsuit. The appraisal district has roughly spent \$5,000 on the case and has not been allowed on the property. Mr. Joe Garcia stated it is now a matter of principle.

APPRAISAL UPDATES

Chris Barzilla commented that the district had mailed out the reappraisal notices and the number count is about 60% above the 2013 tax year. Chris Barzilla went on to say that the district will be mailing out another reminder letter to those which have not been returned and the district is considering on mailing each taxpayer a certified letter stating their ag is denied due to no application. Chris Barzilla also stated that the 2014 values increased approximately 11%. Building and land schedules went up.

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 10:17 a.m.

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Chairman, Board of Directors

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Date:

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Secretary, Board of Directors

Minutes of Regular Meeting, September 9, 2014  
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 9, 2014 with the following members present: Mr. Royce Rape, Mr. Tom Paben, Mr. Tim Junek, Mr. Roosevelt Alexander and Mr. Joe Garcia

Members absent: Mrs. Ellen Shelburne

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

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.

EXECUTIVE SESSION The board retired into executive session at 9:04 a.m. based on Texas Government Code, Section 551.074.

RETURN TO OPEN SESSION The board returned to open session at 9:30 a.m.

MINUTES A motion was made and seconded to approve the minutes of the regular meeting from May 13, 2014.

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

REAPPRAISAL PLAN Chris stated that the district is required by Section 6.05 of the Tax Code, to approve a Reappraisal Plan every two years. The plan breaks down as to when, how and what the district will be doing along with the timeframe of reappraising property in Waller County.

Mr. Paben questioned the district concerning the ag values and the reasoning for the removal of ag on ponds, creeks and low lying areas. Mr. Paben also commented on how he had contacted other counties and inquired about their procedures they followed and that he also had contacted Sharon Hersch with the Texas Comptroller's office. Sharon Hersch informed Mr. Paben that the district was within its rights to not allow the ag. Mr. Paben also asked if the district's policy was taken to the Ag Advisory Board and if not to run it by the Ag board and come back to the board with their decision.

A motion was made and seconded to approve the reappraisal plan for 2015 and 2016.

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

CONSIDERATION AND  
ADOPTION OF BUDGET

Chris Barzilla remarked that the original proposed budget had an overall increase of \$35,757 over the 2014 budget. Chris Barzilla asked the board to consider adding an additional \$20,000 to the proposed budget to cover cost in salaries that may or may not be used. If the additional monies allocated are not used the entities will be reimbursed after the 2014 audit is preformed.

After careful consideration, the board amended the proposed budget of \$1,446,665 to \$1,466,665.

A motion was made and seconded to approve the 2015 budget of \$1,466,665.

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

APPROVAL OF  
WCAD CALENDAR

Chris Barzilla asked that the board adopt the 2015 calendar. Chris also mentioned that the proposed calendar had the same number of holidays as the previous year. Mr. Alexander questioned the district as to why the board did not recognize Martin Luther King which is a national holiday. Mr. Joe Garcia made a motion to add the extra day to the proposed calendar

A motion was made and seconded to approve the calendar.

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

PROFESSIONAL  
CONTRACT

Chris Barzilla stated that Hugh L. Landrum and Associates has appraised the district's utilities, minerals, pipelines and railroads, and selected industrial properties. They have done this since the inception of the appraisal district. The proposed contract for the 2015-2016 contract years will remain at \$48,000.

Mr. Joe Garcia asked the district if the district went out for bids on this type of service. Chris Barzilla stated that these types of services are not required to have them bid out.

A motion was made and seconded to the approve Hugh L. Landrum and Associates contract in which they will appraise the district's minerals, utilities, and other complex properties.

MOTION: Mr. Tom Paben  
SECOND: Mr. Tim Junek  
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 2012. The district was pleased with the final audit and requested that the board approve Seidel, Schroeder and Company as the auditor for 2014. The proposed cost will not exceed \$6,200 per the audit engagement letter provided to the district.



A motion was made and seconded to approve Seidel, Schroeder and Company as the district's auditor for 2014.

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

EMPLOYEE LIFE/AD&D Chris Barzilla mentioned that the district received a renewal quoted on the life insurance and A D & D that the district carries on each of the employees. The change will be from \$122.50 to \$157.50 per month which is a premium change in the amount of \$35.00. This rate will be guaranteed until November 1, 2016.

A motion was made and seconded to approve the Mutual of Omaha Life and A D & D insurance plan.

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

LITIGATION UPDATE Chris Barzilla commented briefly on the lawsuits that have been filed for 2014. Mr. Tim Junek asked the district if there were any upcoming expenses on court cost due to litigation that had been filed. Chris Barzilla stated not at this time.

APPRAISAL EFFORT Chris Barzilla mentioned that the appraisers are out in the field working on the 2015 tax year.

JANITORIAL SERVICE Chris Barzilla said that the district is looking into finding a replacement on the janitorial service. Mr. Garcia asked that the district go out for bids and bring it back to the board in December.

DISASTER RECOVERY Chris Barzilla mentioned that one of the items under the MAPS review in 2015 by the Comptroller's office is a Disaster Recovery Plan. The district has a plan in place and was requesting that the board give the chief appraiser a resolution stating that the chief appraiser would have the ability to use monies in the budget and/or Fund Balance

only in the case of a disaster to get the office back up and running. The board requested a copy to be put in the next board meetings packet along with putting it on the agenda.

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

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Chairman, Board of Directors

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Date:

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Secretary, Board of Directors

Minutes of Regular Meeting, November 10, 2014  
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, 2014 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: Chris Barzilla, Chief Appraiser  
Becky Gurrola, Recording Secretary

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 9:40 a.m.

MINUTES A motion was made and seconded to approve the minutes of the September 9, 2014 public hearing on the 2015-2016 reappraisal plan.

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

MINUTES A motion was made and seconded to approve the minutes of the September 9, 2014 public hearing on the 2015 budget.

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

MINUTES A motion was made and seconded to approve the minutes of the regular meeting from September 9, 2014.

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

CONSIDERATION  
HEALTH INSURANCE

Cheryl Liere stated that the district received a quote for 2015 in the amount of \$9,621.48 which is an increase of \$826.32 a month or a 9% increase above the 2014 year. Cheryl Liere went on to say that the quote from Blue Cross Blue Shield came in slightly higher, with a much larger deductible and higher copay. With United Health Care the monthly premium would be lower, higher deductible and with many restrictions. Cheryl Liere recommended that the district keep the current plan with the slight increase and that the district was lucky in that the new laws allowed those who had the Grandfathered Plans to be able to renew.

A motion was made and seconded to approve the December 2015 health insurance.

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

AG BOARD

Chris Barzilla told the board that Mr. Tommy Paben 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, 2015 and both agreed.

A motion was made and seconded to approve Mr. Tommy Paben and Mr. David Groschke to serve another two year term effective January 1, 2015.

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

DISASTER RECOVERY  
PLAN

Chris Barzilla stated that at the previous board meeting that he had requested that the board give the Chief Appraiser board approval to use district funds available without calling a board of directors meeting to get the office back up and running in case of a natural disaster.

A motion was made and seconded to allow the Chief Appraiser in the case of a natural disaster only to use district funds to get the office back up and running without calling a board of directors meeting.

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

TEXPOOL

Chris Barzilla asked that the district add Suzanne Hillis to TexPool giving her the ability to move money in and out of TexPool.

A motion was made and seconded to add Suzanne Hillis to TexPool.

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

JANITORIAL SERVICE

Chris Barzilla stated that the district received three (3) bids. The amounts range from \$130 up to \$210 a week. Chris Barzilla went on to say that one of the bids was from one of the employees within the office. Her bid was for \$150 a week which is the same rate as the current services being provided. Chris Barzilla recommended that she be awarded the services. Both Mr. Tom Paben and Mr. Tim Junek commented on how that might not be a good thing to do. Mr. Tom Paben stated that the organization that he was affiliated with was audited by the IRS and got into trouble for using an employee doing the same services. Mr. Tim Junek also stated that the district needs to look into the IRS Employers Guide Publication 15 Circular E and that the district would have to pay the district employee time and a half for services rendered after hours.

The district tabled the request for janitorial services until the January meeting until further information can be gotten.

2015 ARB HEARINGS

Chris Barzilla asked the board to table this item until the January meeting.

SPECIAL VALUATION PROCEDURES

Chris Barzilla stated that the district presented the Ag Advisory Board with the concerns that the Board of Directors had over the district's policy on hay and row crop usage. After a survey was sent out and responses gathered, the Ag Advisory Board came up with a 85% usage as a guideline to use in granted ag acres that are not being utilized in either a hay or row crop process.

A motion was made and seconded to approve the Ag Advisory Boards 85% rule.

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 done.

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 had two arbitrations and had lost both. Mr. Royce Rape asked who assigned the arbitrator and Chris Barzilla stated that in both cases the Comptroller's office assigned the arbitrator.

APPRAISAL EFFORT

Chris Barzilla mentioned that the appraisers are out in the field working on the 2015 tax year along with giving the board an update on Belva Kirk.

There being no further business the meeting adjourned at 10:20 a.m.

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Chairman, Board of Directors

January 13, 2015

Date:

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Secretary, Board of Directors