

THE STATE OF TEXAS§

THE COUNTY OF MILAM§

MILAM APPRAISAL DISTRICT

The Milam Appraisal District Board of Directors (BOD) convened in a regular meeting Thursday, December 18, 2014, at the Milam Appraisal District Office, 120 North Houston Street, Cameron, Texas.

Attending:

Board Members:

Tim Arledge
Don Culp
Kolette Morgan
Larry Patterson
Travis Yoakum

Staff:

Dyann White, Chief Appraiser
Miranda Drake, Business Manager

Others:

None

Absent Board Members:

David Kaufmann

Item 1. Call To Order

Having a voting quorum present, the meeting was called to order by Board Chair, Tim Arledge at 8:30 a.m. Invocation by Mr. Patterson, moment of silence, pledge of allegiance to U.S. Flag, and pledge of allegiance to the Texas Flag.

Item 2. Citizen's Communication –

None.

Item 3. New Board Member –

Tabled until next meeting.

Item 4. Consent Items –

All items listed under this section, Consent Items, are considered to be routine by the Board and may be enacted by one motion. If discussion is desired by the Board, any item may be removed from the Consent Items at the request of any Board Member and will be considered separately.

- a. Approve minutes of November 20, 2014 regular meeting
- b. Approve November Budget Report

Motion by Mr. Patterson to approve consent items as presented, seconded by Mr. Yoakum, approved by unanimous vote.

Item 5. Accept Items as Received –

- a. ARB Activity Report.

Chief Appraiser explained that we did not include the report itself because we had not had the hearing at that time. We had an ARB hearing on Monday, December 15th, and everyone showed up except for one individual. That is very typical for this time of year. In the summer we only have about 30% of the property owners appear. More people come at this time of year for the Ag denials and rollbacks. Two of the rollbacks were upheld, the rest I settled or recommended the ARB settle.

Motion by Mr. Yoakum to accept report as presented, seconded by Mr. Patterson, approved by unanimous vote.

Item 6. Consider New Business –

- a. Discussion and possible action to approve the Personnel Management System which includes a proposed pay increase plan, job assignments, personnel evaluations, staff hiring, periodic salary surveys and classification studies, and other personnel related matters.

It sounds really complicated and on some levels it is, but I feel like we have broken this down into a workable plan. The Chief Appraiser explained that the approved Board of Director's Policy requires the Chief Appraiser to develop and implement a personnel management system. We have put a lot of time and effort in trying to come up with the Proposed Personnel Management System. There are six key portions: 1) Hiring policy; 2) Job assignments, job descriptions; 3) Personnel evaluations; 4) Cost of living adjustments; 5) Salary surveys/market studies; 6) Other personnel related matters.

The Chief Appraiser explained the work plan layout. The staff member would receive/review the work plan with the Chief Appraiser at the beginning of each year in January. At the end of the year the employee will be evaluated on that work plan. The Chief Appraiser explained the proposed objectives and the importance for the employee to know what is expected of them.

The Chief Appraiser explained the proposed rating system/scale. If the employee is only 'meeting the expectations', then they would not be eligible for a performance pay increase because 'meeting the expectations' means the employee is performing the duties they were hired to do. Performance pay increases would be incentive for those that go above and beyond their regular duties. Of course, performance pay increases and/or any increases would be subject to Board approval each time and based on availability of funds.

The Board and Chief Appraiser discussed multiple scenarios and possibilities. There was discussion about the school districts that are hurting financially. The Chief Appraiser explained that this pay increase would not be an increase to our budget and within the next two years we will decrease by one position.

The Chief Appraiser is proposing a 2% cost-of-living increase for all of the staff except the Chief Appraiser (this position will be reviewed separately by the Board in January). The estimated cost would be \$6,000 and sufficient funding is available in the 2015 budget without any increase to the budget. The proposed effective date is December 21, 2014 which is the first pay period in January 2015.

Motion by Mr. Yoakum to accept the Proposed Personnel Management System as presented, Mr. Culp seconded, approved by 3 to 1 vote.

Motion by Mr. Patterson to approve the 2% COLA for all employees except the Chief Appraiser effective December 21, 2014 which is the first pay period in January 2015, seconded by Mr. Arledge, approved by unanimous vote.

- b. Discussion and possible action to review and revise the Chief Appraiser's job description and work plan in preparation for the evaluation in January.

Chief Appraiser explained that there is a proposed Job Description, a 2014 Work Plan for the upcoming evaluation, and a 2015 Work Plan. Mrs. White requested the Board review and

consider for the Executive Session in January. She is proposing that she be reviewed and evaluated in the same method as the other staff. There was some discussion about the past evaluation process and the proposed process.

The Board of Directors requested that the staff use the work plan evaluation to evaluate the Chief Appraiser and submit to the Board in a sealed envelope. The Board will open the sealed envelopes in Executive Session.

No action required.

Item 7. Chief Appraiser's Report –

a. 2015 Reappraisal Plan Report #3 –

Chief Appraiser provided update on reimbursement request to AT&T. We requested \$3,000 for the 2nd day of PACS Mobile training because our internet was down when the trainer was here. AT&T agreed to a \$1,200 credit for the reimbursement. We tried to get the entire \$3,000 credited, however, we were unsuccessful. We are still working to get the spare modem to keep on hand in case this happens again. There was some discussion to change service providers should AT&T not cooperate with providing a spare modem.

We have completed all aerial review for the school districts listed in our Reappraisal Plan which are Rosebud-Lott ISD and Cameron ISD. All three of our appraisers are actively working in the field. They are using the PACS Mobile primarily. They are still using some appraisal cards while they learn some of the functionality of PACS Mobile. We are still working out the processes and procedures that are the best practices. They are using a combined method right now. Our goal was to complete the rural field work by Christmas. We are not going to make that but we'll be pretty close. I would say by the 2nd week of January we will be done with our rural field work. Re-checks will come right after that. We will complete our field work timely. Re-checks is where we pick up new construction, demos, remodels, and/or change of use.

The mapping system updates being made by the vendor the Board hired, BIS Consulting, have done a wonderful job. I believe they were a very wise choice by the Board. The quality of work is greatly improved and the turn-around time is very minimal.

Our deed work is still behind schedule. I can't place any blame locally on that. It is the result of our prior deed work falling behind many, many months because of the previous vendor. Mallori has done a great job to try to catch this up. I would say we have 4 months backlog at this time (Sept, Oct, Nov & Dec). By the end of February our goal is to be done with January. So that would mean within a 60-day window we would need to complete six months of deed work. We are getting to the point where that may not be possible. We have two options: 1) Mallori can work a lot of overtime to get caught up; or 2) we can hire BIS to help with the data entry. They have offered this as a service. I have requested a quote on the cost to do this. My belief is that it would be well within the amount of money that we could pay for without bring it back to the Board for approval. I would report to the Board in January what decision we make. I did state in this item that I would bring a cost-benefit analysis to the Board in January for a decision, but I really need to remove that from the report because there is just not enough time. If we wait that long there will not be enough time for BIS to complete the service for us.

Mallori has identified and corrected all of the mistakes that have been discovered. We have found that it takes her about 3 weeks (or 21 days) to complete what has been filed within a month. What that tells me is that our goal to complete the deed work within 4-6 weeks after filing with the County Clerk, our records would be updated. Because she is able to do a turn around with 21 days, we will be well within that 4-6 weeks. So we will be able to maintain the deeds and ownership records in the District moving forward. We are not going to have this problem anymore.

There was some discussion between paying overtime and paying BIS for the service. Mallori is willing to work the overtime. The Board would prefer to pay the overtime to keep the money locally. There was some discussion on the public information from the County, the format, etc.

Our goal is to have all ownership updated for deeds filed through January 31, 2015 before we mail notices for 2015.

I will work with Mallori to see where we can make up that lag in-house.

b. Litigation report – None

c. Ag Advisory Board Update –

The Chief Appraiser stated that she met with the Ag Advisory Board on December 4th to discuss production conditions, drought conditions, market value of Ag land, and the District's policy for minimum acreage of mixed-use land. If you all have any questions about that, let me know. The biggest thing we discussed with them is that we have been removed from the 'Secretarial Disaster Designations'. So Milam County is no longer considered a disaster area for drought, however, we are considered abnormally dry. Most of the reports we were able to pull shows us coming out of the drought by 2016.

As far as the minimum acreage of mixed-use land, what I am talking about there is that less than 6 acres with a residence or commercial is not allowed Ag, greater than 6 acres can. My intention is to keep that policy in place. The ARB heard several protest about that. The ARB asked me to talk with the Ag Advisory Board to get their opinion on this. I just really didn't get an opinion from the Ag Advisory Board on this. I believe to change this now after it has been a long standing policy would create a big mess for the Appraisal District. One thing the Ag Advisory Board did advise is that the Chief Appraiser might want to consider those on a case-by-case basis and make a decision on each one versus having a black and white rule. After much thought, I feel like I would deny most of them because the principal use really is residential. I can't see alerting the county and putting it out in a news release that we would consider your property for Ag and then turn around and deny the most. So, that policy is going to stay in place.

d. Board Calendar Review –

Chief Appraiser reviewed January meeting items as shown below.

January meeting –

- i. New Member – Statement of Elected/Appointed Officer and Oath of Office
- ii. Elect officers of Board per Property Tax Code § 6.04(a)
- iii. Affirm TDLR Registration and Education
- iv. Affirm Employee Property Interest Reporting
- v. Review 2014 budget amendment (non-action item)
- vi. Accept ARB Quarter Change Report
- vii. Approve 4th Quarter Investment Report
- viii. Review of all current contracts
- ix. Chief Appraiser's evaluation [Executive Session]

NOTE: Written reports of any above listed items provided to all BOD members are considered part of the BOD's minutes as reports.

Item 8. Adjournment

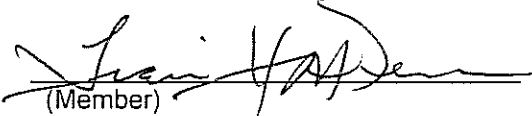
Having no further business to consider, on motion by Mr. Patterson and second by Mr. Yoakum, the meeting adjourned at 9:36 a.m.

NOTE: Recording of the foregoing meeting on file for 90 days in the Milam Appraisal District Office, 120 North Houston Street, Cameron, Texas. The above and foregoing minutes examined and approved in open meeting this the 15th day of January, 2015.



Chair of the Board

Attest:



(Member)