

BOARD OF DIRECTORS OF THE
McLENNAN COUNTY APPRAISAL DISTRICT

NOTICE OF PUBLIC MEETING OF THE BOARD OF DIRECTORS

Take notice that a meeting of the Board of Directors of the McLennan County Appraisal District will be held on December 8, 2020, at 9:00 A.M., by videoconference, as outlined on the agenda below. Due to health and safety concerns related to the COVID-19 coronavirus, this meeting will not be open to the public and will be conducted by videoconference. At least a quorum of the board will be participating by videoconference in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor. Members of the public may access this meeting as follows:

- <https://www.gotomeet.me/McLennanCAD>
- or by phone +1 (872) 240-3212, Access Code: 464-795-957.

Members of the public who wish to submit comments on an agenda item or speak during a public hearing item must sign up by emailing name and address to ca@mclennanad.org or by leaving a message at 254-752-9867 before 08:00 AM on December 8, 2020. Each speaker will have three minutes to speak. Timely submitted comments will be heard at the start of the meeting.

I hereby certify that such notice was posted by 5:00 P.M. December 4, 2020, at McLennan County Appraisal District 's website at http://www.mclennanad.org/General_Info in accordance with govt code 551.05.



JOE DON BOBBITT
CHIEF APPRAISER

BOARD OF DIRECTORS VIDEO CONFERENCE MEETING
DECEMBER 8, 2020, 9:00 A.M.
MCLENNAN COUNTY APPRAISAL DISTRICT
315 S. 26TH STREET, WACO, TX 76710

Agenda

Meeting Called To Order

Public Comment

Business Session

Items Requiring Board Action

1. Minutes of November 17, 2020 meeting
2. Consider authorizing Chief Appraiser to enter into a Interlocal Agreement with City of Waco for use of Waco Convention Center

Executive Session

- a. The appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an officer or employee, supervisor, chief appraiser (Tex. Govt. Code sec.551.074) (a)
- b. A private consultation with the board's attorney on matters in which the duty of the attorney to the governmental body under the Texas disciplinary rules of professional conduct of the state bar of Texas clearly conflicts with the open meetings act or pending or contemplated litigation or settlement offer, as authorized by law (Tex. Govt. Code section 551.071) 2018-3831-5 SANDY CREEK ENERGY ASSOC LP;

Note for agenda items under this heading: the board of directors will be in closed session for these items.

For any agenda items not under this heading: If during the course of the meeting covered by this notice, the board should determine that any business session item is permitted/eligible for a closed or executive meeting or session of the board and/or is required for such item, then a closed or executive meeting or session will be held as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551 for any such item(s).

Business Session (Continued)

Other Items

3. Adjournment

Videoconference Info

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McLENNAN COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS MEETING
November 17, 2020 9:00 A.M.
McLennan County Appraisal District
315 S. 26th St.
Waco, TX 76710

The Board of Directors of the McLennan County Appraisal District (BOD) met at 9:00 a.m. on Tuesday November 17, 2020, via video conference. The notice of such meeting was duly posted by 5:00 p.m., November 13, 2020.

The members present for the video conference meeting were: Mr. John Kinnaird, Mr. Allen Sykes, Mrs. Mildred Watkins, Mr. Tom Pagel and Mr. Randy Riggs. Also present at the meeting were Mr. Robert Meyers, Mr. Joe Don Bobbitt, Mr. Jim Halbert, Mrs. Olivia Daniel, Mrs. Betty Sanchez and Mrs. Lisa Gonzalez. Mr. Ben Perry was not present. Mrs. Mildred Watkins left the meeting at 10:15 a.m.

John Kinnaird called the meeting to order at 9:04 a.m.

Public Comment: None

Business Session

Items Requiring Board Action

1. Minutes of September 24, 2020 Meeting: Approved as submitted.
2. Consider contract for supplemental HR services with SGR: Joe Don Bobbitt presented introducing Jon Heirich and Leigh Corson with SGR. The price of travel, contact cost and timeline were discussed between the board and SGR determining the 1st plan based on previous assessment would be completed within 3 months. Mildred Watkins motioned to approved the contract for supplemental HR services with SGR. Tom Pagel seconded. No opposition. Motion passed.
3. Consider Health insurance bids and employee benefits: Joe Don Bobbitt presented introducing Rodney Clark with Insurors of Texas. Rodney Clark presented the renewal with a 5.6% increase in medical, 4% increase on the buy up medical plan, 5% increase in the dental plan and no increase on vision and all life and long-term disability plans. Board discussed the rate increases and confirmed they were covered in the budget. Allen Sykes motioned to approve the health

insurance and employee benefits for 2021 as presented. Tom Pagel seconded. No opposition. Motion passed.

4. Consider purchase of DIR contract DIR-TSO-4288 for TransUnion enhanced Real Estate Report: Joe Don Bobbitt presented the cost would be \$1500.00 annually for data source regarding market sales. The board discussed. Mildred Watkins motioned to approve the contract with TransUnion pending conversation with Robert Meyers. Allen Sykes seconded. No opposition. Motion passed.
5. Consider Interlocal purchasing agreement with Travis CAD to meet minimum purchasing requirement: Joe Don Bobbitt presented that because Travis CAD has already met the minimum requirement of \$25,000. it would allow McLennan CAD to bi-pass that minimum for purchasing. Tom Pagel motioned to approve the Interlocal purchasing agreement with Travis CAD to meet the minimum purchasing requirement. Mildred Watkins seconded. No opposition. Motion passed.
6. Consider renewing contract for legal service with MVBA for 2021: Joe Don Bobbitt presented the contract is the same no changes. Robert Meyers thanked the board for their consideration for another year. Allen Sykes motioned to approved the contract for legal services with MVBA for 2021. Mildred Watkins seconded. No opposition. Motion passed.
7. Consider renewing JRBT engagement letter for financial statements and services for 2021: Joe Don Bobbitt presented that there is a rate increase to \$690. monthly for 2021. The board discussed. Mildred Watkins motioned to approved the renewal of JRBT's engagement letter for 2021. Allen Sykes seconded. No opposition. Motion passed.
8. Consider renewing Patillo, Brown & Hill engagement letter for financial audit 2021. Joe Don Bobbitt presented that there is rate increase to \$7,200. annually. The board discussed. Allen Sykes motioned to

approve the renewal of Patillo, Brown & Hill engagement letter for 2021 as presented. Mildred Watkins seconded. No opposition. Motion passed.

9. Consider line item changes to the 2020 budget: Joe Don Bobbitt presented the line item changes totaling \$298,402.83. The board discussed. Allen Sykes motioned to approved the line item changes to the 2020 budget as presented. Mildred Watkins seconded. No opposition. Motion passed.
10. Consider purchase of additional mobile devices and licenses from consulting and technology fund: Joe Don Bobbitt presented that the extra lpads needed would enable all appraisers to go out individually instead of being paired up, allowing more properties to be valued. The cost would be \$42,000. The board discussed the life expectancy of the equipment determining it would be about 3 years. Tom Pagel motioned to approved the purchase of additional mobile devices and licenses from the consulting and technology fund. Mildred Watkins seconded. No opposition. Motion passed.

Discussion Items:

11. New leadership introduction: Joe Don Bobbitt presented the new Deputy Chief appraiser (Jim Halbert), Residential Supervisor (Leslie Leaman) and not present at the meeting the New Commercial Supervisor (Clyde Buro). The board welcomed them.
12. Financial Statements: Joe Don Bobbitt presented. The board discussed.
13. Review Existing or recurring contracts: Joe Don Bobbitt presented and noted to remove Linebarger. The board discussed.

Management and Committee Reports

14. Taxpayer Liaison Report: Betty Sanchez presented. The board opened the floor to Anna Schultz, who requested to address the

board complaining that the McLennan CAD protest procedure was unfair and that during her hearing the staff was rude and the whole process felt hostile. The board thanked her for her time saying they would follow up with the McLennan CAD staff on this complaint. Betty Sanchez indicated that she had one other person that had a complaint but had been unresponsive to a letter that was sent to him. Betty Sanchez also indicated that she was having a difficult time finding new ARB members. The board discussed.

15. Chief Appraiser Report to include updates regarding: appraisals, preliminary totals, arb, arbitrations, lawsuits, training & education, open records request, MCAD building, MCAD contracts, PVS results, relevant AG opinions: Joe Don Bobbitt presented. The board asked if this upcoming year's TAAD conference would be virtual. Joe Don Bobbitt said currently it is going to be face to face in February.

Executive Session: None

Set next meeting date: January 2021. Joe Don Bobbitt will circulate dates of availability for approval by the board. Agenda items to include at the next meeting: Policy Review (Investment Policy) and the Chief Appraiser evaluation/contract review. The board asked Joe Don Bobbitt to send the evaluation/contract to the board to review prior to the next meeting.

There is no other business to come before the Board; the meeting adjourned at 10:17 a.m.

Allen Sykes, Secretary

City of Waco



**INTERLOCAL COOPERATION AGREEMENT FOR USE OF THE
WACO CONVENTION CENTER FOR McLENNAN COUNTY
PROPERTY TAX APPRAISAL PROTEST HEARINGS**

COUNTY OF McLENNAN §
 § KNOW ALL PERSONS BY THESE PRESENTS
STATE OF TEXAS §

THIS INTERLOCAL COOPERATION AGREEMENT is made this day of _____, 2020, by and between the **CITY OF WACO** (“**CITY**”), a home rule municipality, acting by and through its City Manager on behalf of the Waco Convention Center (“**WCC**”) and **McLENNAN COUNTY APPRAISAL DISTRICT** (“**DISTRICT**”), a political subdivision acting through its Chief Appraiser. The City and the District may be hereinafter called “**the PARTIES**”.

WHEREAS, Chapter 791 of the Texas Government Code, as amended, entitled Interlocal Cooperation Contracts, authorizes contracts between political subdivisions for the performance of governmental functions and services; and

WHEREAS, due to the impacts of COVID-19 and the requirements of social distancing, the **DISTRICT** desires to use the Waco Convention Center for property tax protest hearings;

WHEREAS, due to the impacts of COVID-19 and the requirements of social distancing, the in-person occurrence of property tax protest hearings is inconsistent and dependent upon emergency orders of the Governor, McLennan County and the City of Waco;

WHEREAS, the **DISTRICT** desires to establish a location to conduct property tax protest hearings (“events”) consistent with the COVID-19 prevention requirements;

WHEREAS, the **CITY** desires to rent all or part of the **WCC** to the **DISTRICT**, as needed, to conduct events consistent with the COVID-19 prevention requirements;

NOW THEREFORE, in consideration of the mutual covenants and agreements, the Parties agree as follows:

1. **PROPOSALS:** The **DISTRICT** will request to reserve the **WCC** by submitting a completed “Interlocal Reservation Proposal” attached as Exhibit A directly to the **WCC**. The request should be submitted at least 7 calendar days prior to the requested event date. The City will notify the **DISTRICT** within two (2) business days if the request can be accommodated.
2. **CANCELLATION:** Either party may cancel the event any time without penalty,

either before or after the proposal has been accepted.

3. **COVID and APPLICABLE LAWS:** Events must abide by all laws of the United States, State of Texas and ordinances of the City of Waco, as well as all rules and regulations of the Waco Police Department, Waco Fire Department, Waco Convention Center rules and Emergency Orders of the Governor of Texas implemented to reduce the risk of transmission of COVID-19.
4. **COVID REQUIREMENTS:** The DISTRICT agrees to provide the WCC with the social distancing and spacing requirements of any legal authority, including but not limited to the Office of the Governor, the Office of Court Administration, Health Authorities, and the Center for Disease Control. The City agrees to create a seating, ingress and egress plan consistent with social distancing guidelines provided by the DISTRICT.
5. **SMOKING:** The Waco Convention Center is a non-smoking facility.
6. **TERMS:** For each event, the DISTRICT will pay \$2,442.50 per day for equipment and room rental.
7. **DURATION:** This Agreement will continue until September 30, 2021 but may be canceled by either party by giving 14 days' notice in writing.
8. **LAWS and VENUE:** The validity, construction, and effect of this Interlocal Cooperation Agreement shall be governed by the laws and statutes of the State of Texas, and venue for the resolution of disputes, if any, is McLennan County.

Effective this _____ day of _____, 2020.

MCLENNAN COUNTY APPRAISAL DISTRICT

BY: _____
Authorized Agent

CITY OF WACO, TEXAS

BY: _____
City Manager

APPROVED AS TO FORM & LEGALITY:

Jennifer Richie, City Attorney