

Minutes of Regular Meeting, January 12, 2016  
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 12, 2016 with the following members present: Mr. Royce Rape, Mr. Tim Junek, Mr. Roosevelt Alexander and Mr. Tom Paben

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

Also present: Becky Gurrola, Deputy Chief Appraiser/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 9:15 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. Roosevelt Alexander  
SECOND: Mr. Tom Paben  
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

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

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

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

ARB APPOINTMENT

Chris Barzilla stated that the district received one application for the vacated position on the Appraisal Review Board. Mr. Tim Junek commented that the position being filled was an important position and after reviewing the application the board decided to table their decision until more applications were received.

457(b) PLAN

Chris Barzilla said that the current 457 (b) Deferred Compensation Plan was amended to reflect the new IRS regulations. Chris Barzilla also stated that he was the only employee in the plan.

A motion was made and seconded to approve the amended 457(b) Deferred Compensation Plan.

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

EMPLOYEE HANDBOOK

Chris Barzilla addressed the board concerning the Family Medical Leave policy in the Employee Handbook. Chris Barzilla asked to board to consider changing the wording from "at employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave" to "all paid leave accumulated will be substituted for unpaid leave first and then the unpaid leave (FML) will be in effect".

A motion was made and seconded to approve the amended wording in the Employee Handbook under Family Medical Leave.

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

BREASTFEEDING POLICY

Chris Barzilla stated that HB 786 became effective September 1, 2015 in which the district needed a written policy regarding expressing breast milk. Currently the district has no employees that would fall under this policy but a policy was needed

A motion was made and seconded to adopt a policy Supporting Breastfeeding Employees.

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

LITIGATION

Chris Barzilla said that the district has not had any further actions on any lawsuits currently pending. Mr. Tim Junek asked the district where the arbitrations were usually held. Chris Barzilla stated that most of them were conference calls.

APPRAISAL EFFORT

Chris Barzilla mentioned that Billie Wilbanks had shattered her knee cap and that he and Becky Gurrola were doing the field work in Waller I.S.D. All other appraisers were working on measuring all new improvements in the rest of the district.

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 9:30 a.m.

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Chairman, Board of Directors

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Date:

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Secretary, Board of Directors

