

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
OF THE KAUFMAN COUNTY APPRAISAL DISTRICT**

**APPROVED**

The Board of Directors of the Kaufman County Appraisal District held a meeting on Thursday March 23, 2017 in the Boardroom of the Kaufman County Appraisal District at 3950 South Houston Street in Kaufman, Texas. Members present were James Huffman, Ann McDonald, Robert Dobbs, Carole Aga, Bruce Bynum with Brenda Samples arriving a few minutes late. Members Michael Wood and Jackie Self were absent. Also present were staff members Chris Peace, Robert Castaneda, Audrey Grimes, and Carolyn Harrison as well as Phil Major of the Kaufman Herald.

**A. Roll Call/Call to Order**

Chairman James Huffman called the meeting to order at 5:02 p.m. with Jackie Self, Michael Wood and Brenda Samples not in attendance. Mrs. Samples did arrive at 5:20 p.m.

**B. Invocation**

Chairman Huffman also gave the invocation.

**C. Pledge of Allegiance**

Pledge of Allegiance led by Board Secretary Ann McDonald

**D. Texas Pledge of Allegiance**

Texas Pledge of Allegiance also led by Board Secretary

**E. Open Forum**

Chairman Huffman recognized the visitors present with special recognition of Audrey Grimes and Carolyn Harrison for 36 years of service to the Kaufman District.

**F. Action Items**

**1. Review and Action on minutes of January 27, 2017 meeting-**

After review of the minutes of the January 27, 2017 meeting, Robert Dobbs moved to approve the minutes with the correction to add Ann McDonald as a member of the Budget Committee.

**Motion:** Adopt the minutes as corrected

**Result:** Approved (*UNANIMOUS*)

**Mover:** Robert Dobbs

**Second:** Carole Aga

**2. Discussion and Action on Committee meeting dates-**

A discussion followed with possible meeting dates for Personnel Committee Wednesday, May 1<sup>st</sup> or May 3<sup>rd</sup> at 8:30 a.m. to be confirmed with all members at a later date by Chief Appraiser Peace.

A preliminary date for the Budget Committee was Thursday, May 4 at either 8:30 a.m. or 9:00 a.m. Chief Peace to confirm with all members.

**Motion:** Schedule meeting dates as discussed

**Result:** Approved (*UNANIMOUS*)

**Mover:** Carole Aga

**Second:** Ann McDonald

**G. Discussion Items**

- 1. Preliminary Value Estimates**  
Results: *Discussed*
- 2. PVS by Probert Tax Division**
  - a. Review correspondence**  
Results: *Discussed*
- 3. Maps Review**
  - a. Review correspondence**  
Results: *Discussed*
- 4. Update on parking lot and sidewalk project**  
Results: *Discussed*
- 5. Update on Lexis Nexis Exemption Monitoring Program**  
Results: *Discussed*
- 6. Discussion of Internet Options**  
Results: *Discussed*
- 7. Discussion on Custodial and Landscape options**  
Results: *Discussed*
- 8. Comments from those attending TAAD Conference**  
Results: *Discussed*
- 9. Annual meeting/discussion**  
Results: *Discussed*
- 10. ARB meeting**  
Results: *Discussed*

**H. Chief Appraiser Report Included the Following:**

1. Appraisal Department
2. GIS/Mapping Department
3. MIS/Data Processing update
4. Pictometry Update and Flight status
5. Training /Educational courses
6. Retirement-Carolyn Harrison
7. Budget analysis thru end of January

**I. Executive Session**

- 1. An Executive Session will be held in accordance with Section 551.07-Texas GOV. Code on personnel issues-**
  - a. Annual Review of Chief Appraiser**

At the conclusion of the Chief Appraiser's Report, Carole Aga moved to convene in executive session. A second was made by Robert Dobbs. A vote was taken with all being in favor.

Chairman Huffman announced "The Board of Directors on March 23, 2017 at 6:06 p.m., convened in an executive session in accordance with the Texas Open Meetings Act."

**Executive Session**

Robert Dobbs moved to reconvene open session with a second by Bruce Bynum. A vote was taken with all being in favor. Motion Carried

Chairman Huffman announced "The Board of Directors ended executive session at 6:48 p.m. on March 23, 2017." No action was taken on discussion in executive session.

**J. Adjournment**

There being no further discussion or questions, Ann McDonald moved to adjourn with Carole Aga seconding the motion. A vote was taken with all being in favor. Motion carried. Meeting adjourned at 6:50 p.m.

A handwritten signature in cursive script that reads "Ann McDonald". The signature is written in black ink and is positioned above a horizontal line.

Ann McDonald - Secretary