

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

The Board of the Kaufman County Appraisal District held a meeting on Thursday, August 27, 2015 in the boardroom of the Kaufman County Appraisal District office located at 3950 South Houston Street, in Kaufman, Texas. Members present were James Huffman, Ann McDonald, Doug Gibbs, Tonya Ratcliff and John Zaby. Members James O. (Jim) Jacobs and Michael Wood were absent. Also present were staff members Chief Appraiser Chris Peace, Carolyn Harrison, Royce Thomas and Tanner Grimes.

Vice Chairman James Huffman presided over the meeting in the absence of Chairman Jim Jacobs. Huffman called the meeting to order at 5:00 p.m. and stated a quorum was present. Huffman also gave the invocation.

No one spoke during the open forum.

Action Items

1. Review and Action on Minutes of June 11, 2015

The BOD moved to approve the minutes as presented

Motion: Adopt the June 11, 2015 minutes as presented

Result: Approved (**UNANIMOUS**)

Mover: Tonya Ratcliff **Secunder:** Doug Gibbs

2. Discussion and action on revisions to Policy Manual 2.05

a. Section 2.05 Nepotism.

RESULT: Discussed

b. Section 6.06 Vacation Time Request.

RESULT: Discussed

c. Section 6.07 Time.

RESULT: Discussed

Vice Chairman Huffman announced that Tonya Ratcliff would be leaving early and requested the board move to agenda item #4 prior to her departure.

4. Discussion and action on increased security measures

a. Re: concealed handgun legislature.

RESULT: Postponed

5. Discussion and action Certificate of Deposit maturing

MOTION: No Action

RESULT: Approved(**UNANIMOUS**)

MOVER: John Zaby

SECONDER: Ann McDonald

6. Discussion and Action on possible Insurance quotes

RESULT: Discussed

7. Discussion and Action on First and Second QT. Investment Reports

MOTION: To approve the First and Second QTR. Investment Report

RESULT: Approved(**UNANIMOUS**)

MOVER: Doug Gibbs

SECONDER: Tonya Ratcliff

8. Discussion and Action to authorize for bids

a. Phone System

MOTION: To request bids for new phone system.

RESULT: Approved(**UNANIMOUS**)

MOVER: Ann McDonald

SECONDER: John Zaby

Tonya Ratcliff left the meeting at 6:08 p.m. with a quorum still present.

b. Sidewalk and parking lot meeting on renovation

MOTION: Meet with engineer to review plans for sidewalk and parking lot renovation.

RESULT: Approved (**UNANIMOUS**)

Mover: Doug Gibbs

SECONDER: Ann McDonald

c. Carpet replacement authorize advertisements for bids

MOTION: The BOD recommends bids on new carpet

RESULT: Approved (**UNANIMOUS**)

MOVER: Doug Gibbs

SECONDER: Ann McDonald

2. d. Section 10.07 Appearance & Dress code

RESULT: Discussed

3. Discussion and Action on updated job descriptions

RESULT: Discussed

Items 2,3, 4, and 6

Motion: Postponed

Discussion Items:

Chief Appraiser Report to include: An update on Senate Bill 1, implementing plans for the appraisal department, review of the ARB members for 2016, education schedule, GIS/Mapping update, as well as the BPP/Commercial and Residential departments.

Executive Session:

Vice Chairman Huffman called for the Board to go into Executive Session in accordance with Section 551.07-Texas Gov. Code on personnel issues at 6:54 p.m. Ann Mc Donald moved to convene in executive session with John Zaby seconding the motion. A vote taken with all being in favor. Motion carried.

Vice Chairman Huffman stated "The Board of Directors on August 27, 2015, beginning at 6:54 p.m., convened in an executive session in accordance with the Texas Open Meetings Act."

Executive Session

The board reconvened open session at 7:12 p.m. with Ann McDonald moving to reconvene open session with John Zaby seconding the motion. A vote taken with all being in favor. Motion carried.

Vice Chairman Huffman stated "The board of Directors ended its executive session at 7:12 p.m. on August 27, 2015."

Adjournment

Motion: Adjourn meeting the meeting at 7:15 p.m.

RESULT: Approved(UNANIMOUS)

MOVER: Doug Gibbs

SECONDER: John Zaby

A handwritten signature in black ink that reads "Ann McDonald". The signature is written in a cursive style and is underlined.

Ann McDonald - Secretary