

Minutes of the meeting of the Board of Directors Of The Kaufman County Appraisal District

The Board of Directors of the Kaufman County Appraisal District held a meeting on Thursday, December 10, 2015 in the boardroom of the Kaufman County Appraisal District office located at 3950 South Houston Street, Kaufman, Texas. Members present were James O. (Jim) Jacobs, James Huffman, Ann McDonald, Doug Gibbs, Tonya Ratcliff and John Zaby. Member Michael Wood was absent. Also present were Bryan Thomas of the firm of Yeldell, Wilson, Wood and Reeve, PC as well as staff members Chief Appraiser Chris Peace, Carolyn Harrison and Robert Castaneda.

Chairman Jim Jacobs called the meeting to order at 5:01 p.m. and he also gave the invocation.

No one spoke during open session.

Action Items

1. Review and Action on Minutes of October 22, 2015
After discussion motion was made to approve the minutes as corrected.
Motion: Adopt the October 22, 2015 Minutes
Result: **Approved (UNANIMOUS)**
Mover: Doug Gibbs **Second:** John Zaby

2. Discussion and Action on audit report for 2014 budget by Yeldell, Wilson, Wood & Reeve, P.C.
Motion: Approve the audit report as submitted
Result: **Approved (UNANIMOUS)**
Mover: John Zaby **Second:** Ann McDonald
 - a. Action to designate
 1. Retirement Fund
 2. Parking Lot & sidewalk update
 3. Phone system
 4. Re-Imbursement to entities**Motion:** Approve designated funds
Result: Approve **(UNANIMOUS)**
Mover: Tonya Ratcliff **Second:** Doug Gibbs

3. Discussion and Action on appraisal fee for Capitol appraisal Group for 2016-2017
Motion: Approve 2016-2017 contract with Capitol Appraisal Group
Result: **Approved (UNANIMOUS)**
Mover: Ann McDonald **Second:** James Huffman

4. Discussion and Action to approve resolution to appoint Appraisal Review Board Members for 2016-2017 term

Motion: Approve a resolution re-appointing John Ashby, Mary Carter and newly appointed Candice Countryman to serve on the Appraisal Review Board for 2016-2017 term.

Result: Approved (UNANIMOUS)

Mover: John Zaby

Secunder: Doug Gibbs

5. Discussion and Action to appoint Chairman and Secretary of Appraisal Review Board 2016

Motion: Appoint Bill Bedrick as Chairman and Mary Carter as Secretary of the Appraisal Review Board for 2016 term.

Result: Approved (UNANIMOUS)

Mover: James Huffman

Secunder: Doug Gibbs

6. Discussion and Action on adding Lump Sum Payment at Retirement Option with TCDRS

Motion: Postpone until later in 2016

Result: Approved (UNANIMOUS)

Mover: Doug Gibbs

Secunder: Tonya Ratcliff

7. Discussion and action on policy revisions to Policy Manual and First Reading on revisions to Policy Manual/Annual Review of Policy Manual

a. Section 2.05 – Nepotism

b. Section 6.02 – Retirement qualifications

c. Section 6.03 - Time

d. Section 6.06 - Vacation time request

e. Section 10.07 Appearance & Dress Code

f. Section 10.16 Concealed handgun policy

Motion: Approved First Reading

Result: Approved (UNANIMOUS)

Mover: James Huffman

Secunder: Tonya Ratcliff

8. Discussion and Action on revision to Board of Directors Manual First Reading

a. Meeting time change

b. Other topic revisions

Motion: Approve the time change to the Board of Directors meeting officially to 5:00 p.m.

Result: Approved (UNANIMOUS)

Mover: Ann McDonald

Secunder: Doug Gibbs

9. Discussion and Action on re-appointments to Agriculture Advisory Committee for 2016-2017 term

a. Johnny Perry

b. John Reeves

- c. Ralph Davis
- d. Dale Ham

Motion: Approve Agriculture Advisory Committee for 2016-2017 term

Result: **Approved (UNANIMOUS)**

Mover: James Huffman **Second:** Tonya Ratcliff

- 10. Review and Action to adopt holiday schedule for 2016 to Co-Ordinate with other county offices

Motion: Approve the 2016 holiday schedule

Result: **Approved (UNANIMOUS)**

Mover: Doug Gibbs **Second:** Ann McDonald

E. Discussion Items

- 1. Maps Review by Property Tax Assistance Division
RESULTS: Discussed
- 2. Update on legal - December 11th
RESULTS: Discussed
- 3. Mobile Devices
RESULTS: Discussed
- 4. Annual TAAD Conference in February
RESULTS: Discussed
- 5. Alarm system update
RESULTS: Discussed
- 6. Appraisal Department furniture
RESULTS: Discussed
 - a. Carpet update
RESULTS: Discussed
- 7. Upcoming holiday schedule
RESULTS: Discussed
- 8. Discussion of updated Board member resolutions
RESULTS: Discussed
- 9. Discussion on Personnel Interview Committee
RESULTS: Discussed
- 10. Discussion of allocation of Board member jurisdiction
RESULTS: Discussed

F. Chief Appraiser Report

Chief Chris Peace included an update on his schedule as well as the delayed retirement of long time staff member Carolyn Harrison. Chief Peace updated the board on the status of the following departments Mapping/GIS, IT, Commercial/BPP and Residential.

Mr. James Huffman recognized Mr. Jim Jacobs for his dedication and service over the past 10 years as a Board member. Mr. Jacobs joined the Board in

2006 and has served the Board as Chairman since 2011. Mr. Huffman a long time Board member as well has served on the Board of Directors since 2008.

G. Executive Session

Ann McDonald moved not to convene in Executive Session with Doug Gibbs seconding the motion. A vote with all being in favor, Motion carried

H. Adjournment

Ann McDonald moved to adjourned with Doug Gibbs seconding. Meeting adjourned at 7:10 p.m. with all members still present.

A handwritten signature in black ink that reads "Ann McDonald". The signature is written in a cursive style with a horizontal line underneath it.

Ann McDonald-Secretary