

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

The board of the Kaufman County Appraisal District held a meeting on Thursday, October 22, 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, and Michael Wood and John Zaby. Member absent was Tonya Ratcliff. Also present were staff members Chief Appraiser Chris Peace, Carolyn Harrison, Royce Thomas, Robert Castaneda, Audrey Grimes and Tanner Grimes.

Chairman Jacobs open the meeting at 5:03 p.m. and stated a quorum was present. Jacobs also gave the invocation.

No one spoke during the open forum

**Action Items**

**1. Review and Action on minutes of September 24, 2015 meeting**

The BOD moved to approve the minutes as presented

**MOTION:** Adopt the minutes as presented

**RESULT: APPROVED (UNANIMOUS)**

**MOVER:** John Zaby                      **SECONDER:** Michael Wood

**2. Discussion and action audit report for 2014 budget by**

Yeldell, Wilson & Co. P.C.

a. Action to designate funds

**MOTION:** Postpone until the December meeting 2015

**RESULT: POSTPONE (UNANIMOUS)**

**MOVER:** Ann McDonald    **SECONDER:** John Zaby

**3. Discussion and Action on appraisal fee for Capital Appraisal Group for 2016-2017**

**Chief Appraiser Chris Peace presented a two year contract offered by Capital Appraisal Group**

**Motion:** Review December '15 meeting

**Result: POSTPONE (UNANIMOUS)**

**Mover:** John Zaby    **SECONDER:** Doug Gibbs

**4. Review and Action on Third QT. Investment Report**

**Chief Peace presented the third QT Investment Report**

**Motion:** Adopt Third QT Investment Report as presented

**Result: APPROVED (UNANIMOUS)**

**Mover:** Michael Wood    **SECONDER:** Doug Gibbs

**5. Annual Review and Action on Investment Policy**

**Motion:** Review Investment Policy and add co-treasurer

**RESULT: APPROVED (UNANIMOUS)**

**MOVER:** Ann McDonald

**SECONDER:** Doug Gibbs

**6. Discussion and Action on Appraisal review Board process for 2016-2017 terms**

a. Set dates for process

**MOTION:** To approve dates for ARB Interviews

**RESULT: APPROVED (UNANIMOUS)**

**MOVER:** Ann McDonald

**Secunder:** James Huffman

**7. Discussion and Action on adding Lump Sum Payment at Retirement option with TCDRS**

**Motion:** Review options at the December 2015 meeting

**Result: POSTPONE (UNAMIOUS)**

**Mover:** John Zaby

**SECONDER:** Michael Wood

**8. Discussion, Action on proposed revisions to Policy Manual and First Reading on revisions to Policy Manual**

- a. Section 2.05-Nepotism
- b. Section 6.03-Time
- c. Section 6.06-Vacation time request
- d. Section 10.07-Appearance & Dress Code
- e. Section 10.16 –Concealed handgun policy

**9. Discussion and Action on updated job descriptions**

**Motion:** Postpone both Items 8 and 9

**Result: Postpone (UNAMIOUS)**

**Mover:** Doug Gibbs

**SECONDER:** Ann McDonald

**10. Discussion and Action on furniture purchase and carpet replacement**

**Motion:** Approve carpet replacement and new

**RESULT: APPROVED (UNAMIOUS)**

**MOVER:** James Huffman

**SECONDER:** Ann Mcdonald

**Discussion Items**

**1. Maps Review by Property Tax Division**

**RESULTS:** Discussed

**2. Property Value Study**

**RESULTS:** Discussed

**3. Mobile Devices**

**RESULTS:** Discussed

#### **4. Building Update**

- a. Parking lot/sidewalk  
**RESULTS:** Discussed
- b. Phone System  
**RESULTS:** Discussed

#### **Chief Appraiser Report**

**Report from Chief Appraiser Chris Peace to include updates on the following:**  
Appraisal Department reappraisal zones, GIS/Mapping Department, IT/Data, educational updates and Budget analysis thru the end of September.

#### **Executive Session**

At this time John Zaby moved to convene in Executive Session Section 551.07 with Doug Gibbs seconding the motion. A vote taken with all being in favor. Motion carried

Carolyn Harrison retirement  
**RESULTS:** Discussed

#### **RECONVENED AT 6:34 P.M.**

Doug Gibbs moved to reconvene open session with Ann McDonald seconding the motion. A vote was taken with all being in favor. Motion carried.

#### **Adjournment**

There being no further discussion or comments John Zaby moved to adjourn from the meeting seconded by Doug Gibbs. A vote taken with all being in favor. Motion carried.

**MOTION:** Adjourn Meeting

**RESULT: APPROVED (UNANIMOUS)**

**MOVER:** John Zaby

**SECONDER:** Michael Wood

**Meeting adjourned at 6:35 p.m.**

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Ann McDonald-Secretary