

**APPROVED**

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

The Board of Directors of the Kaufman County Appraisal District held a meeting on Thursday April 28, 2016, in the boardroom the Kaufman County Appraisal District office located at 3950 South Houston Street in Kaufman, Texas. Members present were James Huffman, Ann McDonald, John Zaby, Tonya Ratcliff and Robert Dobbs. Member Michael Wood was absent. Staff members present were Chief Appraiser Chris Peace, Carolyn Harrison, Royce Thomas, Robert Castaneda, Tanner Grimes, Audrey Grimes, Shawn Davis, Timothy Payne and Elvie Avants.

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

2016 Chairman James Huffman announced a quorum was present and called the meeting to order at 5:03 p.m.

**B. Invocation**

The invocation was led by Chairman Huffman

**C. Pledge of Allegiance**

The pledge of allegiance was led by Board Member Ann McDonald.

**E. Open Forum**

No one spoke during the open forum

**F. Action items**

**1. Review and Action on Minutes of March 24, 2016 meeting**

**Motion:** Adopt Minutes of Meeting from March 24, 2016

**Result:** Approved(UNANIMOUS)

**Mover:** John Zaby

**Secunder:** Tonya Ratcliff

**2. Discussion and Action on depository bids for period**

**May 1, 2016 thru April 30, 2018**

**Motion:** Approve depository contract with American National Bank for May 1, 2016 thru April 30, 2018

**Result:** Approved(UNANIMOUS)

**Mover:** John Zaby

**Secunder:** Robert Dobbs

**3. Accept Resignation of Board Member Doug Gibbs**

Chairman Huffman stated the board had received the resignation of Board member Doug Gibbs. Peace stated entities had been notified and they are taking appropriate action to appoint a new representative.

**4. Discussion and Action to set date for public hearing on 2017 budget**

- a. Confirm workshop dates for Personnel and Budget Committees

**Motion:** Approve tentative schedule dates and times for Personnel and Budget workshop, Board of Directors meeting and Public Hearing Date for the 2017 budget.

**Result: Approved(UNANIMOUS)**

**Mover:** Tonya Ratcliff

**Secunder:** Ann McDonald

**5. Discussion and Action on Reappraisal Plan 2017-2018 for future public hearing**

**Motion:** Approve reappraisal plan as submitted and public hearing date for of 2017 budget

**Result: Approved(UNANIMOUS)**

**Mover:** Tonya Ratcliff

**Secunder:** Robert Dobbs

**G. Discussion Items**

**1. Update on phone system**

**Results:** Discussed

**2. Update on Preliminary Value estimates to entities**

**Results:** Discussed

**3. Update of PVS-2015 Appeal**

**Results:** Discussed

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

**Results:** Discussed

**5. Discussion of drug testing and background check Requirement for employment**

**Results:** Discussed

**6. Discussion and update per meeting with American National Bank regarding Services**

**Results:** Discussed

**7. Discussion of job descriptions and direction for action at next meeting**

**Results:** Discussed

**8. Discussion of services provided by Lexis Nexis**

**Results:** Discussed

**9. Discussion of Miscellaneous Fund**

**Results:** Discussed

**H. Chief Appraiser Report included the following:**

- Appraisal Department update
- GIS/Mapping Department update
- MIS/Data Processing update
- Training/Educational Courses
- Budget analysis thru the end of March 31, 2016

**I. Adjournment**

There being no further agenda items or discussion, John Zaby moved to adjourn with Robert Dobbs seconding the motion. A voted taken with all being in favor. Motion carried. Meeting adjourned at 6:05 p.m.



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Ann McDonald-Secretary