

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

The Board of Directors of the Kaufman County Appraisal District held a meeting on Thursday, March 24, 2016 in the boardroom of the Kaufman County Appraisal District office located at 3950 South Houston Street in Kaufman, Texas. Members present were James Huffman, Doug Gibbs, Ann McDonald, Tonya Ratcliff and Michael Wood. Absent were members Robert Dobbs and John Zaby. Also present was visitor Donna Biven as well as staff members Chief Appraiser Chris Peace, Carolyn Harrison, Royce Thomas, Robert Castaneda, Tanner Grimes, Audrey Grimes and Elvie Avants.

Roll Call/Call to Order

Chairman Huffman announced a quorum was present and called the meeting to order at 5:02 p.m.

Invocation

Huffman also gave the invocation

Pledge of Allegiance

Secretary Ann McDonald led the pledge of allegiance

Open Forum

Donna Biven decline to comment and asked to present the Board of Directors with a packet that may be reviewed at their leisure.

Action Items

1. Review and Action on Minutes of January 28, 2016 meeting

After BOD moved to approve minutes from the January 28, 2016 as corrected

Motion: Adopt corrected minutes

Result: Approved (**UNANIMOUS**)

Mover: Doug Gibbs

Seconder: Michael Wood

**2. Appointment of Personnel, Budget, Applicant Search and Appraisal Review
Board interview Committee**

- a. Set preliminary workshop dates for Budget and Personnel committees

Chairman Huffman noted these are standard committees

3. Review and Action on phone system bids

Motion: Auhorizing expenditure of phone system

Result: Approved (**UNANIMOUS**)

Mover: Michael Wood

Seconder: Ann McDonald

4. **Review and Action in Third and Fourth Quarter 2015 Investment Reports**
Motion: Approve Third and Fourth Quarter 2015 Investment Reports
Result: Approved (**UNANIMOUS**)
Mover: Doug Gibbs **Second:** Michael Wood

5. **Discussion and Action of reallocation of representation for City of Talty**
Motion: Representation for City of Talty be included with Crandall
Result: Approved (**UNANIMOUS**)
Mover: Michael Wood **Second:** Ann McDonald

6. **Discussion and Action to accept bids for depository contract for period May 1, 2016 thru April 30, 2018**
 - a. Discussion and action to set maximum deposit
Balance for bid form
Motion: Increase maximum deposit amount
Result: Approved (**UNANIMOUS**)
Mover: Doug Gibbs **Second:** Ann McDonald

7. **Discussion and action on approval for Miscellaneous Expense fund**
Motion:
Result: Postone (**UNANIMOUS**)
Mover: Doug Gibbs **Second:** Ann McDonald

G. Discussion Items

1. **Update of PVS-2015 Appeal**
Results: Discussed

2. **MAPS Review by Property Tax Division, PVS**
Results: Discussed

3. **Mobile Device update**
Results: Discussed

4. **Discussion of drug testing and background check Requirement for employment**
Results: Discussed

5. **Mailing of Notices of Appr. Value for 2016**
Results: Discussed

6. **Preliminary Values to entities**
Results: Discussed

7. **Appraisal Review Board training and organizational meeting**
Results: Discussed
8. **Discussion on ads for parking lot repair and sidewalk replacement**
Results: Discussed
9. **Service on By Laws Committee for TAAD**
Results: Discussed
10. **Comments from those attending TAAD Conference**
Results: Discussed

H. Chief Appraiser's Report

- Appraisal Department update
- GIS/Mapping Department update
- MIS/Data Processing update
- Training/Educational courses
- Change in personnel/ad with TAAD
- Budget analysis thru end of February 29, 2016

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

Chairman Huffman stated "The Board of Directors on March 24, 2016, at 6:16 p.m. Convened in an executive session in accordance with the Texas Open Meetings Act."

2. Motion to reconvene Open Session

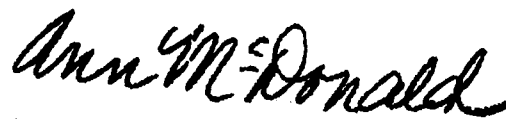
The Board reconvened open session at 7:07 p.m. with Doug Gibbs moving to reconvene open with Tonya Ratcliff seconding the motion. A vote taken with all being in favor. Motion carried. **(UNANIMOUS)**

3. Action taken on discussion in executive session

In open session, Chairman Huffman stated no action s=taken on discussion in executive session.

J. Adjournment

There being no further questions or discussion items, Doug Gibbs moved to adjourn. Ann McDonald seconded the motion. A vote was taken with all being in favor. Motion carried. Meeting adjourned at 7:09 p.

A handwritten signature in black ink that reads "Ann McDonald". The signature is written in a cursive style with a large, prominent "M".

Ann McDonald - Secretary