

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

Notice is hereby given that a regular meeting of the Board of Directors of the Kaufman County Appraisal District will be held Thursday, December 1, 2016 at 5:00 p.m. at the Appraisal District office located at 3950 South Houston Street in Kaufman, Texas at which time the following subjects will be discussed, considered, passed or adopted to wit.

- A. Roll Call/Call to Order
- B. Invocation
- C. Pledge of Allegiance & Texas Pledge of Allegiance
- D. Open Forum
  - 1. Recognition of visitors and persons not on agenda
- E. Action items
  - 1. Review and action on Minutes of October 27, 2016 meeting
  - 2. Discussion and Action on audit report for 2015 budget by Yeldell, Wilson & Co. P.C.
    - a. Action to designate funds
      - 1. Lexis Nexis Fees
      - 2. Reimburse Entity
  - 3 Discussion and Action on Job Descriptions
  - 4. Discussion and Action to approve a resolution to appoint Appraisal Review Board Members for 2017-2018 term
  - 5. Discussion and action on Paychex Payroll Services
  - 6. Review and Action on Annual Review of Policy Manual
  - 7. Review and Action on Annual Review of Investment Policy
  - 8. Discussion and action on re-appointments to the Agriculture Advisory Committee and resolutions for 2017-2018 term
    - a. Dewey Samuals
    - b. Billy Carter
    - c. Robert Williams

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LAURA A. HUBBES  
COUNTY CLERK  
BY: \_\_\_\_\_

9. Review and action to adopt holiday schedule for 2017 to co-ordinate with county offices

F. Discussion Items

1. Revision to Policy Manual Sec.6.06 Vacation time calculation
2. Update on CD
3. BOD Term Resolutions Received
4. Contractual Appraisal Services
5. Parking and Driveway Project
6. Custodial and Lawn Services
7. Retirement Fund
8. TXU Contract
9. Holiday Schedule

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2016 NOV 22 AM 8:49  
LAINA A. HERRERES  
COUNTY CLERK  
BY: [Signature]  
DEPUTY

G. Chief Appraiser Report

1. Appraisal Department update
2. GIS/Mapping Department update
3. MIS/Data Processing update
4. Training/Educational courses
5. Budget Analysis thru the end of October

H. Adjournment

**THE BOARD MAY IN ITS DISCRETION ADJOURN TO EXECUTIVE SESSION TO SEEK ADVICE FROM LEGAL COUNSEL REGARDING ANY MATTER LISTED ABOVE AS AUTHORIZED BY THE TEXAS OPEN MEETING ACT [Tex. Gov. Code] Sec. 551.71**

*This notice shall serve as written communication that Pursuant to Section 30.06, Penal Code (trespass by holder of license to carry a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (concealed handgun law), may not enter this property with a concealed handgun.*

**THIS NOTICE IS LIMITED TO MEETINGS, COMMITTEE MEETINGS AND HEARINGS OF THIS DISTRICT'S BOARD OF DIRECTORS AND OF THE APPRAISAL REVIEW BOARD.**

  
Ann McDonald-Secretary

*I, the undersigned County clerk of Kaufman County, do hereby certify that the above Notice of Meeting of the Kaufman County Appraisal District Board of Directors is a true and correct copy of said Notice, and that I received and posted said Notice on the Courthouse Doors and the bulletin board at the Courthouse of Kaufman*

County, Texas at a place readily accessible to the general public at all times on the 23<sup>rd</sup> day of November, 2016 at \_\_\_\_\_ and said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Laura Hughes  
Kaufman County Clerk  
Cynthia Ranning  
By Clerk

At each regular meeting, the Board of Directors invites comments from the public about the policies and procedures of the Appraisal District and the Appraisal Review Board and about other matters within the Board's jurisdiction. If you wish to address the Board, but do not speak English, and if you cannot bring your own interpreter, please notify the District's Chief Appraiser in writing at least two business days prior to the meeting. Arrangements will be made for an interpreter. If you have some handicap or disability that may prevent you from speaking to the Board, please notify the District's Chief Appraiser in writing at least two business days prior to the meeting. The District will try to help you.

En cada una de sus reuniones ordinarias la Junta Directiva invita al publico a presentar sus comentarios sobre las politicas y los procedimientos del Distro de Tasacion y de la Junta de Analisis de Tasaciones de la Junta. Si desea dirigirse a la Junta y no habla ingles y le es imposible presentarse con su interprete personal.

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LAURA A. HUGHES  
COUNTY CLERK  
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