

APPROVED

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, September 22, 2016 in the Board room of the Kaufman County Appraisal District at 3950 South Houston Street in Kaufman, Texas. Members present were James Huffman, Ann McDonald, Jackie Self and Robert Dobbs. Members Tonya Ratcliff, Michael Wood, John Zaby were absent. Also present were staff members Chris Peace, Carolyn Harrison, Royce Thomas, Robert Castaneda and Audrey Grimes as well as Phil Major of the Kaufman Herald.

A. Roll Call/Call to Order

Chairman Huffman called the meeting to order at 5:00 p.m. and announced a quorum present.

B. Invocation

Chairman Huffman also gave the invocation.

C. Pledge of Allegiance & Texas Pledge of Allegiance

Pledge of allegiance of led by Board Secretary Ann McDonald.

D. Open Forum

No visitors addressed the board during open session

Chairman Huffman addressed members of the board in reference to attendance.

E. Action Items

1. Minutes of prior meeting

BOD moved to approve minutes from the prior meeting as corrected.

Motion: Adopt corrected minutes

Result: Approved **(UNANIMOUS)**

Mover: Jackie Self

Secunder: Robert Dobbs

2. Discussion and action on Texas County and District Retirement

System Employer rate for 2017

a. Additional life benefit

b. Other benefit change

Motion: Postpone until further information may be obtained

Result: Approved **(UNANIMOUS)**

Mover: Jackie Self

Secunder: Ann McDonald

3. Discussion and action on Job descriptions

Motion: Postpone until a later date

Result: Approved **(UNANIMOUS)**

Mover: Ann McDonald

Secunder: Jackie Self

4. Discussion and action on Miscellaneous Fund
Motion: Approve allocation of miscellaneous funds
Results: Approved(**UNAMIOUS**)
Mover: Robert Dobbs **Seconded:** Jackie Self

5. Discussion and action on phone provider
Motion: Approve Affiliated Communications contract as the KCAD phone provider.
Results: Approved(**UNAMINOUS**)
Mover: Jackie Self **Seconded:** Robert Dobbs

6. Discussion and Action on revision to 2017 budget.
 - a. Fund balance reserve
 - b. Retirement

NO ACTION

F. Discussion Items

1. **Update on Parking and sidewalk project**
Results: Discussed

2. **Update on phone system**
Results: Discussed

3. **PVS Update**
Results: Discussed

4. **Update on Certificate of Deposit**
Results: Discussed

5. **Lexis Nexis program**
Results: Discussed

6. **Allocation of funds**
Results: Discussed

7. **Update and notification of BOD terms**
Results: Discussed

G. Chief Appraiser Report Included the following:

1. Appraisal Department update
2. GIS/Mapping Department update
3. MIS/Data processing department update
4. Update on training and education schedule for appraisers
5. Update on field work schedule for 2017
6. Budget analysis thru end of August

H. Adjournment

There being no further agenda items or discussion, Robert Dobbs moved to adjourn with Ann McDonald seconding the motion. Meeting adjourned at 6:15 p.m.

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

Ann McDonald-Secretary