

Freestone Central Appraisal District
Directors Meeting

Minutes of October 11, 2017

Regular Meeting #458

The Freestone Central Appraisal District Board of Directors met at the appraisal office located at 218 North Mount, Fairfield, Texas. Board members present were Teresa Duke, Brownie Utley, Lovie Whyte, Lisa Foree, Sid Fryer and Craig Dunlap. Representing the appraisal district were Bud Black, Chief Appraiser; Don Awalt, Deputy Chief Appraiser; and Carol Clark, Administrative Assistant.

Teresa Duke, board chairman, called the meeting to order at 7:01 p.m.

Ms. Duke pointed out to the board that the agenda for this meeting had been posted in accordance with the Texas Open Meeting Act as evidence by the time stamp and notarized statement of Carol Clark on the posted documents.

Ms. Duke then declared a quorum of members present.

Consideration and action were taken on the minutes of September 13, 2017. Errors were pointed out and manual corrections were made to:

- Include Mr. Sid Fryer in attendance
- Correct from Tim Bonner to Frank Bonner

There was a motion to approve the minutes with corrections by Mr. Utley, seconded by Mr. Fryer. Motion carried.

The board then reviewed the district's monthly financial reports for the month of September 2017 as prepared by Mr. Black. Ms. Whyte made a motion to approve the monthly financial reports as presented, seconded by Ms. Foree. Motion carried.

The Board reviewed a proposal from Frank Campos, CPA to audit the District's financial records for the year ending December 31, 2017. Mr. Black explained that Mr. Campos has performed the District's audit for the past several years. Mr. Black also stated that Mr. Campos has proved very thorough in auditing the records. Past research has indicated that it is very difficult to find a company who is willing to do an affordable governmental entity audit. Mr. Campos has proposed a cost that will range from \$4,950 to \$5,450. Mr. Black informed the board that Mr. Campos cost is unlikely to exceed the \$5,000 budgeted for 2017. After reviewing the proposal from Mr. Campos, Mr. Utley made a motion to accept the audit proposal of financial records for year ending December 31, 2017 as presented. The motion was seconded by Mr. Fryer and carried unanimously.

Mr. Black then presented the Investment Officer's Quarterly Report for the quarter ending September 30, 2017. The report included a statement that the all funds held by the district were deposited with Community National Bank & Trust, the district's depository; and, that all of those funds were adequately insured by FDIC and other securities pledged by the bank during the reporting quarter. Also included were statements regarding fund activity during the quarter which began with a fund balance of \$646,616.00 and ended with a balance of \$666,917.27. He also certified that the district's internal controls were being followed according to the board's policies and the district's policies and in compliance with the Public Funds Investment Act. Mr. Dunlap requested that Mr. Black explain why the highest fund balance and the total ending balance were not the same amounts. Mr. Black explained that the highest fund balance was taken from the

QuickBooks check register. The total ending balance was taken from the reconciliation report statement from the bank. After discussion the board recommended that Mr. Black submit a detailed report at the next board meeting. There was a motion by Mr. Dunlap, seconded by Mr. Utley that the report be approved as presented. Motion carried.

Consideration and action were taken on adopting Resolution 2017-01 for the appointment of officers for the Appraisal Review Board. Mr. Utley made a motion to appoint Ms. M J Alford as Chairman expiring in December 2019, and Mr. Eric Samford as Secretary. Mr. Samford's term expires in December 2018. Ms. Foree seconded the motion and motion was carried unanimously.

Mr. Black discussed in detail the proposed changes to the Administrative Policy changes with the board. Mr. Black explained to the board that on Page 49 (2) *Special Provision for Mobile Homes, 'Ownership'* will not be struck out. Page 55 (B) *Disabled Veteran (General Exemption)*, the second paragraph in red will be omitted as it has been duplicated. After discussion of the proposed changes, Mr. Fryer made a motion, seconded by Ms. Whyte, to approve the updates and corrections to the Administrative Personnel Policy as presented. The motion carried.

Consideration and action were taken on the District's Annual Report. Mr. Black presented the report to the board explaining that the report is done after certifying the roll in July and is required by the state. The annual report is less technical than the detailed summary appraisal report then published on the district's website as public record. Mr. Black reviewed some of the contents which included a list of the taxing jurisdictions, the legislative changes and certified values. The new tax rates were included in the report except for Mexia ISD which is not finalized until tax ratification in November. The report will be updated on the website with Mexia ISD tax rates once they have been adopted. Ms. Foree made a motion to approve the 2017 Annual Report, Mr. Utley seconded the motion and motion was carried unanimously.

Mr. Black then presented the Chief Appraiser's Report,

Noted in the report:

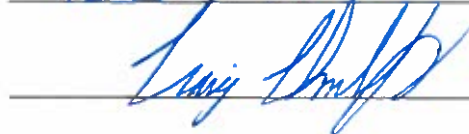
Following are high-lights of the district's activities during the past month:

1. Scheduled property inspections for 2017 continue according to schedule.
2. October 15 is the deadline for the taxing jurisdictions to submit nominations for the 2018-2019 BOD terms. I will be preparing the election ballot and delivering it to each jurisdiction later that week.
3. Mark Rogers will be joining the staff on Monday, October 16. We will be training him to maintain ownership records in the CAMA system.

There being no public comment and there being no further business, Ms. Duke declared the meeting adjourned at 7.42 p.m.



Chairman



Secretary