

Freestone Central Appraisal District
Directors Meeting

Minutes of January 13, 2016

Regular Meeting #437

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, Craig Dunlap, and Sid Fryer. Representing the appraisal district were Bud Black, Chief Appraiser; and Don Awalt, Deputy Chief Appraiser, Carol Clark, Administrative Assistant.

Teresa Duke, called the meeting to order at 7:04 p.m.

Ms. Duke requested proof of the posting of public notice of this meeting in accordance with Chapter 551, Texas Government. Mr. Black confirmed that the agenda had been notarized and posted on the front door of the appraisal district office, and on the district's website.

Ms. Duke declared a quorum of members present.

Oaths of office were administered to all present members by Carol Clark, Notary.

Election of Officers for the 2016-2017 terms was called. Mr. Fryer made a motion to retain the same officers that had served for the preceding term; that being Teresa Duke as Chairman and Craig Dunlap as Secretary. Mr. Dunlap seconded the motion. Motion was carried unanimously.

Consideration and action were taken on the minutes of December 9, 2015. There was a motion to approve the minutes by Mr. Fryer, seconded by Mr. Dunlap. Motion carried.

The board then reviewed the district's monthly financial reports for the month of December 2015 as prepared by Mr. Black. Mr. Dunlap made a motion to approve the monthly financial reports, seconded by Mr. Fryer. Motion carried.

Consideration and action were taken on adopting Resolution 2016-1 for the appointment of officers for the Appraisal Review Board. Mr. Dunlap made a motion to appoint Ms. Ann Gokey as Chairman expiring in December 2017, and Mr. Eric Samford as Secretary. Mr. Samford's term expires in December 2016. Mr. Fryer seconded the motion and motion was carried unanimously.

The board's next consideration and action was on Investment Officer's Quarterly Report ending December 31, 2015. Mr. Black reminded the board that the Public Funds Investment Act requires him, as the district's appointed investment officer, to report the board's financial status to the board quarterly. Mr. Black referred to various sections of the report and reminded the board that the district's investment policy declares that all funds in the district's possession are considered operating funds and are not subject to investment and are deposited in the district's depository in checking accounts to provide liquid access for normal operations of the district. The depository has provided pledged securities in the amount of \$318,682 above the highest fund balance of \$456,811. Summarizing the fund activity, he reflected that the district had a total fund balance of \$443,557.99 on December 31, 2015. He concluded his report by making a statement that the report had been prepared in accordance to the district's public funds investment policy and the requirements of the Public Funds Investment. There was a motion by Mr. Fryer, seconded by Mr. Dunlap to approve the Investment Officer's Quarterly Report. Motion carried.

Consideration and Action were taken on ratifying Public Funds Investment Policy. Mr. Black briefly reviewed *Chapter III Financial Affairs*, as written in the Administrative Policies. Mr. Black reminded the board that the Chief Appraiser is designated by the board of directors to serve as the district's

public funds investment officer, the board of directors as a whole retains ultimate responsibility as fiduciaries of the assets of the appraisal district. The depository must secure funds in the manner

provided by law for the security of funds of counties. Mr. Fryer made a motion, seconded by Mr. Dunlap ratifying the Public Funds Investment Policy as presented. The motion carried.

The board next considered Authorized Broker Dealers for the District's Investments. Mr. Black explained to the board that in recent years the district has remained invested with the district's designated depository. After brief discussion, Mr. Fryer made a motion not to Authorize Broker Dealers for the District's Investments, but to remain invested with the district's designated depository. Mr. Dunlap seconded the motion. The motion carried with no opposition.

Mr. Black recommended to the board to approve Texas Association of Appraisal Districts (TAAD) and Texas Association of Assessing Officers (TAAO) to be approved as Training Sources for the District's Investment Officers. Mr. Dunlap made a motion, seconded by Mr. Fryer to approve TAAD and TAAO as Training Sources for the District's Investment Officers as recommended by Mr. Black.

Consideration and Action were taken on Designating Investment Officers. Mr. Fryer made a motion for Mr. Black to remain as Designating Investment Officer. Mr. Dunlap seconded the motion. The motion carried unanimously.

A recommendation was made by Mr. Black to allow the signatories for bank accounts and safety deposit boxes to remain as the named signatories. The current signatories for the bank accounts are Mr. Black, Chief Appraiser; Ms. Teresa Duke, Board Chairman; and Mr. Craig Dunlap, Board Secretary. The same are listed as signees for the safety deposit boxes, including Mr. Don Awalt, Deputy Chief Appraiser and Carol Clark, Administrative Assistant. A motion was made by Mr. Fryer, seconded by Mr. Dunlap for no changes on Naming Signatories for Bank Accounts and Safety Deposit Boxes.

The board then considered the list of existing contracts with:

- Pritchard & Abbott – Mineral Contract
- Pritchard & Abbott – Software Contract
- Community National Bank & Trust of Texas – Depository 2015-2016
- Frank Campos, CPA – Audit of Financial Records
- Xerox – Lease Equipment W7970P
- Xerox – Lease Equipment WC5335P
- Xerox – Lease Equipment W7830P
- Pitney Bowes – Lease Equipment – Connect+ 1000 Series Postage Machine & Printer
- TCDRS – Freestone CAD Retirement Plan
- McCreary, Veselka, Bragg & Allen, P.C. – District's Attorney
- TXU Energy – Utility Contract
- BIS Consulting – Lease Equipment – T620 Server
- BIS Consulting – On-line Off-site Data Backup


State law prohibits an existing board from obligating another board to contractual obligations. Since the same board members have been elected for 2016-2017, the board must reconsider the district's current contracts as a new board. Mr. Fryer made a motion to ratify Existing FCAD Contracts, seconded by Mr. Dunlap. The motion carried.

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

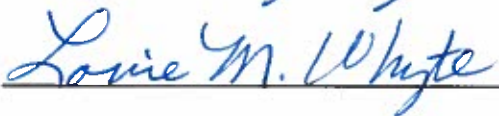
Noted in the report:

- Appraisers continue on-site inspections, anticipating completion by March 1, 2016
- The ARB will set their summer hearing dates during its organizational meeting on Thursday, January 14, 2016. They will determine when and where they will receive their state required certification and recertification training.
- Our redesigned website is up and running. Our maps are available for viewing. We plan on adding appraisal and map data files for download.

There being no public comment and there being no further business, Ms. Duke declared the meeting adjourned at 7:46 p.m.



Chairman



Secretary