

Freestone Central Appraisal District
Directors Meeting

Minutes of August 10, 2016

Regular Meeting #444

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

Teresa Duke, board chairman, called the meeting to order at 7:03 p.m.

Ms. Duke asked Mr. Black to confirm that the agenda for this meeting had been posted in accordance with the Texas Open Meeting Act. Mr. Black stated that the posting requirements had been met as the notice was posted on the district's website and on the office front door on August 4, 2016 well in advance of the required seventy-two-hour notice of the public meeting.

Ms. Duke then declared a quorum of members present.

Consideration and action were taken on the minutes of July 13, 2016. There was a motion to approve the minutes by Mr. Dunlap, seconded by Mr. Utley to approve the minutes as presented. Motion carried.

The board then reviewed the district's monthly financial reports for the month of July 2016 as prepared by Mr. Black. Ms. Foree made a motion to approve the monthly financial reports as presented, seconded by Mr. Dunlap. Motion carried.

The board entered a public hearing at 7:09 p.m. to consider the Proposed 2017-2018 Reappraisal Plan. With no public present, Mr. Black explained to the board that the district is required to hold public hearings and adopt a reappraisal plan by resolution no later than September 15 of even numbered years. Mr. Black also stated that a public notice for the hearing had been published in the newspapers, on the district's front door and website to be in compliance with Section 6.05(i) of the Property Tax Code. Mr. Black discussed and gave an overview of the proposed plan. Mr. Black explains the district's responsibilities, summarizing the previous plan performance and the plans requirements. Mr. Black states that one-third of the county will be physically inspected every year. A route schedule is included inside the proposed reappraisal plan. Based on that schedule, appraisers will be discovering new improvements and modifications to existing properties. They also gather information and look for changes in the condition of properties that may include fire damage, remodeling, additions, demolitions, and presence of or repair of existing physical deterioration of the improvement. All changes are recorded and submitted for attachment to the parcel record. The District will also use other reliable means of identification such as mechanic liens, septic tank permits, mobile home reports. Property that has items of personal property used for the production of income that has situs in the district annually will be inspected every two years.

Mr. Black states that all data and documents received into the office from the public and from the appraisers including digital pictures taken in the field will be attached to each parcel and maintained electronically. Documents will be attached to the same sequence to use less file space and for reviewing a record, all documents and photographs will be attached together. Another exemption or inquiry requires another sequence.

Mr. Black informs the board that routine audits are performed to ensure that the district's systems are being performed as expected. Audits are performed periodically and randomly with all documents filed to meet the records retention requirements adopted by the district's board of directors and the Texas Library and Archives Commission. The board closed the public hearing at

7:29 p.m. and reconvened the regular meeting. There was a motion by Mr. Utley, seconded by Mr. Dunlap to approve and adopt the Proposed 2017-2018 Reappraisal Plan. Motion carried.

The board then discussed the need to ratify the actions taken by the board at the regular meeting of March 11, 2015. Mr. Black explained to the board that it had been brought to his attention in the recent MAP review that the meeting was a violation of the open meetings act in that a quorum of the board was not present for the meeting. Mr. Black further explained that although three of the five voting members (Craig Dunlap, Sid Fryer, and Brownie Utley) were in attendance at the meeting, a quorum could not be established with less than four of the six members in attendance. While the actions of the board that night were unanimous, the actions taken in that meeting must be ratified by the board in a meeting where a quorum was present. Ms. Duke then made a motion to ratify the actions taken by the partial board as listed on the posted agenda and minutes of the meeting of March 11, 2015. Mr. Foree seconded the motion. The motion carried.

The board's next consideration was the renewal of contracts with Pritchard and Abbott for appraisal services and software licensing. Mr. Black reminded the board that they were unable to take action on the contracts in the July meeting as they were being reviewed by the district's attorney Mr. Kirk Swinney to make recommendations so that the contracts protect the district. Mr. Black stated that MAP reviewed the changes to the contracts, they have been approved and meets with the IAAO Standards for Contracting. The appraisal services fee for 2017 is set at \$191,250 and 2018 is \$197,500. The fee for the software license is \$35,575 for 2017 and \$36,575 for 2018. A motion was made by Mr. Dunlap to approve the Pritchard and Abbott contracts as presented seconded by Mr. Utley. The motion carried unanimously.

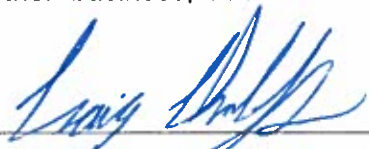
Ms. Duke then asked Mr. Black if there was a need to enter the scheduled executive session regarding lawsuits listed on the agenda. Mr. Black stated that although there were no new developments that required the board's attention in this matter he was informed by Mr. Kirk Swinney the district's attorney, that Mr. Sansoucy will do inspections at Big Brown Power Company next Wednesday. This being said, the board did not enter into executive session and continued with the meeting agenda.

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

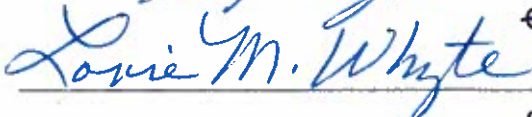
Noted in the report:

- The parking lot project has been completed and all parking areas have been re-stripped.
- Certified values were delivered to the Tax Assessor/Collectors for the various taxing jurisdictions on July 25.
- Appraisers and other staff members have begun preparations for the 2017 reappraisal, using the proposed plan presented tonight.
- Kasey Lane has been added to staff to assist with mapping and records management projects. She is filling the position vacated by Verita Davis.
- I received notice from Pritchard & Abbott today that they are planning to start data conversion and install their new appraisal program in our office on October 15. Two weeks have been allowed for the process. Staff will be trained and working in the new platform on November 2

There being no public comment and there being no further business, Mr. Duke declared the meeting adjourned at 7.54 p.m.



Chairman



Secretary