

Freestone Central Appraisal District
Directors Meeting

Minutes of January 10, 2018

Regular Meeting #461

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

Teresa Duke, board chairman, called the meeting to order at 7:05 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.

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

Ms. Duke then declared a quorum of members present.

Election of Officers for the 2018 – 2019 terms was called. Mr. Utley 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. Fryer seconded the motion. Motion was carried unanimously.

Consideration and action were taken on the minutes of December 13, 2017. 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 December as prepared by Mr. Black. Mr. Fryer made a motion to approve the monthly financial reports as presented, seconded by Mr. Dunlap. Motion carried.

The board's next consideration and action was on Investment Officer's Quarterly Report ending December 31, 2017. 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 \$770,683.00 above the highest fund balance of \$690,045.63. Summarizing the fund activity, he reflected that the district had a total fund balance of \$690,045.63 on December 31, 2017. 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. Dunlap, seconded by Mr. Utley 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. Ms. Foree made a

motion, seconded by Mr. Utley ratifying the Public Funds Investment Policy as presented. The motion carried.

Mr. Black recommended to the board to approve the Training Sources listed for the District's Investment Officers.

- Texas Association of Appraisal Districts (TAAD)
- Texas Association of Assessing Officers (TAAO)
- Texas Association of Counties (TAC)
- Texas Municipal League (TML)

Mr. Black informed the board that credits are obtained towards his Chief Appraiser license while attending TAAD and TAAO training sources. Mr. Dunlap made a motion, seconded by Mr. Fryer to approve TAAD, TAAO, TAC and TML as Training Sources for the District's Investment Officers as recommended by Mr. Black.

Consideration and Action were taken on designating the district's Investment Officers. After brief discussion Mr. Utley made a motion for Mr. Black to remain as the district's designating Investment Officer. Mr. Fryer seconded the motion. The motion carried unanimously.

Mr. Black plans to attend the annual Texas Association of Appraisal Districts conference, during the last week in February. The district has the opportunity, as members of that organization, to vote in their business meeting. The voting delegate has to be the chief appraiser or a member of the board of directors. There was a motion by Mr. Fryer and a second by Mr. Dunlap to appoint Bud Black, Chief Appraiser, as voting delegate to the annual TAAD conference. The motion carried with no opposition.

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 2017-2018
- Frank Campos, CPA – Audit of Financial Records
- Xerox – Lease Equipment W7970P
- Xerox – Lease Equipment W7835PT
- 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
- Armstrong & Armstrong – ARB Attorney
- BIS Consulting – Lease Equipment – T620 Server
- BIS Consulting – On-line Off-site Data Backup
- CoStar Realty Information, Inc. – Commercial Sales Information Service


State law prohibits an existing board from obligating another board to contractual obligation. Since the same board members have been elected for 2018-2019, the board must reconsider the district's current contracts as a new board. Mr. Utley made a motion to ratify Existing FCAD Contracts, seconded by Mr. Fryer. The motion carried.

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


Noted in the report:

1. Reappraisal activities continue according to schedule.
2. While Tina Gilley was out (for almost two months) with her illness and the illness of her daughter, followed by her daughter's death, has caused us to fall behind in our work plan. Her absences, along with increased public traffic in the office has contributed to the backup in the processing of exemption applications and the scanning and archival of records has fallen behind. Verita Davis has agreed to come back to work on a temporary basis and will start working 18 to 20 hours a week until we are caught up with these tasks.
3. The ARB will be meeting tomorrow to discuss the new legislative changes to their hearing rules and procedures. Laws passed in the last legislative session that will require the ARB to allow property owners to appear before them via telephone. There were also changes regarding the formats in which evidence may be submitted to the ARB electronically. These discussions will ultimately lead to changes in the administrative policies.
4. The PTAD Property Value Study results will be released on January 31. Single Family Homes, Commercial Properties, Vacant and Agricultural Lands, along with Minerals, Utilities, and Industrial Properties were studied in each of the eight school districts for which we appraise property. We are expecting that the results will indicate that our appraisals are within their confidence levels.
5. The PTAD MAP Reviewer will be here in mid-February to look at our operations.

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



Chairman



Secretary