

APPROVED

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF THE KAUFMAN CENTRAL APPRAISAL DISTRICT

The Board of Directors of the Kaufman Central Appraisal District held a meeting on Thursday November 21, 2019 in the boardroom of the Kaufman Central Appraisal District office located at 3950 South Houston Street, Kaufman, Texas. Board members present included Robert Dobbs, Ann McDonald, Bruce Bynum, Mike Wood, Karen Jones, Rusty Freeman, and Brenda Samples, ex-officio member. Member John Zaby was absent. Staff members present were Sarah Curtis, Chief Appraiser, Coy Johnson and Royce Thomas.

- A. Roll Call/Call to Order
Robert Dobbs, Chairman called the meeting to order with a quorum present at 5:00 p.m.
- B. Invocation
The invocation was led by Robert Dobbs, Board Chairman
- C. Pledge of Allegiance & Texas Pledge of Allegiance
Ann McDonald, led the pledge of Allegiances
- D. Open Forum
1. No one spoke during the open forum
- E. Action Items
 - 1. Review and Action to Approve Minutes of October 3, 2019 meeting
Karen Jones made a motion to approve minutes of the October 3, 2019 meeting as written. Mike Wood seconded the motion. A vote was taken with all being in favor. Motion carried.
 - 2. Discussion and action to approve reappointing Agriculture Advisory Board members.
 - a. Johnny Perry
 - b. Ralph DavisMike Wood made a motion to re-appoint Agriculture Advisory Board members Johnny Perry and Ralph Davis to the 2020 -2021 term. Rusty Freeman seconded the motion. A vote was taken with all being in favor. Motion carried.
 - 3. Discussion and action to approve Capitol Appraisal Contract
Ann McDonald made a motion to approve a contract between Kaufman Central Appraisal District and Capitol Appraisal in the amount of \$41,500.00 for the 2020 and 2021 tax years. Seconded by Bruce Bynum. A vote was taken with all being in favor. Motion carried.
 - 4. Discussion and action to approve financial reports through October 2019
Karen Jones made a motion to approve financial reports through October 2019. Seconded by Mike Wood. A vote was taken with all being in favor. Motion carried.
 - 5. Discussion and action to approve Third Quarter Public Investment Report
Bruce Bynum made a motion to approve the Third Quarter Investment Report. Seconded by Rusty Freeman. A vote was taken with all being in favor. Motion carried.

6. Discussion and action on combining reserve accounts

Sarah Curtis, Chief Appraiser requested moving designated funds from the money market into designated accounts. After discussion Karen Jones made a motion to approve. Seconded by Rusty Freeman. A vote was taken with all being in favor. Motion carried.

7. Discussion and action on undesignated funds

After discussion Bruce Bynum made a motion to move \$134,580.00 undesignated funds into the 2019 budget. Excess funds of \$64, 627.00 from the 2018 budget will be designated and moved into the building fund. Excess funds after the 2019 audit will be designated after the audit is completed. Mike Wood seconded the motion. A vote was taken with all being in favor. Motion carried.

8. Discussion and Action to adopt revised Board of Directors Policy Manual

Chief Curtis stated the hold harmless clause is new in the revised manual. Also, Forney ISD representative will represent, City of Forney, Rockwall ISD, City of Heath and City of Mesquite. Rusty Freeman made a motion to adopt changes to the 2019 revised Board of Directors Policy Manual. Seconded by Karen Jones. A vote was taken with all being in favor. Motion carried.

9. Discussion and Action to approve revisions to Employee Policy Manual

- a. Sec. 9.02.1 Possession and Use of Firearms
- b. Sec. 6.05 Holiday Schedule
- c. Sec. 10.06 Sexual Harassment

Karen Jones made a motion to adopt revisions to employee policy manual. Seconded by Rusty Freeman. A vote was taken with all being in favor. Motion carried.

F. Discussion Items Included:

1. Chief Appraiser Report

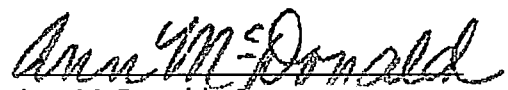
- a. Appraisal Update
 1. ARB Committee Report
 2. Property Value Study
 3. MAP Review
 4. Employees
 5. Lawsuits/Arbitrations filed and settled

2. Next Meeting Date

December 19, 2019

G. Adjournment

Roberts Dobbs, Chairman announced at 5:58 p.m. meeting adjourned.


Ann McDonald - Secretary