

APPROVED

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## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

The Board of Directors of the Kaufman Central Appraisal District held a meeting on Thursday, January 23, 2020 in the boardroom of the Kaufman Central Appraisal District office located at 3950 South Houston Street, Kaufman, Texas. Board members present included Robert Dobbs, Bruce Bynum, Ann McDonald, Karen Jones and John Zaby. Member Mike Wood join the meeting at 5:05 p.m. Members Rusty Freeman and Brenda Samples, ex officio member was absent. Staff members present were Sarah Curtis, Chief Appraiser, Royce Thomas and Vicki White. Braden Metcalf, Attorney of Nichols, Jackson, Hager and Smith were also in attendance.

Prior to calling the meeting to order reappointed members Ann McDonald, Karen Jones and Robert Dobbs were sworn in for the 2020-2021 term.

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, secretary led the pledge of Allegiance

D. Discussion and Action to elect 2020 officers

a. Chairman- John Zaby nominated Robert Dobbs, Karen Jones nominated Bruce Bynum, Ann McDonald closed nominations. A vote was taken with all being in favor of Robert Dobbs as Chairman. Motion carried.

b. Vice-Chairman

Chairman Dobbs asked if the Board would like to keep Bruce Bynum as Vice -Chairman and Ann McDonald as Secretary.

John Zaby moved to continue with current officers. Seconded by Karen Jones.

A vote was taken with all being in favor of Bruce Bynum as Vice-Chairman and Ann McDonald as Secretary. Motion carried.

c. Secretary

E. Open Forum

1. No one spoke during the open forum

F. Action Items

1. Review and Action to Approve Minutes of December meeting.

After discussion Bruce Bynum moved to approve the minutes as corrected to Section F paragraph 1. Mike Wood seconded the motion. A vote was taken with all being in

favor. Motion carried.

2. Discussion and Action to approve financial reports

John Zaby made a motion approve financial reports as presented. Bruce Bynum seconded the motion. A vote was taken with all being favor. Motion carried.

3. Discussion and Action to Approve Fourth Quarter Public Investment Report

Sarah Curtis, Chief Appraiser stated the \$67,727.00 designated for the building fund will be transferred in March 2020 at maturity date of the CD. John Zaby made a motion to approve the Fourth Quarter Public Investment Report. Karen Jones seconded the motion. A vote was taken with all being in favor. Motion carried

4. Discussion and Action to adopt resolution appointing Taxpayer Liaison Officer

Counties with a population of 120,000 are required to have a Taxpayer Liaison. Mrs. Curtis introduced Vicki White and stated she is the office manager and assists with ARB. In discussion Curtis stated Dallas CAD, Taxpayer Liaison Officer has offered to assist in training of the new position for the Kaufman District. Bruce Bynum made a motion to approve the resolution. Seconded by Karen Jones. A vote was taken with all being in favor. Motion carried.

5. Discussion and Action to adopt resolution appointing Appraisal Review Board Members

Matilda Vance declined her appointment to the Appraisal Review Board. After discussion Mike Wood made a motion to approve a resolution appointing Mary Carter and Bill Bedrick for the 2020 term. Seconded by Karen Jones. A vote was taken with all being in favor. Motion carried

6. Take action to appoint committees for 2020

a. Budget Committee

Chair – Bruce Bynum

Member - Rusty Freeman

Member - Ann McDonald

b. Personnel Committee

Chair – Mike Wood

Member - Robert Dobbs

Member- Karen Jones

c. ARB Committee

Chair- Ann McDonald

Member – Karen Jones

Member – John Zaby

G. Executive Session

The Board of Directors convened in Executive Session at 5:24 p.m.

Ann McDonald made a motion to convene in executive session. John Zaby seconded the motion. A vote was taken with all being in favor. Motion carried

1. Consultation with Attorney Section 551.07(a) -authorizes a governmental body to consult with its attorney in an executive to seek advice on legal matters such as pending or contemplated litigation or a settlement offer;

2. Motion to reconvene into open session

Mike Wood moved to reconvene open session at 5:58 p.m. John Zaby seconded the motion. A vote was taken with all being in favor. Motion carried

3. Necessary action as a result of Executive Session

Mike Wood moved to approve \$15,000.00 for appraisals of one or more Hotel properties in litigation. Seconded by Karen Jones. A vote was taken with all being in favor. Motion carried.

#### H. Discussion Items

##### 1. Chief Appraiser Report

###### a. Appraisal Update

###### 1.. Appraisal Review Board

###### 2. Property Value Study

Property Value study should be out January 31<sup>st</sup> , but the Chief Appraiser has been told there is a software problem that may prevent a delay.

###### 3. MAP Review

Our Maps reviewer is scheduled to be in the office the week of February 10<sup>th</sup>. Staff are working preparing their departments for review.

###### 4. Employees

Curtis stated Coy Johnson is in the process of hiring two additional office staff.

###### 5. Board of Directors

TAAD Conference is February 23<sup>rd</sup>- 26<sup>th</sup> . Board members are invited to attend the Capitol dinner on February 23<sup>rd</sup> at the Aquarium in Dallas. Board members planning to attend the one day session on Tuesday, February 25<sup>th</sup>, we need to confirm your registration.

###### 6. Lawsuit

The January lawsuit report has been updated since the December Board meeting.

##### 2 . Next Meeting Date

Thursday, February 20,2020

#### I. Adjournment

Roberts Dobbs, Chairman announced at 6:11 p.m. meeting adjourned.

*Ann McDonald*  
Ann McDonald - Secretary