

Filed 21st day of Jan. 2019
at 10:30

NOTICE
REGULAR MEETING OF THE
DEAF SMITH COUNTY APPRAISAL DISTRICT

AGENDA

Meeting to be held in the Deaf Smith County Appraisal District Board Room
Located at 140 E. 3rd Street, Hereford, Texas January 24, 2019 at 8:30 A.M.

- I. Roll Call
- II. Annual Election of Board of Directors Chairman and Secretary
- III. Approve Minutes of last meeting, October 25, 2018
- IV. Approve Bills
- V. Approve Ag Advisory Board Members
- VI. Approve ARB Members
- VII. Appoint ARB Chairman and Secretary
- VIII. Adopt the 2019 Resolutions to Sec. 125 Cafeteria Plan
- IX. Open Forum or Public Comments
- X. Annual Evaluation of Chief Appraiser
- XI. Approve Eide Bailly engagement letter for 2018 Audit
- XII. Approve the 2018 Budget surplus of \$51,440.72 for Reserve Funds or refund to Entities.
- XIII. Re-allocate money in the Reserve Fund
- XIV. Appraisal District's Investments – Reports and Board Actions
 - A. Reports – Investment Officer's Annual Public Funds Investment Act (PFIA) Report to the board.
 - a. 2018 4th Quarter Report
 - b. 2018 Final Report
 - c. 2018 Year End Report
 - d. The Investment Officer's – *Statement of Conflict of Interest* – see Appendix F (pg.16)
 - B. Board Action
 - a. *Annual Review of the Investment Policy and Strategy* – see Appendix D (pg. 14)
 - b. *Approval of Authorized Dealers, Brokers, Sellers of Investments, and Institutions* and criteria for selecting such. See Appendix C – (pg. 13)
 - c. *Adopt 2019 Investment Policy*. See Appendix A – (pg. 11)
- XII. Office Report
 - A. Current collections through December 2018
 - B. Supplement Reports

NOTE: EXECUTIVE SESSION: The Board may retire to Executive Session anytime between the meeting's opening and adjournment for purposes of deliberating business authorized in Article 6252-17. Action, if any, will be taken in open session.

DATED THIS 21st DAY OF JANUARY, 2019

Deaf Smith County Appraisal District

140 E. 3rd St • Hereford, TX 79045 • Phone: 806-364-0625

Meeting Minutes for January 24, 2019

- I. Meeting called to order by Chairman Edward Allison at 8:30 a.m.
 - A. Members present:
 1. Edward Allison
 2. Carey Black
 3. Mike Brumley
 4. Ted Eicke
 5. Clay McNeely
 - B. Others present:
 1. Danny Jones, DSCAD Staff
 2. Mark Powers, DSCAD Staff
 3. Patty Scott, DSCAD Staff
 4. Anthony Soto, DSCAD Staff

- II. The annual election of Board of Directors officers was conducted.
 - A. President:
 1. Motion to elect Edward Allison as President by Clay McNeely
 2. 2nd by Ted Eicke
 - B. Secretary:
 1. Motion to elect Carey Black as Secretary by Clay McNeely
 2. 2nd by Ted Eicke

- III. Minutes of the October 25, 2018 meeting were reviewed.
 - A. Motion to approve minutes by Mike Brumley.
 - B. 2nd by Carey Black.
 - C. Approved unanimously.

- IV. The bills for October, November, and December 2018 were discussed and reviewed.
 - A. Motion to approve by Ted Eicke.
 - B. 2nd by Clay McNeely.
 - C. Approved unanimously.

- V. Board Members reviewed the approved list of candidates for the Ag Advisory Board.
 - A. Motion to approve by Clay McNeely.
 - B. 2nd by Mike Brumley.
 - C. Approved unanimously.

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- VI. Board members reviewed the approved list of candidates for the Appraisal Review Board. Selected to serve on the ARB were Randy Paetzold, Raul Pesina, Joe Ward, and David Tiemann.
- A. Motion to approve by Carey Black.
 - B. 2nd by Ted Eicke.
 - C. Approved unanimously.
- VII. The appointment of ARB Chairman and Secretary were made.
- A. Chairman:
 - 1. Motion to elect Randy Paetzold as Chairman by Carey Black.
 - 2. 2nd by Ted Eicke
 - 3. Approved unanimously.
 - B. Secretary
 - 1. Motion to elect Raul Pesina as Secretary by Carey Black.
 - 2. 2nd by Ted Eicke.
 - 3. Approved unanimously.
- VIII. Board members approved adopting the Section 125 Cafeteria Plan.
- A. Motion to approve by Mike Brumley.
 - B. 2nd by Carey Black.
 - C. Approved unanimously.
- IX. Open Forum and Public Comments was opened at 8:35 a.m. and closed at 8:36 a.m. due to no public presence or comments presented.
- X. Board Members went into executive session at 8:37 AM to discuss the job performance of the Chief Appraiser Danny Jones. The Board Members returned to open session at 8:43 AM and submit an evaluation on Mr. Jones. Mr. Jones' rating was noted as good to excellent.
- XI. Board Members approved Eide Bailly to audit the District's financial accounts for year ending December 31, 2018.
- A. Motion to approve by Ted Eicke
 - B. 2nd by Mike Brumley
 - C. Approved unanimously.

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- XII. Board Members reviewed the end of the year 2018 Budget. After discussion, Board Members agreed to retain the unused budget money of \$51,440.72 as "Dedicated Funds" within the Investment bank account. As per the Budget Surplus Funds Policy, a letter will be sent to the taxing entities notifying them of this decision and instructions on how to request a refund.
- A. Motion to retain unused budget funds by Carey Black
 - B. 2nd by Ted Eicke
 - C. Approved unanimously.
- XIII. With the additional 2018 Budget money added to the existing Dedicated Funds, Board Members re-allocated the Dedicated Funds as follows:
- | | |
|--------------------|-------------|
| Operations reserve | \$52,654.76 |
| Vehicle | \$40,000 |
| Computer | \$30,000 |
| Legal | \$80,000 |
| Building | \$110,000 |
- The total Dedicated Funds balance is \$312,654.76
- A. Motion to approve allocation by Mike Brumley
 - B. 2nd by Clay McNeely
 - C. Approved unanimously.
- XIV. Investments:
- A. Mark Powers presented the Investment Officer's Annual Public Funds Investment Act Report to the Board which included the
 1. 2018 4th Quarter Report,
 2. 2018 Final Report,
 3. 2018 Year End Report,
 4. Investment Officer's Statement of Conflict of Interest.
 - B. The Board approved the Annual Review of the Investment Policy and Strategy.
 1. Motion to approve by Clay McNeely.
 2. 2nd by Carey Black
 3. Approved unanimously.
 - C. The Board approved the Authorized Dealers, Brokers, Sellers of Investments, and Institutions and criteria for selecting such.
 1. Motion to approve by Carey Black.
 2. 2nd by Mike Brumley.
 3. Approved unanimously.
 - D. The Board approved adopting the 2019 Investment Policy.
 1. Motion to approve by Ted Eicke.
 2. 2nd by Mike Brumley.
 3. Approved unanimously.

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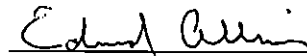
XV. Office Report

- A. Danny Jones reported on the current tax collections through December 31, 2018.
- B. Danny Jones reported on 2018 4th quarter Supplements which consists of tax roll changes.

Meeting adjourned at 9:20 a.m.

Approved:

Date:



Edward Allison, Chairperson