

This 22nd Posted
day of January, 2018
at 11:30 AM

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 25, 2018 at 8:30 A.M.

- I. Roll Call
- II. Administer *Oath of Office* and *Statement of Officer* to new member, Clay McNeely
- III. Annual Election of Board of Directors Chairman and Secretary
- IV. Approve Minutes of last meeting, October 26, 2017
- V. Approve Bills
- VI. Approve Ag Advisory Board Members
- VII. Approve ARB Board Members
- VIII. Appoint ARB Chairman and Secretary
- IX. Open Forum or Public Comments
- X. Annual Evaluation of Chief Appraiser
- XI. Award Bid for 2018 Financial Audit Services
- XII. Approve the 2017 Budget surplus of \$ 33,205.24 for Reserve Funds or refund to Entities.
- XIII. Re-allocate money in the Reserve Fund

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AGENDA - January 25, 2018, Continued

- 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. *2017 4th Quarter Report*
 - b. *2017 Final Report*
 - c. *2017 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 2018 Investment Policy.* See Appendix A – (pg. 11)
- XV. Office Report
- A. Current collections through December 2017
 - B. Refund request from Top of Texas over \$2500.00
 - C. 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 22nd DAY OF JANUARY, 2018

Minutes for January 25, 2018

- I. Meeting was called to order by Chairman Edward Allison at 8:25 a.m.
 - A. Members present:
 1. Edward Allison
 2. Carey Black
 3. Mike Brumley
 4. Ted Eicke
 5. Clay McNeely
 - B. Other present:
 1. Danny Jones, DSCAD Staff
 2. Mark Powers, DSCAD Staff
 3. Patty Scott, DSCAD Staff
 4. Anthony Soto, DSCAD Staff

- II. The *Oath of Office* and *Statement of Officer* was administered by Lydia Vallejo to new board member Clay McNeely.

- III. The annual election of Board of Directors officers was conducted.
 - A. President:
 - i. Motion to elect Edward Allison as President by Mike Brumley.
 - ii. 2nd by Ted Eicke.
 - iii. Approved unanimously.
 - B. Secretary:
 - i. Motion to elect Carey Black as Secretary by Mike Brumley.
 - ii. 2nd by Clay McNeely.
 - iii. Approved unanimously.

- IV. Minutes of the October 26, 2017 meeting were reviewed.
 - A. Motion to approve minutes by Carey Black.
 - C. 2nd by Mike Brumley.
 - D. Approved unanimously.

- V. The bills for October, November, and December 2017 were reviewed.
 - A. Motion to approve the bills by Mike Brumley.
 - B. 2nd by Ted Eicke.
 - C. Approved unanimously.

- VI. Board Members reviewed the approved list of candidates for the Ag Advisory Board. Candidates selected to serve on the Ag Board are David Barnett, Nathan Betzen, Dennis Brown, Joe Perrin, Thomas Schlabs, Mike Schueler, Craig Soloman, and Cory Walden.
 - A. Motion to approve the selected candidates by Ted Eicke.
 - B. 2nd by Mike Brumley.
 - C. Approved unanimously.

Minutes for January 25, 2018 Meeting – Continued

- VII. 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 the selected candidates by Carey Black
 - B. 2nd by Ted Eicke.
 - C. Approved unanimously.
- VIII. The appointment of the ARB Chairman and Secretary were made.
- A. Chairman:
 - i. Motion to elect Randy Paetzold as Chairman by Mike Brumley.
 - ii. 2nd by Carey Black.
 - iii. Unanimously approved.
 - B.
 - i. Motion to elect Raul Pesina as Secretary by Mike Brumley.
 - ii. 2nd Ted Eicke.
 - iii. Unanimously approved.
- IX. Open Forum was opened at 8:34 AM and closed at 8:35 AM due to no public presence.
- X. Board Members went into executive session At 8:35 AM to discuss the job performance of the Chief Appraiser Danny Jones. The Board Members returned to open session at 8:47 AM and submit an evaluation on Mr. Jones. Mr. Jones' rating was noted as good to excellent.
- XI. Per the request of former board member Kevin Knight, bids were obtained from Brown, Graham & Co. and Eide Bailly (formerly Davis Kinard & Co.) for the 2017 yearend financial audit. Brown, Graham & Co. turned in a bid of approximately \$ 13,500 and Eide Bailly's bid was \$ 5,700. After discussion and consideration the bid was awarded to Eide Bailly.
- XII. Board Members reviewed the end of the year 2017 Budget. After discussion Board Members agreed to retain the unused budget money of \$ 33,205.24 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 Mike Brumley.
 - B. 2nd by Ted Eicke.
 - C. Approved unanimously.

Minutes for January 25, 2018 Meeting – Continued

- XIII. With the additional unused 2017 Budget money added to the existing “Dedicated Funds” Board Members re-allocated the “Dedicated Funds” as follows:

Operations reserve	\$ 32,626.86
Vehicle	\$ 35,000.00
Computer	\$ 25,000.00
Legal	\$ 60,000.00
Building	\$ 50,000.00

The total “Dedicated Funds” balance is \$ 202,626.86.

- A. Motion to approve allocation by Mike Brumley.
B. 2nd by Carey Black.
C. Approved unanimously.
- XIV. Investments:
- A. Mark Powers presented the *Investment Officer’s Annual Public Funds Investment Act Report* to the Board
- With the 2017 4th Quarter Report Summary Report*
 - With the 2017 Final Report*
 - With the 2017 Year End Report*
 - With the Investment Officer’s Statement of Conflict of interest.*
- B. The Board approved the *Annual Review of the Investment Policy and Strategy*.
- Motion to approve by Ted Eicke.
 - 2nd by Carey Black.
 - Unanimously approved
- C. The Board approved the *Authorized Dealers, Brokers, Sellers of Investments, and Institutions* and criteria for selecting such.
- Motion to approve by Carey Black.
 - 2nd by Mike Brumley.
 - Unanimously approved
- D. The Board approved the updated *2018 Investment Policy*.
- Motion to approve policy by Ted Eicke.
 - 2nd by Mike Brumley.
 - Unanimously approved

Minutes for January 25, 2018 Meeting – Continued

XV. Office Report:

- A. Danny Jones reported on the current collections through December 30, 2017.
- B. Danny Jones reported on a tax refund requested by Collier's Top of Texas in the amount of \$ 28,388.66 due to a Linkbelt Crane being listed on their personal property rendition and also listed by the leasing company.
- C. Danny Jones reported on taxpayer supplemental changes to the tax roll.

Meeting adjourned at 9:40 a.m.

Approved:

Date: 4-26-18



Chairperson: Edward Allison