

This 18th day of Oct, 2019
Posted
at 1:38 p.m

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, October 24, 2019 at 8:30 A.M.

- I. Roll Call
- II. Approve Minutes of last meeting, July 31, 2019
- III. Approve Bills
- IV. Award Depository Contract.
- V. Approve amendment to Employee Policy Handbook regarding Sick/Vacation policy.
- VI. Approve 2020 Holiday Schedule
- VII. Approve Ag Advisory Board Member Candidate list
- VIII. Approve Appraisal Review Board Member Candidate List
- IX. Approve Eide Bailly engagement letter for 2019 Audit.
- X. Approve purchases made with reserve money
- XI. Open Forum or Public Comments
- XII. Office Report
 - a. Current collections through September 30, 2019
 - b. Report on Supplements
 - c. 3rd Quarter 2019 Investment 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 18th DAY OF OCTOBER, 2019

Deaf Smith County Appraisal District

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

Meeting Minutes for October 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	4. Anthony Soto, DSCAD Staff
2. Mark Powers, DSCAD Staff	5. Greg Houlette, Happy State Bank
3. Patty Scott, DSCAD Staff	6. Christina Lucio, Happy State Bank
- II. Minutes of the July 31, 2019 meeting were reviewed.
 - A. Motion to approve by Carey Black.
 - B. 2nd by Clay McNeely.
 - C. Approved unanimously.
- III. The bills for July, August, and September 2019 were reviewed.
 - A. Motion to approve by Mike Brumley.
 - B. 2nd by Ted Eicke.
 - C. Approved unanimously.
- IV. Financial institutions submitting bids for the Depository Contract were FirstBank Southwest, First Financial Bank and Happy State Bank. Greg Houlette and Christina Lucio with Happy State Bank were present to answer any questions the Board had. After reviewing each bid and comparing interest rates, board members agreed to award the depository contract to FirstBank Southwest. The contract will cover the period of January 1, 2020 through December 31, 2021. Mr. Houlette asked if they could review the bids, and he agreed with the Board's decision. The Board thanked them for attending the meeting. Mr. Houlette and Mrs. Lucio then left.
 - A. Motion to approve by Clay McNeely
 - B. 2nd by Carey Black
 - C. Approved unanimously.

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- V. An amendment to the employee sick and vacation wording was reviewed. Regarding vacation leave, "All full time employees will be given two (2) weeks or ten (10) working days vacation each year after the first year of employment. No claim or credit is granted until after one full year of employment" was replaced with "All full time employees will be given two (2) weeks or ten (10) working days vacation each calendar year. A newly hired full time employee's vacation will be prorated for the first year of employment according to their date of hire." Regarding sick leave, "a newly hired full time employee's sick leave will be prorated for the first year of employment according to their date of hire" was added.
- A. Motion to approve by Clay McNeely.
 - B. 2nd by Mike Brumley
 - C. Approved unanimously.
- VI. The holiday schedule for 2020, which remained the same as last year, was reviewed.
- A. Motion to approve by Carey Black.
 - B. 2nd by Ted Eicke.
 - C. Approved unanimously.
- VII. Board members reviewed the list of possible candidates to serve on the Ag Advisory Board.
- A. Motion to approve by Ted Eicke.
 - B. 2nd by Carey Black.
 - C. Approved unanimously.
- VIII. Board members reviewed the list of possible candidates to serve on the Appraisal Review Board.
- A. Motion to approve by Carey Black.
 - B. 2nd by Mike Brumley.
 - C. Approved unanimously.
- IX. Board members approved Eide Bailly to audit the District's financial accounts for year ending December 31, 2019.
- A. Motion to approve by Clay McNeely.
 - B. 2nd by Carey Black.
 - C. Approved unanimously.
- X. The Board was reminded that \$7,090.85 had been transferred from the Investment account to the Maintenance account to buy a new HVAC unit for the Tag Office. (This purchase was approved in the Board Meeting for July 31, 2019.)
- XI. Open Forum was opened at 8:54 a.m. and closed at 8:55 a.m. No comments were made.

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XII. Office Report

- A. Danny Jones reported on the current tax collections through September 30, 2019.
- B. The 2019 3rd quarter supplements were reported to board members.
- C. Mark Powers presented the 2019 3rd quarter Investment Report.
- D. The Board was informed that the Appraisal District's Sam's Club credit card was paid off and the account closed. This information will be shared with our auditors.

Meeting adjourned at 9:30 a.m.

Approved:

Date:

Edward Allison
Edward Allison, Chairperson

1-23-20