

Posted
This 17th day of January 2020
at 10:32

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 23, 2020 at 8:30 A.M.

- I. Roll Call
- II. Administer *Oath of Office* and *Statement of Officer* to new member, Mike Bryant
- III. Annual Election of Board of Directors Chairman and Secretary
- IV. Approve Minutes of last meeting, October 24, 2019
- V. Approve Bills
- VI. Approve changes to the FirstBank Southwest checking account signature cards.
- VII. Adopt the 2020 Resolutions to Sec. 125 Cafeteria Plan
- VIII. Open Forum or Public Comments
- IX. Annual Evaluation of Chief Appraiser
- X. Approve purchase of new server and software
- XI. Approve the 2019 Budget surplus of \$20,819.69 for Reserve Funds or refund to Entities
- XII. Re-allocate money in the Reserve Fund
- XIII. Appraisal District's Investments – Reports and Board Actions
Reports – Investment Officer's Annual Public Funds Investment Act (PFIA) Report to the board.
 - a. 2019 4th Quarter Report
 - b. 2019 Final Report
 - c. 2019 Year End Report
 - d. The Investment Officer's – *Statement of Conflict of Interest* – see Appendix F (pg.16)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 *2020 Investment Policy*. See Appendix A – (pg. 11)
- XIV. Office Report
 - a. Current collections through December 2019
 - b. Supplement Report
 - c. Update on building maintenance

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 17th DAY OF JANUARY 2020

Deaf Smith County Appraisal District

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

Meeting Minutes for January 23, 2020

- 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 Bryant
 4. Ted Eicke
 - B. Absent:
 1. Mike Brumley
 - C. Others present:
 1. Danny Jones, DSCAD Staff
 2. Mark Powers, DSCAD Staff
 3. Anthony Soto, DSCAD Staff
- II. The Statement of Officer and Oath of Office was administered by Anthony Soto to new board member Mike Bryant.
- III. The annual election of Board of Directors officers was conducted.
 - A. President:
 1. Motion to elect Edward Allison as President by Carey Black
 2. 2nd by Ted Eicke
 - B. Secretary:
 1. Motion to elect Carey Black as Secretary by Mike Bryant
 2. 2nd by Ted Eicke
- IV. Minutes of the October 24, 2019 meeting were reviewed.
 - A. Motion to approve minutes by Carey Black
 - B. 2nd by Ted Eicke
 - C. Approved unanimously
- V. The bills for October, November, and December 2019 were discussed and reviewed.
 - A. Motion to approve by Ted Eicke
 - B. 2nd by Carey Black
 - C. Approved unanimously
- VI. Changes to the FirstBank Southwest checking account signature cards were reviewed. Patty Scott was removed, and Jeanette Browning was added to Maintenance and Tax accounts.
 - A. Motion to approve by Carey Black
 - B. 2nd by Mike Bryant
 - C. Approved unanimously

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Meeting Minutes for January 23, 2020

- VII. Board members approved adopting the Section 125 Cafeteria Plan.
- A. Motion to approve by Ted Eicke
 - B. 2nd by Mike Bryant
 - C. Approved unanimously
- VIII. Open Forum and Public Comments was opened at 8:37 a.m. and closed at 8:38 a.m. due to no public presence or comments presented.
- IX. Board Members went into executive session at 8:39 AM to discuss the job performance of Chief Appraiser Danny Jones. The Board Members returned to open session at 8:44 AM and submit an evaluation on Mr. Jones. Mr. Jones' rating was noted as good to excellent.
- X. Board Members approved purchasing a new server from BIS Consulting.
- A. Motion to approve by Mike Bryant
 - B. 2nd by Ted Eicke
 - C. Approved unanimously
- XI. Board Members reviewed the end of the year 2019 Budget. After discussion, Board Members agreed to retain the unused budget money of \$20,819.69 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 Mike Bryant
 - C. Approved unanimously
- XII. With the additional 2019 Budget money added to the existing Dedicated Funds, Board Members re-allocated the Dedicated Funds as follows:
- | | |
|--------------------|-------------|
| Operations reserve | \$157,000 |
| Vehicle | \$50,000 |
| Computer | \$30,000 |
| Legal | \$88,118.36 |
| Building | \$55,500 |
- The total Dedicated Funds balance is \$380,618.36
- A. Motion to approve allocation by Carey Black
 - B. 2nd by Mike Bryant
 - C. Approved unanimously.

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Meeting Minutes for January 23, 2020

XIII. Investments:

- A. Mark Powers presented the Investment Officer's Annual Public Funds Investment Act Report to the Board which included the
 - 1. 2019 4th Quarter Report,
 - 2. 2019 Final Report,
 - 3. 2019 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 Ted Eicke
 - 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 Ted Eicke
 - 2. 2nd by Carey Black
 - 3. Approved unanimously.
- D. The Board approved adopting the 2019 Investment Policy.
 - 1. Motion to approve by Ted Eicke
 - 2. 2nd by Carey Black
 - 3. Approved unanimously

XIV. Office Report

- A. Danny Jones reported on the current tax collections through December 31, 2019.
- B. Danny Jones reported on 2019 4th quarter Supplements which consists of tax roll changes.
- C. Mark Powers provided the Board with the plans for the front entrance remodel. Mr. Powers stated that the current entrance isn't ADA compliant and the metal door frame is deteriorating. The proposed cost was \$28,865.
 - 1. Approved by Carey Black
 - 2. 2nd by Mike Bryant
 - 3. Approved unanimously

Meeting adjourned at 9:35 a.m.

Approved:

Date:


Edward Allison, Chairperson

