

This 22nd ^{Posted} day of Feb. 2021
at 9:15 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 February 25, 2021 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 29, 2020
- IV. Approve Bills
- V. Approve transactions involving reserve money
- VI. Adopt the 2021 Resolutions to Sec. 125 Cafeteria Plan
- VII. Annual Evaluation of Chief Appraiser
- VIII. Open Forum or Public Comments
- IX. Approve Eide Bailly engagement letter for 2020 audit
- X. Approve the District to seek bids for a new truck
- XI. Appraisal District's Investments – Reports and Board Actions
Reports – Investment Officer's Annual Public Funds Investment Act (PFIA) Report to the board
 - a. 2020 4th Quarter Report
 - b. 2020 Final Report
 - c. 2020 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 2021 Investment Policy*. See Appendix A – (pg. 11)
- XII. Approve the 2020 Budget surplus for Reserve Funds or refund to Entities
- XIII. Re-allocate money in the Reserve Fund
- XIV. Office Report
 - a. Current collections through December 2020
 - b. Supplement Report
 - c. Update regarding Wildorado ISD's values.
 - d. Update on MAP (Method and Assistance) review
 - e. Discuss the District's plans about reopening the lobby

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 FEBRUARY 2020

Deaf Smith County Appraisal District

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

Meeting Minutes for February 25, 2021

- 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. Mike Bryant
 5. Ted Eicke
 - B. Others present:
 1. Danny Jones, Deaf Smith CAD Staff
 2. Mark Powers, Deaf Smith CAD Staff
 3. Anthony Soto, Deaf Smith CAD Staff

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

- III. Minutes of the October 29, 2020 meeting were reviewed.
 - A. Motion to approve by Mike Brumley
 - B. 2nd by Carey Black
 - C. Approved unanimously.

- IV. The bills for October, November, and December 2020 were reviewed.
 - A. Motion to approve by Carey Black
 - B. 2nd by Mike Bryant
 - C. Approved unanimously.

- V. The Board was reminded that \$62,492.55 had been used to replace the roof (This purchase was approved in the Board Meeting for July 31, 2019.)

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- VI. Board members reapproved adopting the Section 125 Cafeteria Plan.
 - A. Motion to approve by Mike Bryant.
 - B. 2nd by Mike Brumley.
 - C. Approved unanimously.

- VII. Board members went into executive session at 8:39 AM to discuss the job performance of Danny Jones, Chief Appraiser. The Board members returned to open session at 8:43 AM and submit an evaluation on Mr. Jones, whose rating was excellent.

- VIII. Open Forum and Public Comments was opened at 8:47 AM and closed at 8:52 AM. No comments from the public were made or presented.

- IX. Board members approved Eide Bailly to audit the District's financial accounts for year ending December 31, 2020.
 - A. Motion to approve by Mike Brumley.
 - B. 2nd by Ted Eicke.
 - C. Approved unanimously.

- X. Board members approved the District seeking bids for a new vehicle.
 - A. Motion to approve by Carey Black.
 - B. 2nd by Ted Eicke.
 - C. Approved unanimously.

- XI. Investments:
 - A. Mark Powers presented the Investment Officer's Annual Public Funds Investment Act Report to the Board which included the 2020 4th Quarter Report, 2020 Final Report, 2020 Year End Report, and the Investment Officer's Statement of Conflict of Interest.
 - B. The Board approved
 - 1. the Annual Review of the Investment Policy and Strategy,
 - 2. the Authorized Dealers, Brokers, Sellers of Investments, and Institutions and criteria for selecting such,
 - 3. adopting the 2021 Investment Policy.
 - a) Motion to approve by Mike Brumley.
 - b) 2nd by Ted Eicke.
 - c) Approved unanimously

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- XII. Board members reviewed the end of year 2020 Budget, of which there was a surplus of \$85,953.84. Mr. Jones mentioned that a Deaf Smith CAD employee had requested a \$3,350 raise since the employee declined the District's health insurance. After discussion, Board Members agreed to retain \$3,350 of unused budget money and for the remaining \$82,603.84 to be refunded to the entities.
- A. Motion to approve by Mike Bryant
 - B. 2nd by Carey Black
 - C. Approved unanimously
- XIII. Board members reallocated the Dedicated Funds as follows:
- A. Operations reserve \$157,000
 - B. Vehicle \$40,000
 - C. Computer \$30,000
 - D. Legal \$50,000
 - E. Building \$31,718.33
- The total Dedicated Funds balance is \$308,718.33.
- A. Motion to approve by Ted Eicke
 - B. 2nd by Mike Brumley
 - C. Approved unanimously
- XIV. Office Report
- A. Mr. Jones reported on current tax collections through January 31, 2021.
 - B. The 2020 4th quarter supplements were reported to board members.
 - C. Mr. Jones reported that the District passed the Comptroller's audit regarding the values for Wildorado ISD.
 - D. Mr. Jones reported that the District passed the MAP review.
 - E. Mr. Jones recommended that the lobby remain closed until May 1, 2021 so that employees had time to get the COVID-19 vaccine. The Board agreed that the lobby could remain closed until that time.

Meeting adjourned at 9:20 a.m.

Approved:

Date:

Edward Allison
Edward Allison, Chairperson

4-22-21