

Posted  
This 22<sup>nd</sup> day of Jan 2024  
at 9:29 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. 3<sup>rd</sup> Street, Hereford, Texas January 25, 2024, at 8:30 A.M.

- 4
- I. Roll Call
  - II. Annual Election of Board of Directors Chairman and Secretary
  - III. Approve Minutes of last meeting, October 26, 2023
  - IV. Approve Bills
  - V. Approve transactions (if any) involving reserve money
  - VI. Annual Evaluation of Chief Appraiser
  - VII. Open Forum or Public Comments
  - VIII. Appraisal District's Investments – Reports and Board Actions  
Reports – Investment Officer's Annual Public Funds Investment Act (PFIA) Report to the board
    - a. 2023 4<sup>th</sup> Quarter Report
    - b. 2023 Final Report
    - c. 2023 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 2024 Investment Policy*. See Appendix A – (pg. 11)
  - IX. Approve the 2023 Budget surplus for Reserve Funds or refund to Entities
  - X. Re-allocate money in the Reserve Fund
  - XI. Office Report
    - a. Current collections through December 2023
    - b. Supplement Report

NOTE: 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 22<sup>nd</sup> DAY OF JANUARY 2024

# Deaf Smith County Appraisal District

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

## Meeting Minutes for January 25, 2024

- I. Meeting called to order by Chairman Edward Allison at 8:30 a.m.
  - A. Members present:
    1. Edward Allison
    2. Carey Black
    3. David Brown
    4. Mike Brumley
    5. Mike Bryant
  - B. Others present:
    1. Danny Jones, DSCAD Staff
    2. Mark Powers, DSCAD Staff
    3. Anthony Soto, DSCAD Staff
  
- II. The annual election of the Board of Directors officers was conducted.

Chairman: Edward Allison  
Secretary: Carey Black

  1. Motion to approve by Mike Brumley
  2. 2<sup>nd</sup> by Mike Bryant
  3. Approved unanimously.
  
- III. Minutes of the October 26, 2023, meeting was reviewed.
  - A. Motion to approve minutes by Mike Bryant
  - B. 2<sup>nd</sup> by Carey Black
  - C. Approved unanimously.
  
- IV. The bills for October, November, and December 2023 were discussed and reviewed.
  - A. Motion to approve by Mike Brumley
  - B. 2<sup>nd</sup> by Mike Bryant
  - C. Approved unanimously.
  
- V. A \$2500 payment to BIS Consulting for development of a taxpayer portal required by law will allow 1) taxpayers to choose documents they wish to receive electronically, 2) access to previous documents, and 3) receive email notifications regarding updates to the property tax database. This was an unbudgeted expense.
  - A. Motion to approve minutes by Carey Black
  - B. 2<sup>nd</sup> by David Brown
  - C. Approved unanimously.
  
- VI. Board Members went into executive session at 8:40 AM to discuss the job performance of Chief Appraiser Danny Jones. The Board Members returned to open session at 8:47 AM and submitted an evaluation on Mr. Jones. Mr. Jones' rating was noted as excellent.

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- VII. Open Forum and Public Comments was opened at 8:48 a.m. and closed at 8:49 a.m. due to no public presence or comments presented.
- VIII. Mr. Powers presented the Investment Officer's Annual Public Funds Investment Act Report to the Board which included the 2023 4<sup>th</sup> Quarter Report, Final Report, Year End Report, and the Investment Officer's Statement of Conflict of Interest.

The Board approved:

1) Annual Review of the Investment Policy and Strategy,

- A. Motion to approve by Mike Brumley
- B. 2<sup>nd</sup> by Carey Black
- C. Approved unanimously.

2) Authorized Dealers, Brokers, Sellers of Investments, Institutions, and criteria for selecting such,

- A. Motion to approve by Mike Bryant
- B. 2<sup>nd</sup> by David Brown
- C. Approved unanimously.

3) Adoption of the 2024 Investment Policy.

- A. Motion to approve by Carey Black
- B. 2<sup>nd</sup> by David Brown
- C. Approved unanimously.

- IX. Board Members reviewed the 2023 Budget surplus. After discussion, Board Members agreed to refund unused budget money to the entities.

- A. Motion to approve by Mike Brumley
- B. 2<sup>nd</sup> by Carey Black
- C. Approved unanimously.

- X. Board Members reviewed the allocation of Reserve Funds as follows:

Operations reserve	\$100,000
Vehicle	\$41,800
Computer	\$50,000
Legal	\$162,345
Building	\$100,000
TOTAL	\$454,145

- A. Motion to approve allocation by David Brown
- B. 2<sup>nd</sup> by Mike Brumley
- C. Approved unanimously.

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## Meeting Minutes for January 25, 2024

- XI. Office Report
- A. Mr. Jones reported on the current tax collections through December 31, 2023.
  - B. Mr. Jones reported on the 4th quarter Supplements which consists of tax roll changes.

Meeting adjourned at 9:20 a.m.

Approved:

Date:

Edward Allison 4/25/2024  
Edward Allison, Chairperson