

THE STATE OF TEXAS§

THE COUNTY OF MILAM§

MILAM APPRAISAL DISTRICT

The Milam Appraisal District Board of Directors (BOD) convened in a regular meeting Thursday, January 15, 2015, at the Milam Appraisal District Office, 120 North Houston Street, Cameron, Texas.

Attending:

Board Members:

Tim Arledge
Kolette Morgan
David Kaufmann
Travis Yoakum

Staff:

Dyann White, Chief Appraiser
Miranda Drake, Business Manager

Others:

Carol DeLong
Devin Love

Absent Board Members:

Don Culp
Larry Patterson

Item 1. Call To Order

Having a voting quorum present, the meeting was called to order by Board Chair, Tim Arledge at 8:33 a.m. Invocation by Mr. Kaufmann, moment of silence, pledge of allegiance to U.S. Flag, and pledge of allegiance to the Texas Flag.

Item 2. Citizen's Communication –

None.

Item 8. Chief Appraiser's Report – [Chief Appraiser requested to bring item forward]

- a. Recognize employees Devin Love and Carol DeLong for their exceptional customer service. This was initiated by two written compliments for Devin and multiple verbal recognitions for both Carol and Devin for their outstanding customer service. Presented certificates to employees.

Item 3. New Board Member –

- a. Mr. David Kaufmann signed a Statement of Elected/Appointed Officers.
- b. Business Manager, Miranda Drake, swore in Mr. David Kaufmann as a new board member as he took the Oath of Office.

Item 4. Organize 2015 Board of Directors –

- a. Elect officers of Board per Property Tax Code § 6.04(a) [Chair, Vice Chair, Secretary]
Chair – Tim Arledge
Vice Chair – Don Culp
Secretary – Kolette Morgan

Motion by Mr. Yoakum to keep officers as they are, seconded by Mr. Kaufmann, approved by unanimous vote.

Item 5. Consent Items –

All items listed under this section, Consent Items, are considered to be routine by the Board and may be enacted by one motion. If discussion is desired by the Board, any item may be removed from the Consent Items at the request of any Board Member and will be considered separately.

- a. Approve minutes of December 18, 2014 regular meeting
- b. Approve December Budget Report
- c. Accept ARB Quarter Change Report (delivered to Board & ARB by January 10th)

Motion by Mrs. Morgan to approve consent items as presented, seconded by Mr. Yoakum, approved by unanimous vote.

Item 6. Accept Items as Received –

- a. ARB Activity Report

Chief Appraiser reviewed item as presented. ARB must attend the Comptroller's annual training courses before they are able to participate in hearings. The training courses are scheduled for March 31st & April 1st. With the new requirements set forth in Property Tax Code and the dates of the training courses, we will not be able to schedule hearings or have any other ARB activity until after April 16th.

- b. Affirm TDLR Registration and Education

Chief Appraiser reviewed item and affirmed all required staff members are up-to-date with registration and continued education.

- c. Affirm Employee Property Interest Reporting

Chief Appraiser reviewed item and affirmed all employees have reported any and all financial interest in any private business and real property located in Milam Appraisal District as required.

Item 7. Consider New Business –

- a. Discussion and possible action to approve the 4th Quarter Investment Report.

The Chief Appraiser reviewed the item as presented. Total interest earned in the 4th quarter of 2014 was \$306.58.

Motion by Mr. Yoakum to approve the 4th Quarter Investment Report, Mr. Kaufmann seconded, approved by unanimous vote.

- b. Discussion and possible action to receive the engagement letter to perform the 2014 annual audit.

Chief Appraiser reviewed the item as presented. Funds are appropriated in the 2015 Budget to pay for the 2014 annual audit not to exceed \$5,850.

Motion by Mrs. Morgan to receive the engagement letter to perform the 2014 annual audit, seconded by Mr. Yoakum, approved by unanimous vote.

Item 8. Chief Appraiser's Report –

- a. *Moved item forward after Item 2*
- b. 2015 Reappraisal Plan Report #5 –

Chief Appraiser provided update on PACS mobile. It is working very well in the City areas and fairly well in rural areas. There are some issues with cell phone signal in the remote rural areas. There are some bugs to work out with software, however, the appraisers do prefer the PACS mobile method of appraisal even with the challenges.

We have reached a point where we will have the 2015 appraisals complete before the appraisal notices go out. After finishing up rural Cameron then the appraisers will do the re-checks in other school districts.

The Chief Appraiser explained that she will be bring a Reappraisal Plan amendment to the Board in April. This is to table a project that we have wanted to do to have an automated depreciation schedule. We would like to do it but because of PACS mobile and several other projects that were more important, we would like to table this project at this time.

Chief Appraiser provided update on deed work. She had spoke with the Board regarding this issue at the December meeting. The Board expressed their desire to have the work done in-house to keep the funds local. Mallori is doing a great job with the backlog. She is working overtime to make it happen. The Chief Appraiser expressed that she has no doubt that we will be done with the January deeds before notices go out. The reason this is so important is we have to send appraisal notices for the new owner as of January 1st.

c. Litigation report – None

d. Review 2014 Proposed Budget Amendment – non-action

The Chief Appraiser explained that we wanted to present this to the Board to review, discuss and get feedback. The Business Manager reviewed the proposed budget amendment and explained the proposed uses for the remaining funds. There was discussion of the proposed uses and the GIS reserve. The Board was in agreement to present the budget amendment as is to the entities and bring to the Board for approval in February.

e. Board Calendar Review –

Chief Appraiser reviewed upcoming meeting items as shown below.

February meeting –

i. 2014 Budget Amendment

March meeting –

i. 2015/2016 Reappraisal Plan Amendment

ii. Review 2016 Budget calendar

April meeting –

i. Appoint ARB member & organize board

ii. 2016 Budget process begins

iii. Receive and accept 2014 Audit

Item 9. Adjournment to Executive Session pursuant to Texas Government Code Section 551.074 of the Texas Open Meeting Act for the annual evaluation of the Chief Appraiser in accordance with the Board of Director's Policy Manual adopted May 2014.

Adjourned to Executive Session at 8:56 a.m.

Item 10. Return to Open Session to discuss and possibly take action on items discussed in 551.074 Executive Session.

Returned to Open Session at 9:23 a.m.


Mrs. Morgan expressed to Dyann White, Chief Appraiser that they appreciate the work she does. Mr. Yoakum stated that they are extremely pleased with everything she has done.

NOTE: Written reports of any above listed items provided to all BOD members are considered part of the BOD's minutes as reports.

Item 11. Adjournment

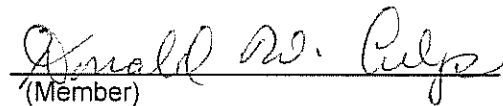
Having no further business to consider, on a motion by Mr. Kaufmann and seconded by Mrs. Morgan, approved by unanimous vote, the meeting adjourned at 9:24 a.m.

NOTE: Recording of the foregoing meeting on file for 90 days in the Milam Appraisal District Office, 120 North Houston Street, Cameron, Texas. The above and foregoing minutes examined and approved in open meeting this the 19th day of February, 2015.



Chair of the Board

Attest:



(Member)