

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, February 19, 2015, at the Milam Appraisal District Office, 120 North Houston Street, Cameron, Texas.

Attending:

Board Members:

Tim Arledge
Don Culp
Larry Patterson
Travis Yoakum

Staff:

Dyann White, Chief Appraiser
Miranda Drake, Business Manager

Others:

None

Absent Board Members:

Kolette Morgan

Item 1. Call To Order

Having a voting quorum present, the meeting was called to order by Board Chair, Tim Arledge at 8:30 a.m. Invocation by Mr. Patterson, 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 3. 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 January 15, 2015 regular meeting
- b. Approve January Budget Report

Motion by Mr. Patterson to approve consent items as presented, seconded by Mr. Culp, approved by unanimous vote.

Item 4. Accept Items as Received –

- a. Review results of the Methods and Assistance Program (M.A.P.) 2014 Report

Chief Appraiser reviewed item as presented. The last time the Board saw this it was a preliminary finding and now it is final. The only place where we didn't get a perfect score was under Taxpayer Assistance. The detail is attached in your packet. There were two questions that the MAP Reviewer felt we didn't have enough detail to explain the protest instructions. This has already been changed on our letters of Ag Denial and Homestead Denial so it is very plain on how a person might file a protest.

Item 5. Consider New Business –

- a. Discussion and possible action to approve 2014 Budget Amendment.

The Chief Appraiser reviewed the item as presented. We sent this out to the entities and received no response.

Motion by Mr. Patterson to approve the 2014 Budget Amendment as presented, Mr. Yoakum seconded, approved by majority vote. **[After meeting staff realized the public hearing was not posted for this item, therefore action is void. Budget Amendment will be re-submitted to the entities and re-presented at the April regular meeting.]**

- b. Discussion and possible action to award contract/agreement for the printing and mailing services for appraisal notices.

Chief Appraiser reviewed the item as presented. Last year the cost was just over \$11,000. The new Board Policy states that any contracts over \$10,000 shall be approved by the Board. Since bids came in under \$10,000, a board signature will not be required. The Chief Appraiser recommended going with the low bid from AMG Printing. They had excellent references. We have not had any problems with our previous vendor. The difference just really comes down to the price.

Motion by Mr. Patterson to accept bid from AMG Printing, seconded by Mr. Yoakum, approved by unanimous vote.

Item 6. Chief Appraiser's Report –

- a. Discuss accelerating transfer of Appraisal Assistant to Appraiser position in 2015.

When we presented the PACS Mobile implementation, we proposed transitioning the Appraisal Assistant to an Appraiser in May 2016 when Lawrence retires. However, we also discussed training that person so they are ready when he leaves. We have hired Rachel as the Appraisal Assistant. She knew that she was being hired to transition into an Appraiser position. When TAAD, the provider of the majority of the mass appraisal education, came out with their 2015 education schedule, we saw that the first courses Rachel would need were available in January. Rachel has already attended the classes but in order for her to get credit, we had to classify her as an Appraiser - Level I.

This is really just to inform the Board that the Appraisal Assistant was moved to an Appraiser Level I in January of 2015. Chief Appraiser explained that she felt like this was something she could do under her duties as Chief Appraiser to manage the staff. Even though, technically, the Appraisal Assistant was to transfer when Lawrence retires. We (staff) were all on the same page that we felt like we couldn't wait until Lawrence retires in 2016 and then start Rachel's training as an Appraiser. Things lined up where we could do this in January of this year. One of the main things that helped the Chief Appraiser make this decision was that Rachel can help us during the informal reviews with property owners and she can be trained all along the way. We are at a good place with Rachel.

Mr. Yoakum asked if we raised her salary. The Chief Appraiser explained yes, Rachel went from an Appraisal Assistant to the entry level pay for an Appraiser – Level I.

- b. 2015 Reappraisal Plan Report #6 –

Chief Appraiser stated that we have finished all of our regularly scheduled field work, which for this year was Cameron ISD and Rosebud-Lott ISD. The new Appraiser Level I (Rachel) and the Appraiser Level II (Danice Beathard) are beginning re-checks which includes new construction, demolitions, and additions that have occurred outside of Cameron ISD and Rosebud-Lott ISD.

The Chief Appraiser was very happy to report that our deed work is now current. The backlog has been worked through and Mallori has got us where we need to be for our appraisal notices to go out. The Chief Appraiser fully believes that from this point forward we will be in good standing. We have seen that from the time a deed is filed we can have it updated in our system within 4 to 6 weeks. The accuracy is back to what we had in the past. The Chief Appraiser couldn't be more pleased with the progress.

c. Litigation report – None

d. Board Calendar Review –

Chief Appraiser reviewed upcoming meeting items as shown below.

March meeting –

- i. 2015/2016 Reappraisal Plan Amendment
- ii. Review 2016 Budget calendar

April meeting –

- i. Appoint vacant Board Member position from the nominations received from the voting entities [added]
- ii. Appoint ARB member & organize board
- iii. 2016 Budget process begins
- iv. Receive and accept 2014 Audit

May meeting –

- i. Swear in new Board Member [added]
- ii. Budget Workshop
- iii. Set public hearing of budget for June
- iv. Approve resolution acknowledging prior year retirement plan contribution amount

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

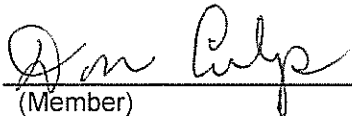
Having no further business to consider, on a motion by Mr. Patterson and seconded by Mr. Arledge, approved by unanimous vote, the meeting adjourned at 8:42 a.m.

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 March, 2015.



Chair of the Board

Attest:



(Member)