

GUADALUPE APPRAISAL DISTRICT



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REGULAR SESSION OF THE BOARD OF DIRECTORS

October 3, 2018

1. CALL TO ORDER

Dr. Gilcrease called the meeting to order at 5:30 p.m.

2. ROLL CALL

All members were present except Mr. Darren Dunn. Others present were Mrs. Tavia Murphy, Erich Strey, Jamie Osborne and Rose Radtke.

3. CITIZENS' COMMENTS – None.

4. TAXPAYER LIAISON REPORT – Mrs. Murphy said she received nine applications for the Appraisal Review Board. Mrs. Murphy said the applications were taken to Judge Old so he could begin selecting applicants to fill the expiring seats. Mrs. Murphy said there are two regular positions and one alternate position that will be opening.

5. ACTION: APPROVAL OF MINUTES OF THE PUBLIC HEARING ON 2019/2020 WRITTEN REAPPRAISAL PLAN HELD SEPTEMBER 5, 2018 – Mr. John made a motion to approve the minutes of the public hearing on the Written Reappraisal Plan held September 5, 2018. Mr. Amador seconded the motion, and passed unanimously.

6. ACTION: APPROVAL OF MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 5, 2018 – Mr. Amador made a motion to approve the minutes of the regular meeting held September 5, 2018. Mr. John seconded the motion, and passed unanimously.

7. ACTION: APPROVAL OF THE FINANCIAL STATEMENT FOR SEPTEMBER 2018 – Osborne said the District was 5.5% under budget for the end of August. Mr. John made a motion to approve the Financial Statement for August 2018. Mr. Amador seconded the motion, and passed unanimously.

8. EXECUTIVE SESSION: For a private consultation with the Board's Attorney with respect to pending or contemplated litigation, settlement offers, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas, clearly conflicts with this chapter, authorized and pursuant to Texas Government Code (Sec. 551-071). The Board did not go into executive session.

9. EXECUTIVE SESSION: To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee. The subsection does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing (Sec. 551-074). The Board did not go into executive session.

10. ACTION: TAKE ANY ACTION BASED ON DISCUSSION HELD IN CLOSED SESSION UNDER AGENDA ITEM #8 – There was not an executive session, therefore no action required.

11. ACTION: TAKE ANY ACTION BASED ON DISCUSSION HELD IN CLOSED SESSION UNDER AGENDA ITEM #9 – There was not an executive session, therefore no action required.

12. ACTION: REQUEST APPROVAL TO CLOSE OFFICES ON OCTOBER 12, 2018 FOR TRAINING | IN-HOUSE WORKDAY | RECORDS REVIEW – Osborne said the county offices will be closed for county fair day on October 12th. Osborne stated the District is looking at renting a climate controlled storage unit to store permanent or long retention paperwork off site. Osborne said, as in the past, the District would like to use this day as a training/workday/records retention day. Osborne said if approved, notification will be sent to the newspaper and radio station, as well as, posted on the Districts' website. Mr. Amador made a motion to approve closing the District offices on October 12th. Mr. John seconded the motion, and passed unanimously.

13. DISCUSSION/ACTION: NOMINATE AND APPOINT AGRICULTURE ADVISORY BOARD MEMBER(S) FOR THE 2019/2020 TERM AND ESTABLISH NUMBER OF SEATS ON AGRICULTURE ADVISORY BOARD – Osborne stated that Mr. Kenneth Poole is the only applicant information that was included in the board packet. Osborne went on to say, Mr. Poole meets the criteria to serve on the Agriculture Advisory Board, he is a land owner, he has lived in the county for five years or more and he does have land valued under agriculture use. Osborne said an application had been received from Mr. Donald Doege, noting he was one day late turning in the application. Osborne stated the deadline was October 1st and that is an administrative deadline. Osborne went on to say, there is not a deadline in the Texas Tax Code or in the B.O.D. Local Board Policy. The Local Board Policy does state that wide coverage is desired geographically, as well as, industry wide. Osborne said currently there are seven Agriculture Advisory Board members and asked the Board to look at the map depicting coverage across the county. Currently, with the potential reappointment of Mr. Poole and Mr. Doege, the county would have equal distribution throughout the industry. Osborne noted that these are not paid positions; the A.A.B. meets at least once per year, and gives the District insight into cash leases and practices being used in the industry. Dr. Gilcrease stated that if the Board was to accept Mr. Doege's application, in light of the deadline being administrative, that would mean the District would have equal distribution throughout the county. Dr. Gilcrease noted that would make the A.A.B. have seven members, which is currently the number of members serving on that board. Mr. Amador made a motion to nominate and appoint Mr. Kenneth Poole and Mr. Donald Doege to the Agriculture Advisory Board. Mr. John seconded the motion, and passed unanimously.

14. DISCUSSION/ACTION: COMMITMENT OF ELIGIBLE PORTION OF ESTIMATED 2018 FUND BALANCE TO ROOF | EXTERIOR REPAIRS & PARKING EXPANSION PROJECT | RESOLUTION 2018-6 – Osborne stated at this time, the District has \$7,210.65 of earned income and would potentially have around \$9,000 earned dollars at the end of the 2018 year. Osborne said the Roof | Exterior Repairs & Parking Expansion Project has committed funds from the 2017 & 2018 Budget amendments totaling \$157,909. Osborne went on to say, the Not to Exceed amount from Ms. Debra Dockery is \$160,000. Osborne stated that if the Board were to commit the earned income for 2018 to the Roof | Exterior Repairs & Parking Expansion Project it would give the District enough to cover the entire cost not to exceed amount of \$160,000. Dr. Gilcrease asked Osborne if the District had received responses from all entities. Osborne stated she had received all but two who said they were waiting on the Mayor to sign them. Osborne said that even without these two the District has three quarters of the entity response. Mr. Amador made a motion to commit the eligible portion of estimated 2018 fund balance to the Roof | Exterior Repairs & Parking Expansion Project. Mr. John seconded the motion, and passed unanimously. Dr. Gilcrease read the resolution for the record.

15. Chief Appraiser's Report

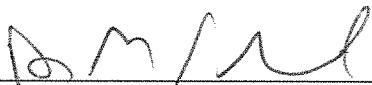
- a.) **2019 Appraisal Inspection Update** – Osborne said the field appraisers are picking up new residences. Osborne stated that so far, the District has added 1,000 new homes for a total of 4,808 inspections for 2019.
- b.) **3rd Quarter Clerical Changes** - Osborne presented the 3rd quarter clerical changes to the Board. Osborne also said the 3rd quarter changes are in part due to late exemptions.
- c.) **Customer Service Survey Report** – Osborne said the survey is broken out into two sections, appraisal staff and support staff. Osborne said overall, the staff is doing an excellent job.

Osborne stated the staff gets copies of the surveys if they have been mentioned. Osborne said the report will be posted online.

- d.) **Update on B.O.D. Vacancy** – Osborne said notification was sent to the taxing units on September 10th. The letter included announcing the vacancy, process for nominating a candidate, and when the deadlines are. Osborne said the deadline to nominate is October 25, 2018 and then the Chief Appraiser has five days to list the candidates and get that list to the Board.

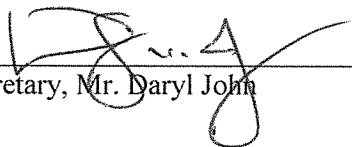
16. Directors' Report – None.

17. Adjournment – Mr. Amador made a motion to adjourn the meeting. Mr. Dunn seconded the motion, and passed unanimously. Dr. Gilcrease adjourned the meeting at 5:51p.m.



Chair, Dr. Greg Gilcrease

ATTEST:



Secretary, Mr. Daryl John