

**THE FORT BEND CENTRAL APPRAISAL DISTRICT
BOARD OF DIRECTORS MEETING
January 23, 2012**

Board members present: Jim Kij, Chairman; Paul Stamatis, Director and Patsy Schultz, Ex-officio Member.

Board members absent: None.

District personnel: Glen Whitehead, Chief Appraiser, Aleida McDaniel Deputy Chief Appraiser and Michele Juarez.

Others present: Joe Longoria, Allan Moody, Tracey Foster, Hugh Landrum, Jr., Joan Berger and Bridget Yeung

Call to order: Chairman Jim Kij opened the meeting at 5:15pm and declared a quorum present.

Public Comments: Chairman Kij asked if there were any comments from the public. None were made.

Board Comments: Chairman Kij asked if there were any comments from the board. Jim Kij made the comment that board comments are at both the beginning and at the end of the meeting. He questioned if they should be done at both times. Al Abramczyk recommended the comments should only be at the end of the meeting.

Staff Comments: Chairman Kij asked if there were any comments from the staff. None were made.

Oath of office: The oath was given to Jim Kij, Paul Stamatis, Kraig Warren, Patsy Schultz, Al Abramczyk, and Rhonda Zacharias by Michele Juarez. She also notarized the oaths.

Election of Board Members: Al Abramczyk nominated Jim Kij for Chairman. Paul Stamatis seconded the nomination and no further nominations were made. Jim Kij nominated Paul Stamatis for Vice Chairman. Al Abramczyk seconded the nomination and no further nominations were made. Jim Kij nominated Al Abramczyk for Secretary. Paul Stamatis seconded the nomination and no further nominations were made.

Minutes of previous meeting: Chairman Kij asked the board to review the December 27, 2011 minutes. Vice Chairman Paul Stamatis made a motion to accept the minutes. Chairman Kij seconded the motion, and the motion was carried.

Chief Appraiser's Staff Reports:

Monthly Financials:

December 2011

Total CAD Budget	\$6,725,428.00	Pro-rata%	33.42%
Total Accum. Expenditures	<u>\$1,732,086.74</u>	Budget % Expended	<u>25.75%</u>
Remaining Balance:	\$4,993,341.26	Running under budget	7.67%
Total Revenue	\$1,582,281.24	Current YTD Revenue	\$3,181,702.67
Total Expenditures	<u>\$ 421,283.25</u>	Current YTD Expenditures	<u>\$1,732,086.74</u>
Monthly Underage	\$1,160,997.99	YTD Underage	\$1,449,615.93

Facilities: Chief Appraiser Glen Whitehead stated he received a new lease agreement from Fort Bend County which he forwarded to Joe Longoria for his review. He also stated due to safety reasons different areas on the carpet had to be replaced. Some of the replacements of carpet are a different color. This was done because the carpet is old and to keep the costs down.

Liaison Officer: Allan Moody went over his reports from December 2011.

Director Kraig Warren made a motion to accept the Chief Appraisers reports. Secretary Al Abramczyk seconded the motion, and the motion was carried.

New Business:

Consideration and action on mineral and industrial appraisal contract Tracey Foster and Hugh Landrum Jr. from Hugh Landrum and Associates came and gave a presentation of the new contract to the Board of Directors. Vice Chairman Stamatis made a motion to accept the contract. Secretary Abramczyk seconded the motion, and the motion was carried.

Select ARB Chairman and Secretary: Secretary Abramczyk made a motion to place Tom Demont as the Chairman and Jim Stephenson as the Secretary of the Appraisal Review Board. Director Paul Stamatis seconded the motion, and the motion was carried with Director Warren abstaining.

Signing of bank signature cards: All of the board members except Patsy Schultz signed the bank signature cards.

Consideration and action on software maintenance contact Tyler/Orion Vice Chairman Stamatis made a motion to approve the Tyler/Orion contract as a voucher since the contract was already approved when the budget was set. Secretary Abramczyk seconded the motion, and the motion was carried.

Consideration and action on ESRI software maintenance contract Vice Chairman Stamatis made a motion to approve the contract. Secretary Abramczyk seconded the motion, and the motion was carried.

Consideration and action on voting delegate for the 2012 TAAD delegate meeting Secretary Abramczyk made a motion to make Chief Appraiser Glen Whitehead the 2012 TAAD Voting delegate and Deputy Chief Appraiser Aleida McDaniel the alternate voting delegate. Vice Chairman Stamatis seconded the motion, and the motion was carried. Secretary Abramczyk stated he would also like to attend the meeting.

Consideration and action on payment of outstanding vouchers: Secretary Abramczyk made a motion to accept the vouchers. Director Stamatis seconded the motion, and the motion was carried.

Convened into closed session: No action was taken.

Consideration from closed session: Came back from closed session and there was no discussion.

Items for the Board Members: None.

Announcements: The next Board of Directors meeting will be held February 20, 2012 at 5:15pm.

Adjournment: Meeting was adjourned at 8:19pm.

Chairman, Jim Kij

Vice Chairman, Paul Stamatis

February 20, 2012