

**THE FORT BEND CENTRAL APPRAISAL DISTRICT**  
**MINUTES OF BOARD OF DIRECTORS MEETING**  
July 11, 2016

**Board members present:** Jim Kij, Chairman; Paul Stamatis, Vice Chairman; Rhonda Zacharias, Secretary, Al Abramczyk, Financial Officer; Sam Mayson, Director and Patsy Schultz, Ex-officio Member.

**Board members absent:** None.

**District personnel present:** Glen Whitehead, Chief Appraiser; Aleida McDaniel, Assistant Chief Appraiser; Krisha Langton, HR Director, David Cryer, Commercial Real Estate Modeler and Victor Grandmaiter, I.T. Director.

**Districts Legal Counsel:** Joe Longoria and Veronique Hutchinson, Attorneys.

**Others present:** Allan Moody, District Liaison Officer.

**Call to order:** Chairman Kij opened the regular meeting at 5:03 p.m. and declared a quorum present.

**Invocation:** The invocation was led by Director Mayson and pledges of allegiance by Patsy Schultz and Financial Officer Abramczyk.

**Public Comments:** Chairman Kij asked if there were any comments from the public. No members of the public were present.

**Minutes of previous meeting:** Chairman Kij asked the Board to review the May 25, 2016 minutes. Financial officer Abramczyk made a motion to accept the minutes as presented. Director Mayson seconded the motion, and the motion carried.

**Employee of the Month Award:** Chief Appraiser Whitehead, presented to the Board of Directors the Employee of the month for July, Krisha Langton and recognized the June recipient, Scherri Macha.

**Recognition of Employee anniversary:** HR Director Krisha Langton recognized David Cryer for 3 years of service and Jeff Davidson for his 11 years of service.

**Chief Appraiser's Staff Reports:**

**Monthly Financials:**

Chief Appraiser Whitehead went over the monthly financials and staff reports.

**May 2016**

Total CAD Budget	\$10,313,497.00	Pro-rata%	75.07%
Total Accum. Expenditures	<u>\$ 6,448,143.70</u>	Budget % Expended	<u>62.52%</u>
Remaining Balance	\$ 3,865,353.30	Running under budget	12.55%
Total Revenue	\$ 10,027.25	Current YTD Revenue	\$7,333,550.96
Total Expenditures	<u>\$ 749,296.62</u>	Current YTD Expenditures	<u>\$6,448,143.70</u>
Monthly Underage	\$ (739,269.37)	YTD Overage	\$ 885,407.26

**\*\*Secretary Zacharias showed up to the meeting at 5:15 pm.**

Liaison Officer Mr. Moody went over his written reports for May and June 2016.

**Old Business:**

**Consideration and action on County Lease agreement:** Financial Officer Abramczyk made a motion to accept the amendment number four lease agreement with FBCAD and the County, as presented. Director Mayson seconded the motion, and the motion carried.

**New Business:**

**Consideration and action on district telephone system:** Victor Grandmaiter went over a presentation of the current phone system and the bids that were received. Vice Chairman Stamatis made a motion to authorize the District to accept Datavox – Avaya solution with 10 recording ports under the \$1.00 lease structure, which is \$2,231.03 a month over 60 months. Financial Officer Abramczyk seconded the motion, and the motion carried.

**Consideration and action on district computer servers:** Victor Grandmaiter went over a presentation of the current servers the District has and the bids that were received from Dell. Director Mayson made a motion to accept the bid. Financial Officer Abramczyk amended the motion, to authorize the District to acquire hardware and software as described at a total cost up to \$203,589.06. Secretary Zacharias seconded the motion, and the motion carried.

**Consideration and action on Pictometry aerial flight and options:** Financial Officer Abramczyk made a motion to accept the recommendation from Chief Appraiser Whitehead to enter into an agreement with Pictometry for multi flights over a maximum six year period of a maximum cost of \$386,850.50. Vice Chairman Stamatis amended the motion to include change finder and pool finder adding \$93,390 annually as needed. Director Mayson seconded the motion, and the motion carried.

**Consideration and action on budget calendar:**

**Set date for budget workshop-** Monday August 15, 2016 at 3:00 p.m.

**Set date for budget hearing-** Monday August 15, 2016 at 4:15 p.m.

**Set date for budget adoption-** Monday August 15, 2016 during the regular meeting

**Consideration and action on district investment policy:** Vice Chairman Stamatis made a motion to accept the policy as amended and dated July 11, 2016. Secretary Zacharias seconded the motion, and the motion carried.

**Consideration and action on payment of outstanding vouchers:** Vice Chairman Stamatis made a motion to approve the outstanding vouchers in the amount of \$183,045.23. Director Mayson seconded the motion, and the motion carried.

**The Board convened into closed executive session at approximately 7:16 p.m.**

**The Board reconvened from the closed executive session at approximately 8:43 p.m.**

**Items from the Board Members:** Chairman Kij reminded the BOD about the TCDRS meeting for this month in Austin, for the members that are signed up to go.

**Announcements:**

There will be a meeting on Wednesday, August 10, 2016 at 5:00 p.m. for the Chief Appraiser's performance review. The budget workshop will be held on August 15, 2016 at 3:00 p.m. and a budget hearing at 4:15 p.m. the same day. The budget will be adopted during the board meeting at 4:30 p.m. on August 15, 2016.

**Adjournment:** The meeting adjourned at 8:44 p.m.

  
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Chairman, Jim Kij

August 15, 2016