

**THE FORT BEND CENTRAL APPRAISAL DISTRICT  
MINUTES OF BOARD OF DIRECTORS MEETING  
November 14, 2016**

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

**Board members absent:** Rhonda Zacharias, Secretary.

**District personnel present:** Glen Whitehead, Chief Appraiser; Aleida McDaniel, Assistant Chief Appraiser; Krisha Langton, HR Director; Carolyn Bush, GIS Supervisor; Jane Vuong, Applications Developer; Victor Grandmaiter, Director of I.T. and David Cryer, Commercial Real Estate Modeler.

**Districts Legal Counsel:** Veronique Hutchinson, Attorney.

**Others present:** None.

**Call to order:** Chairman Kij opened the regular meeting at 5:00 p.m. and declared a quorum present.

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

**Minutes of previous meeting:** Chairman Kij asked the Board to review the October 17, 2016 minutes. Financial Officer Abramczyk made a motion to accept the minutes as presented. Vice Chairman Stamatis seconded the motion, and the motion carried. Director Mayson abstained from the motion.

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

**Employee of the Month Award:** Krisha Langton, presented to the Board of Directors the Employee of the month for September, Sue Gore.

**Recognition of Employee anniversary:** Krisha Langton stated Tiffany Benjebbour has worked at the CAD for 11 years.

**Chief Appraiser's Staff Reports:**  
Carolyn Bush went over the E.S.R.I. training and showed the BOD all they had learned and what it can do to help the CAD.

**\*\*New Business:** The BOD skipped around to accommodate the people giving presentations.

**Consideration and action on the mineral and industrial contract submitted by Hugh Landrum and Associates:**  
Hugh Landrum with Hugh Landrum and Associates went over the written contract with the BOD. Financial Officer Abramczyk made a motion to approve the contract as presented. Director Mayson seconded the motion, and the motion carried.

**Introduction of Seidel Schroeder as the new firm selected by the Board at the previous meeting to conduct auditing services:** Michele Kwiatkowski from Siedel Schroeder introduced herself to the BOD.

**Chief Appraiser's Staff Reports:**

**Monthly Financials:**

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

**October 2016**

Total CAD Budget	\$11,941,313.00	Pro-rata%	16.71%
Total Accum. Expenditures	\$ 1,316,646.34	Budget % Expended	11.03%
Remaining Balance	\$10,624,666.66	Running under budget	5.68%
Total Revenue	\$ 178,101.66	Current YTD Revenue	\$2,909,459.84
Total Expenditures	\$ 855,429.46	Current YTD Expenditures	\$1,316,646.34
Monthly Underage	\$ (677,327.80)	YTD Overage	\$1,592,813.50

Liaison Officer Mr. Moody was not present; therefore, his reports will be presented at the next meeting.

**New Business:**

**Consideration and action on the market data subscription agreement submitted by AxioMetrics LLC:** David Cryer explained the service to the BOD. Director Mayson asked about an escape clause if the CAD decides to leave the company before the contract ends, since it is a three year period with all the money paid up front. The BOD suggested getting prices for one or two year terms only. Financial Officer Abramczyk made a motion to defer this to the next meeting. Director Mayson seconded the motion, and the motion carried.

**Update regarding the employee flex schedule:** Krisha Langton said it is going good, employees like it and no issues with payroll.

**Consideration and action to amend Section 6.5 Employee Retirement Plan of the Personnel Rules and Policy Handbook:** Krisha Langton stated the wording in the personnel policy needs to match what is written for the retirement plan, to make it clearer. Vice Chairman Stamatis made a motion to approve the changes in the personnel policy manual. Chairman Kij 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 \$346,185.20. Director Mayson seconded the motion, and the motion carried.

**The Board convened into closed executive session at approximately 6:02 p.m.**

**The Board reconvened from the closed executive session at approximately 6:14p.m.**

**Old Business:**

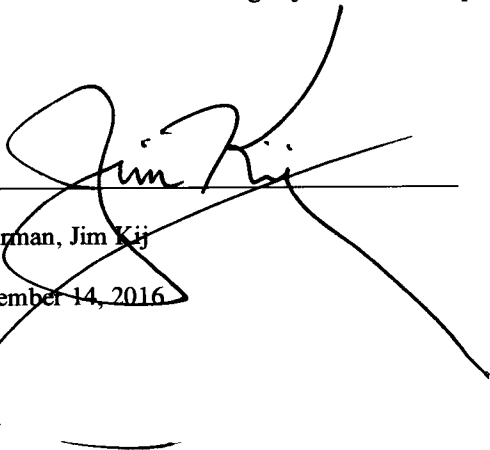
**Discussion regarding Chief Appraiser's performance review standards:** Director Mayson made a motion to defer this to the next meeting. Financial Officer Abramczyk seconded the motion, and the motion carried.

**Items from the Board Members:** Director Mayson asked about the 10% cap and stated there needed to be better explanation to the property owners on this. Vice Chairman Stamatis stated in the spirit of Thanksgiving he was glad the elections are over. Chairman Kij reminded everyone about the Christmas dinner party on December 1.

**Announcements:** The next Board of Directors meeting will be held Wednesday, November 14, 2016 at 4:30 p.m.

**\*\*Chairman Kij acknowledged a late property owner for the public Mr. Steve Spears and encouraged him to come to the next meeting as well and speak.**

**Adjournment:** The meeting adjourned at 6:30 p.m.



Chairman, Jim Kij  
November 14, 2016

