

**THE FORT BEND CENTRAL APPRAISAL DISTRICT  
MINUTES OF BOARD OF DIRECTORS MEETING**

**December 14, 2016**

**\*\*Corrected Minutes\*\***

**Board members present:** Jim Kij, Chairman; Paul Stamatis, Vice Chairman; Al Abramczyk, Financial Officer; Rhonda Zacharias, Secretary; 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.

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

**Others present:** Public present.

**Call to order:** Chairman Kij opened the regular meeting at 4:30 p.m. and declared a quorum present.

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

**Minutes of previous meeting:** Chairman Kij asked the Board to review the November 14, 2016 minutes. Financial Officer Abramczyk made a motion to accept the minutes with one correction. Director Mayson seconded the motion, and the motion carried.

**Public Comments:** Chairman Kij asked if there were any comments from the public. Several people signed in, but only three of them spoke.

Steve Spears – He wanted the board to know he was aware of Senate Bill 2, and that he was keeping an eye on the Board.

CJ McDaniel – He stated it is hard for work people to make the BOD meetings and suggested later evening meetings.

James Martin – He suggested that the Board meetings be video recorded and streamed online.

**Employee of the Month Award:** Krisha Langton, presented to the Board of Directors the Employee of the month for December, Elsa Cruz.

**Recognition of Employee anniversary:** Krisha Langton stated Carolyn Bush has worked at the CAD for 34 years.

**Chief Appraiser's Staff Reports:**

**Monthly Financials:**

Chief Appraiser Whitehead went over the monthly financials and staff reports. The bids for the remodeling have been received by the county and some were under budget. The next step is to take them to the Commissioners Court to select the vendors. The anticipated complete date is September/October.

**November 2016**

Total CAD Budget	\$11,941,313.00	Pro-rata%	24.93%
Total Accum. Expenditures	<u>\$ 2,024,461.85</u>	Budget % Expended	<u>16.95%</u>
Remaining Balance	\$ 9,916,851.15	Running under budget	7.98%
Total Revenue	\$ 24,626.09	Current YTD Revenue	\$2,934,085.93
Total Expenditures	<u>\$ 707,815.51</u>	Current YTD Expenditures	<u>\$2,024,461.85</u>
Monthly Underage	\$ (683,189.42)	YTD Overage	\$ 909,624.08

Liaison Officer Mr. Moody went over his reports for November.

**\*\*Vice Chairman Stamatis came into the meeting at 4:58 pm.**

**New Business:**

**Consideration and action on the lease agreement with Pitney Bowes for the postage and inserter equipment:** Vice Chairman Stamatis made a motion to accept the contract with a 60 month term for \$874.94 per month. Director Mayson seconded the motion, and the motion carried.

**Consideration and action on the number of Appraisal Review Board members and auxiliary members:** Vice Chairman Stamatis made a motion to add the 3 full time ARB members from 35 to 38, and add 2 auxiliary ARB members from 20 to 22. Financial Officer Abramczyk seconded the motion, and the motion carried.

**Consideration and action on Ag Advisory Board members:** Chief Appraiser Whitehead is recommending two more members to be added for the 2017-2018 year and serve a two year term. Financial Officer Abramczyk made a motion to accept the recommendation of the new members. Director Mayson 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 \$146,251.08. Financial Officer Abramczyk seconded the motion, and the motion carried.

**Old Business:**

**Consideration and action on the market data subscription agreement submitted by Axiometrics, LLC. :** Trey Milner with Axiom went over the contract and what the company would do for the CAD. Vice Chairman Stamatis made a motion to accept a one year contract with a three year option at today's price. Financial Officer Abramczyk seconded the motion, and the motion carried.

**Discussion regarding Chief Appraiser's performance review standards:** This has been deferred to the next meeting.

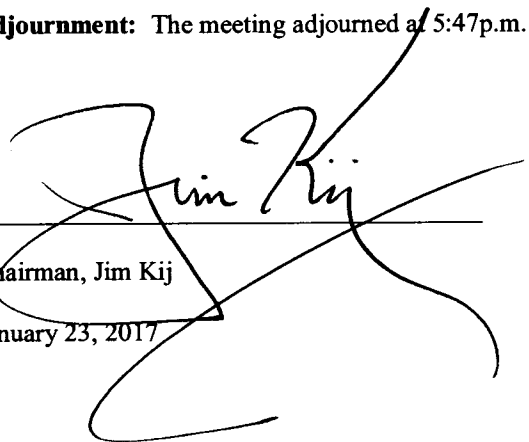
**The Board convened into closed executive session at approximately 5:24 p.m.**


**The Board reconvened from the closed executive session at approximately 5:40 p.m.**

**Items from the Board Members:** Secretary Zacharias was asking if the documentation from the Board meetings was being put on the website. Chief Appraiser Whitehead stated, the agenda and minutes were already on the website, but the website was currently in the process of being re-done. Financial Officer Abramczyk asked about the TAAD conference in February held in Houston. He stated any member of the Board that wants to attend needs to let Chief Appraiser Whitehead know very soon.

**Announcements:** The next Board of Directors meeting will be held Monday, January 23, 2017 at 5:00 p.m.

**Adjournment:** The meeting adjourned at 5:47p.m.

  
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Chairman, Jim Kij  
January 23, 2017

  
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