

**THE FORT BEND CENTRAL APPRAISAL DISTRICT  
MINUTES OF BOARD OF DIRECTORS MEETING  
December 17, 2012**

**Board members present:** Jim Kij, Chairman; Paul Stamatis, Vice Chairman; Al Abramczyk, Secretary; Kraig Warren, Director and Patsy Schultz, Ex-officio Member.

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

**District personnel:** Glen Whitehead, Chief Appraiser, Aleida McDaniel, Deputy Chief Appraiser.

**Others present:** Joe Longoria, Allan Moody, Vicki Warren and Tracey Foster.

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

**Public Comments:** Chairman Kij asked if there were any comments from the public, no comments were made.

**Minutes of previous meeting:** Chairman Kij asked the Board to review the November 19, 2012 minutes. Secretary Abramczyk made a motion to accept the minutes. Vice Chairman Stamatis seconded the motion, and the motion carried.

**Chief Appraiser's Staff Reports:**

**Monthly Financials:**

October 2012

Total CAD Budget	\$7,237,290.00	Pro-rata%	24.93%
Total Accum. Expenditures	<u>\$1,330,839.86</u>	Budget % Expended	<u>18.39%</u>
Remaining Balance:	\$5,906,450.14	Running under budget	6.54%
Total Revenue	\$ 5,853.12	Current YTD Revenue	\$1,807,159.83
Total Expenditures	<u>\$ 463,691.36</u>	Current YTD Expenditures	<u>\$1,330,839.86</u>
Monthly Underage	\$ (457,838.24)	YTD Overage	\$ 476,319.97

Chief Appraiser Whitehead quickly went over the written reports for November, including updating plans for the new ARB building additions and the renovations to the current building.

**Liaison Officer** -Mr. Moody went over his report for November 2012.

Vice Chairman Stamatis made a motion to accept the Chief Appraisers report. Director Warren seconded the motion, and the motion carried.

**Old Business:**

**Consideration and action on district financial policy:** Secretary Abramczyk made a motion to accept the policy and investment strategies as written in the current Investment Policy manual without any changes. Vice Chairman Stamatis seconded the motion, and the motion carried.

**New Business:**

**Consideration and action on payment of outstanding vouchers:** Chief Appraiser Whitehead stated there was \$203,040.74 in vouchers. Secretary Abramczyk made a motion to approve the vouchers. Vice Chairman Stamatis seconded the motion, and the motion carried.

**Consideration and action on chief appraiser performance review document:** Secretary Abramczyk made a motion to accept the November 15, 2012 draft of the performance review document as amended by deleting item #5 regarding lawsuits. Vice Chairman Stamatis second the motion, and the motion carried.

**Consideration and action on mineral and industrial appraisal contract with Hugh Landrum:** Vice Chairman Stamatis made a motion to approve the terms of the HLA contract with modifications as discussed. Secretary Abramczyk seconded the motion, and the motion carried.

**Consideration and action on extending the district depository contact agreement for two years with Prosperity Bank:** Vice Chairman Stamatis made a motion to approve extending the depository agreement with Prosperity Bank for two years as presented. Secretary Abramczyk seconded the motion, and the motion carried.

**Convened into closed executive session:** Closed session started at 5:37pm.

**Reconvened from closed executive session:** Came out of closed session at 5:47pm with no action required.

**Items from the Board Members:** Director Zacharias asked the Board of Director's, Chief Appraiser Whitehead and Joe Longoria for their bios, for the annual report. The TAAD conference was discussed which is in February. Director Warren requested the Appraisal district to provide information to the MUD's. Chief Appraiser Whitehead responded that the MUD's have to make the requests in writing.

**Announcements:** The next Board of Directors meeting will be held Monday January 14, 2013 at 5:15pm.

**Adjournment:** Meeting was adjourned at 5:55 pm.

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Chairman, Jim Kij

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Vice Chairman, Paul Stamatis

January 14, 2013