

**THE FORT BEND CENTRAL APPRAISAL DISTRICT  
MINUTES OF BOARD OF DIRECTORS MEETING  
December 18, 2017**

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

**Board members absent:** Paul Stamatis, Vice Chairman.

**District personnel present:** Glen Whitehead, Chief Appraiser; Aleida McDaniel, Assistant Chief Appraiser; Krisha Langton, HR Director, LaJuan Lewis-Paris, Deputy Chief Appraiser; Irene Klein, Deputy Chief Appraiser, and Jeff Davidson, Data Processing Manager.

**Districts Legal Counsel:** Joe Longoria, Attorney.

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

**Call to order:** Chairman Kij opened the regular meeting at 12:00 p.m. and declared a quorum present.

**Invocation:** The invocation was led by Patsy Schultz and pledges of allegiance by Director Mayson and Chairman Kij.

**Minutes of previous meeting:** Chairman Kij asked the Board to review the November 13, 2017 minutes. Director Mayson made a motion to accept the minutes as presented. Financial Officer Abramczyk seconded the motion, and the motion carried.

**Employee of the Month Award:** Krisha Langton presented to the Board of Directors the Employee of the Month for November, Vikki Satsky.

**Recognition of Employee anniversary:** Krisha Langton stated Lori Jackson and Tracey Johnson have worked at the CAD for 10 years.

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

**Chief Appraiser's Staff Reports:**

**Monthly Financials:**

Chief Appraiser Whitehead stated the new building should be turned over to the CAD soon, but the furniture won't be delivered until mid-January.

**\*\*Secretary Rhonda Zacharias came into the meeting late at 12:18 p.m.**

**November 2017**

Total CAD Budget	\$13,082,283.00	Pro-rata%	24.93%
Total Accum. Expenditures	<u>\$ 2,208,423.10</u>	Budget % Expended	<u>16.88 %</u>
Remaining Balance	\$10,873,859.90	Running under budget	8.05%
Total Revenue	\$ 133,738.17	Current YTD Revenue	\$3,170,367.83
Total Expenditures	<u>\$ 921,768.87</u>	Current YTD Expenditures	<u>\$ 2,208,423.10</u>
Monthly Underage	\$(788,030.70)	YTD Overage	\$ 961,944.73

Mr. Moody, Liaison Officer, went over his reports for November and year to date.

**Old Business:**

**Consideration and action on the market data subscription agreement submitted by Axiometrics LLC:** Director Mayson made a motion to accept the 3 year contract at a cost of \$21,000. Secretary Zacharias seconded the motion, and the motion carried. Financial Officer Abramczyk stated the contract was only accepted subject to revision of the contract with a cancellation policy.

**Consideration and action regarding ongoing issues with current software vendor:** Chief Appraiser Whitehead stated he will continue to look at other vendors.

**New Business:**

**Consideration and action on the results of the 2018 – 2019 Board election:** The elected members are Al Abramczyk, Jim Kij, Sam Mayson, Paul Stamatis and William Schwer.

**Consideration and action on an amendment to Section 4.04 – Check Signing Procedures in the Board of Directors Policy Manual:** Financial Officer Abramczyk made a motion to add an “s” to the word designee in the policy. Director Mayson seconded the motion, and the motion carried.

**Consideration and action on an Extension of Depository Agreement with Prosperity Bank:** Financial Officer Abramczyk made a motion to accept an extended two year term with Prosperity Bank. Director Mayson seconded the motion, and the motion carried.

**Consideration and action on amendments to the District Personnel Rules and Policy Handbook:** Amendments to the harassment section of the manual as recommend by the CAD’s HR attorney. Financial Officer Abramczyk made a motion to approve the amendment. Director Mayson seconded the motion, and the motion carried.

**Consideration and action on shredding and recycling services:** Director Mayson made a motion to accept the bid from Shred-It. Secretary Zacharias seconded the motion, and the motion carried.

**Consideration and action on a records management policy with the Texas State Library and Archives Commission:** Director Mayson made a motion to approve the new policy. Secretary Zacharias seconded the motion, and the motion carried.

**Consideration and action on payment of outstanding vouchers:** Financial Officer Abramczyk made a motion to approve the outstanding vouchers in the amount of \$304,740.55 as presented. Director Mayson seconded the motion, and the motion carried.

**The Board convened into closed executive session at approximately 12:54 p.m.**

**The Board reconvened from the closed executive session at approximately 1:36 p.m.**

**Items from the Board Members:**

**Announcements:** The next Board of Directors meeting will be held Monday, January 22, 2018 at 4:30 p.m. at the Appraisal District.

**Adjournment:** The meeting adjourned at 1:47 p.m.

  
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Chairman, Jim Kij  
January 22, 2018