



Hardin County Appraisal District

Minutes of Meeting
January 24, 2018
Hardin County Appraisal District

On this day, Wednesday, January 24, 2018 the Board of Directors held a regular scheduled meeting at 3:00 p.m. in the office of the Hardin County Appraisal District, Kountze, Texas.

The following members and guests were present:

Members
Mr. Kenny Burkhalter
Mr. Richard Worley
Mr. John Landis
Ms. Eileen Lewis
Ms. Shirley Cook

Guests
Mr. Jim Armstrong

Oath of Office was administered to Board members present prior to the start of the meeting by Ms. Missy Sundgren.

Agenda Item #1

Mr. Kenny Burkhalter called the meeting to order at 3:00 p.m. with a quorum present. Mr. Curtis Davis was not in attendance.

Agenda Item #2

Invocation was given by Ms. Shirley Cook.

Agenda Item #3

Nomination was made by Mr. Richard Worley to elect Mr. Kenny Burkhalter as Chairman for 2018. Mr. Burkhalter asked Ms. Eileen Lewis if she was willing to serve as Vice-Chair. Ms. Lewis stated for Board present that she would be willing to serve as Vice-Chair. Nomination was made by Mr. John Landis to elect Ms. Eileen Lewis as Vice-Chair for 2018. Nomination was made by Mr. Kenny Burkhalter to elect Mr. Richard Worley as Secretary for 2018. Mr. Kenny Burkhalter asked Board present to let it be known all in favor by aye. All aye. BOD officers for 2018 will be Mr. Kenny Burkhalter (Chairman), Ms. Eileen Lewis (Vice-Chair) and Mr. Richard Worley (Secretary). Mr. Kenny Burkhalter stated that the Secretary's duties would be delegated to the office manager, Ms. Olivia Odom.

Agenda Item #4

At this time there were no visitors present. Mr. Jim Armstrong of West Hardin ISD arrived later during the meeting.

Agenda Item #5

There were no audience questions or comments.

Agenda Item #6

All Directors present agreed that the 2nd Wednesday of the month at 3:00 p.m. is still a good time for Board meetings. Chief Appraiser stated that the Board meeting in April would have to be scheduled on a different date due to ARB training. Board present agreed that the April Board meeting could be moved to Tuesday, April 10, 2018.

Agenda Item #7

Chairman Kenny Burkhalter asked Board present to let it be known all in favor by aye to approve Resolution No. 18-148 Authorizing Signatures on the District's Operating Account. All aye. Authorized signatures on the account will be Ms. Crystal Smith (Chief Appraiser), Mr. Kenny Burkhalter (Board Chairman) and Mr. Richard Worley (Board Secretary).

Agenda Item #8

Chief Appraiser went over existing agreements with Board present in great detail. Chief Appraiser stated for Board present that the only change in the existing contractual agreements was a change in the computer maintenance vendor. Chief Appraiser stated for Board present that BIS Consulting would now be providing computer maintenance and technology support. Mr. John Landis asked where the new company is located. Chief Appraiser stated for Board present that BIS Consulting is located in Dallas. Motion was made by Mr. Richard Worley, seconded by Mr. John Landis and by unanimous vote of Board present to adopt Resolution No. 18-149 Ratifying Existing Contractual Agreements by the Board.

Agenda Item #9

Motion was made by Mr. John Landis, seconded by Ms. Eileen Lewis and by unanimous vote of Board present to adopt Resolution No. 18-150 Authorizing Chief Appraiser to appoint Mr. Jon Ellis to serve on the Agricultural Advisory Board for 2018-2019.

Agenda Item #10

Chief Appraiser informed Board present that there were 2 vacant positions available for the Appraisal Review Board. Chief Appraiser stated for Board present that Mr. Roy Keith's position on the Appraisal Review Board was also up for reappointment. Chief Appraiser informed Board present that 3 applications had been received for the Appraisal Review Board from Mr. David (Tony) Robertson, Mr. Raymond Herline, and Ms. Lynette Barks. Chief Appraiser

informed Board present of several things to keep in mind when reviewing the applications, such as the time commitment required and qualifications listed. Board present reviewed applications and discussed concerns regarding the applications. Chief Appraiser stated for Board present that the Appraisal Review Board members would need to be appointed at this meeting in order to register them for the required training by the deadline. Chairman Kenny Burkhalter stated that he knows Ms. Lynette Barks and that he would recommend her. Board members present expressed interest in Mr. David (Tony) Robertson because of his background in real estate investing, but were concerned that because he is currently employed full time it might prevent him from being able to attend all of the frequent Appraisal Review Board meetings. Mr. John Landis stated that Mr. Robertson could be called to inquire about his schedule availability. Mr. Kenny Burkhalter asked Ms. Olivia Odom to call Mr. Robertson. Mr. Kenny Burkhalter stated that Agenda Item #10 and Agenda Item #11 would be discussed again towards the end of the meeting to allow time to call Mr. Robertson.

Agenda Item #12

Motion was made by Mr. Richard Worley, seconded by Ms. Eileen Lewis and by unanimous vote of Board present to approve the minutes of October 11, 2017 as presented.

Agenda Item #13

Chief Appraiser explained monthly bills in great detail in order to keep Board present well informed. Chief Appraiser explained any bills to Board present that were out of the ordinary. Motion was made by Mr. John Landis, seconded by Ms. Eileen Lewis and by unanimous vote of Board present to approve monthly bills for November and December, 2017 and January, 2018.

Agenda Item #14

Chief Appraiser did not present report to Board present on Appraisal Roll Corrections and Supplemental changes.

Agenda Item #15

Chief Appraiser gave report on attended activities and upcoming events in order to keep Board present well informed. Chief Appraiser informed Board present that she and Missy Sundgren attended a TAAO meeting on December 7, 2017 that provided updates on changes to the MAP Review. Chief Appraiser informed Board present that 4 appraisers had recently attended Courses 101/102 in Jasper and that they will be attending another upcoming course there in February. Chief Appraiser stated for Board present that starting in June of 2017 office employees could wear jeans on Friday's for a small donation. Chief Appraiser informed Board present that these donations were used to sponsor a family for Christmas that had lost 2 houses due to Hurricane Harvey. Chief Appraiser stated that the donations were also used to sponsor the Kountze Nursing Home, and provide them with socks and blankets. Chief Appraiser informed Board present that 2 new appraisers had starting working here since

the last meeting. Chief Appraiser also informed Board present that an appraiser will be retiring at the end of January, 2018. Chief Appraiser informed Board present that one of the data entry clerks was registered as an appraiser in order to ensure that the office is covered with the Map Review. Chief Appraiser stated that this employee will remain as a data entry clerk but she will also oversee special inventory data. Chief Appraiser informed Board present that the office was closed again for one week this year for Christmas vacation. Chief Appraiser stated that employees are required to retain one week of vacation for this. Chief Appraiser stated for Board present that the office will plan to continue doing this in 2018 if there are no objections from the Board. Chief Appraiser informed Board present that during Hurricane Harvey it was discovered that the software backups had not been backed up since March 2017, and that the virus protection had expired over a year ago. Chief Appraiser informed Board present that to prevent this from happening again BIS Consulting was hired to provide office support with 24/7 monitoring and backups. Chief Appraiser stated for Board present that the 2015 Map Review Questions regarding soil types had been resolved. Chief Appraiser stated that the 2017 MAP Review had been completed. Chief Appraiser informed Board present that 2018 is a Property Value Study year. Chief Appraiser informed Board present that the compressor lawsuits that have been going on since 2012 will be coming to an end soon.

Agenda Item #10

Chairman Kenny Burkhalter asked Ms. Olivia Odom if she had been able to contact Mr. Robertson. Ms. Olivia Odom stated that she had spoken with Mr. Robertson and he had stated that his job would not prevent him from being able to attend the frequent Appraisal Review Board meetings. Motion was made by Mr. John Landis, seconded by Mr. Richard Worley and by unanimous vote of Board present to approve Resolution No. 18-151 Appointing Ms. Lynette Barks and Mr. David (Tony) Robertson and Reappointing Mr. Roy Keith to serve on the Appraisal Review Board for 2018-2019.

Agenda Item #11

Motion was made by Mr. John Landis, seconded by Ms. Eileen Lewis and by unanimous vote of Board present approving Resolution No. 18-152 Appointing the following officers for the Appraisal Review Board for 2018: Mr. Roy Keith (Chairman), Mr. Olan Webb (Vice-Chair), and Mr. Naymon Walters (Secretary).

Agenda Item #16

At 3:55 p.m. Chairman Kenny Burkhalter announced that the Board would be entering into Executive Session: Texas Government Code: 551:071 & 551:074. At this time, guest Mr. Jim Armstrong stated that he would be leaving the Board meeting prior to Executive Session beginning. Board present then entered into Executive Session: Texas Government Code : 551:071 & 551:074.

Board present came out of Executive Session: Texas Government Code: 551:071 & 551:074 at 4:15 p.m.

Agenda Item #17

Board present reconvened into open session at 4:15 p.m. No action was taken.

Agenda Item #18

Motion was made by Mr. Richard Worley, seconded by Ms. Eileen Lewis and by unanimous vote of Board present to adjourn the regular monthly meeting of the Hardin County Board of Directors at 4:15 p.m.