

**MINUTES OF THE BOARD OF DIRECTORS**

**HOUSTON COUNTY APPRAISAL DISTRICT**

May 18, 2020

On March 18, 2020 the Houston County Appraisal District Board of Directors met in a regular meeting at 7:00 PM in the Appraisal District Office, 1512 B East Loop 304, Crockett, Texas.

Members Present: Kathi Calvert, Danette Millican, Tommy Lundy, Dick Bridges, W.F. (Red) Kitchen, Tod English

Members Absent: None

Staff Present: Carey Minter, Chief Appraiser

Visitors: None

The meeting was called to order by Chairman Kathi Calvert who noted that a quorum was present and then the meeting was opened.

Motion by Dick Bridges, seconded by Tommy Lundy and unanimous approval, the minutes from the March 16, 2020 regular meeting were approved.

Motion by Tommy Lundy, seconded by Tod English and unanimous approval, the Board agreed to the payment of the March and April bills and approved the investment report.

Next, an amendment of the 2020 budget was discussed. The amendment consists of encumbering unassigned fund balance from the Operating Budget in the amount of \$5,101 confirmed by the 2019 audit to be applied to the 2020 budget as "2019 Fund Balance/Entity Payment Reserve for 2021" to be credited to the jurisdictions in 2021 and \$20,185 to be encumbered as "Fund Balance/Legal Fees", that will not be credited back to the jurisdictions but put aside to pay future legal fees. The unassigned fund balance available in the amount of \$26,135 will be applied to the 2020 budget and encumbered as "Fund Balance/Entity Payment Reserve for 2021" to be credited to the collection jurisdictions in 2021. There is no change in the total expense or entity contribution obligations for 2020. Motion by Dick Bridges, seconded by W.F. (Red) Kitchen and unanimous approval the Board approved the 2020 budget amendment.

At this time the Board conducted the 2021 budget workshop. It was noted that the year is incorrect on the agenda, states 2020 Proposed Budget but should be 2021 Proposed Budget. Motion by Tod English, seconded by Tommy Lundy and unanimous approval the Board approved the 2021 proposed budget.

Motion by Dick Bridges, seconded by Tod English and unanimous approval the board then verified and approved the completion of now required cybersecurity training by all HCAD employees provided by TMLIRP and authorize Danica Saxon to submit certification and perform required audits to ensure compliance.

Next, Carey presented the Board with the Pritchard & Abbott 2021-2022 contract for mapping software maintenance. Motion by Tod English, seconded by Tommy Lundy and unanimous approval, the Board approved this contract.

Carey Minter then distributed the Chief Appraiser evaluation form and explained to the board to complete and submit at the next board meeting.

No report made by Carey Minter.

With no further business motion by W.F. (Red) Kitchen, seconded by Tommy Lundy and unanimous approval, the meeting adjourned at 7:30 P.M.

APPROVED THIS 15th DAY June, 2020

Kate Cabot  
CHAIRMAN

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VICE CHAIRMAN

Tommy Lundy  
MEMBER

W.F. Kitchen  
MEMBER

Tod English  
MEMBER

Danette Milligan  
MEMBER