

**NOTICE OF MEETING  
CASS COUNTY APPRAISAL DISTRICT  
BOARD OF DIRECTORS**

TIME: TUESDAY, JANUARY 10, 2012 AT 5:30 PM

PLACE: CASS COUNTY APPRAISAL DISTRICT OFFICE  
502 NORTH MAIN STREET, LINDEN, TX 75563

AGENDA:

1. CALL MEETING TO ORDER
2. ESTABLISH A QUORUM
3. INVOCATION
4. PLEDGE OF ALLEGIANCE
5. BOARD MEMBERS SIGN STATEMENT OF OFFICER
6. ADMINISTER OATH OF OFFICE TO BOARD MEMBERS
7. ELECT OFFICERS
8. PUBLIC FORUM: Members of the public wishing to be heard must list their name on sign-in sheet before the Board of Directors meeting is in session. The purpose of this item is to allow any member of the public an opportunity to address the Board.
9. ACTION ITEMS
  - A. Consent Agenda
    - Minutes from December 13, 2011 Meeting
    - Monthly Bills from December 2011
    - Monthly Financial Reports from December 2011
  - B. Discussion, consideration and possible action regarding evaluation, duties, employment of Chief Appraiser
  - C. Discussion, consideration and possible action regarding the TAAD Conference
  - D. Consider adoption of resolution appointing Appraisal Review Board Chairman and Secretary
  - E. Consideration of and possible action regarding the appraisal of properties in Atlanta, including but not limited to Property ID nos 22284 and 22286.

CHIEF APPRAISER REPORTS

Report on 2012 Methods and Assistance Program  
Report on 2011 Property Value Study

10. ADJOURN

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Discussion in closed session may include 1) personnel matters, including matters concerning the appointment or employment of a Chief Appraiser, under Government Code section 551.074, 2) consultation with District counsel under Government Code section 551.071, and 3) any other matter in which closed session is authorized. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services should be made 48 hours prior to the meeting. Please contact the Appraisal District at (903) 756-7545 or Fax (903) 756-3270 for further information.

November 8, 2011

The Cass County Appraisal District Board of Directors met in regular session Tuesday, November 8, 2011 at 5:30 PM at the Cass County Appraisal District Office located at 502 North Main Street, Linden, Texas 75563.

Present were: Susan Jackson, Chairman  
Byron Terry, Jr. Vice-Chairman  
Gus Schuhmann, Director  
Robert Steger, Director  
Randall Thomason, Director  
Jack Wright, Director  
LeAnn Lee, Interim Chief Appraiser

Absent were: A. M. Benefield  
Becky Watson

Also present were Troy Buzbee, Angela Guillory with The Cass County Sun, and Ann Chandler, recording secretary.

Susan Jackson called the meeting to order and established a quorum.

Gus Schuhmann led the invocation and Pledge of Allegiance.

Public Forum was the next item on the agenda. Citizens who wish to speak to the Board of Directors must sign in before the meeting is in session. The purpose of this item is to allow citizens an opportunity to address the Board. No one signed to speak.

**Action Item A: Consent Agenda**

Motion: Robert Steger made a motion to approve the Minutes from September 13, 2011 Board of Directors Meeting, Monthly Bills from September and October 2011 and Monthly Financial Reports from September and October 2011 as presented.

Second: Byron Terry, Jr.

Vote: unanimous

**Action Item B: Discussion, consideration and possible action to adopt Cass County Appraisal District Board of Directors' Manual**

Motion: Byron Terry, Jr. made a motion to adopt the Board of Directors' Manual

Second: Robert Steger

Vote: unanimous

**Action Item C: Discussion, consideration and possible action regarding employee insurance opt-out credit**

Motion: none

Second: none

**Action Item D: Discussion, consideration and possible action regarding budget line item adjustment**

Motion: Robert Steger made a motion to table this item

Second: Jack Wright

Vote: Unanimous

**Action Item E.: Discussion, consideration and possible action regarding District Depository for 2012-2013**

Motion: Robert Steger made a motion to table this item

Second: Jack Wright

Vote: Unanimous

**Action Item F.: Discussion, consideration and possible action regarding Mapping Contract**

Motion: Robert Steger made a motion to table this item

Second: Jack Wright

Vote: Unanimous

**Action Item G: Discussion, consideration and possible action regarding Appraisal District appraisal contracts**

Motion: Byron Terry, Jr. made a motion to approve a contract with Eagle Appraisal for Personal, Commercial and Multi-family \$36,000 with an option to renew for another year based on performance.

Second: Jack Wright

Vote: Unanimous

**Action Item H: Discussion, consideration and possible action of appointments to the Appraisal Review Board**

Motion: Robert Steger made a motion to appoint Jack Salmon, Place 1, Ray Fulks, Place 2, Bruce Laigle, Place 3 and Charles Whetstone, Place 6.

Second: Gus Schuhmann

Vote: Unanimous

**Action Item I: Discussion, consideration and possible action regarding evaluation, duties, employment of Chief Appraiser**

Motion: none

Second: non

**Chief Appraiser Reports**

**Report on Appraisal District Staff Training**

LeAnn Lee reported Lacy Hicks has had three courses since the last meeting of the Board of Directors, Paula Hammett and Ann Chandler had the Ethics course, Paula Hammett has had USPAP. Paula Hammett and Lacy Hicks have taken a Marshall and Swift course, Paula Hammett has been to a divisional Marshall and Swift training on how to use software, Ann Chandler and Deanie Harris took a deeds and records course and LeAnn Lee has been to the Chief Appraiser Institute

**Update on ARB Hearings**

Mrs. Lee told board members there is a meeting scheduled for the Appraisal Review Board on November 22, 2011 and she has had several property owners who did not receive an appraisal notice who wanted to protest. Mrs. Lee said she plans to take those protests to the Appraisal Review Board.

**Update on Methods and Assistance Program 2010 and 2012 (MAPS)**

LeAnn Lee said she had finished the 2010 MAPS review and the District should be receiving completion verification for this review from the comptroller's office. She said for the 2012 review the comptroller had divided appraisal districts into tiers so there would be different forms for various appraisal districts.

**Update on Board of Directors' nominations**

LeAnn Lee said the same seven board members currently serving were nominated for the next term.

There being no further business to come before the Board, Robert Steger made a motion to adjourn the meeting at 6:45 PM. Gus Schuhmann seconded the motion that carried unanimously.

Approved this date: \_\_\_\_\_

Chairman

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Secretary

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