

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

TIME: TUESDAY JULY 13, 2010 AT 5:30 PM

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

AGENDA:

All agenda matters shall be considered in open meeting except for matters identified in this agenda as "Closed meeting." 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. 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.

1. CALL MEETING TO ORDER

2. ESTABLISH A QUORUM

3. INVOCATION

4. PLEDGE OF ALLEGIANCE

5. PUBLIC FORUM: Citizens to be heard must list their name on Sign-in sheet before the Board of Directors are in session. The purpose of this item is to allow citizens an opportunity to address the Board.

6. ACTION ITEMS

A. Consent Agenda

- Minutes from 6/8/2010 Meeting
- Monthly Bills

B. Consider Approval of Monthly Financial Reports

C. Consider and Act on Nominations for Vacancy on Board of Directors

D. Consider Approval of 2009 Financial Audit

Adjourn for Executive Session

- E. Pursuant to Texas Government Code Section 551.071:**
 - 1. Consultation with counsel concerning**
 - a. Pending or contemplated litigation, and**
 - b. A matter or matters in which the duty of the attorney to the governmental body under the Texas Rules of Disciplinary Conduct clearly conflicts with Texas Government Code Chapter 551.**
 - 2. Deliberation of the evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser**

Open Session

- 3. Consideration and possible Action regarding the evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser**
- F. Consider Approval to post job opening for Appraiser**
- G. Consider Approval of Cost Adjustment for Copies/Mapping DVDS/Rolls**
- H. Review and Act on Chairman Performance Review**

Chief Appraiser Reports

- A. Appraisal Review Board Hearings Report**
- B. Report on Deeds Processing Contract**
- C. Report on State Comptroller MAPS Project**

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must 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.

May 11, 2010

The Cass County Appraisal District Board of Directors met in regular session Tuesday May 13, 2010 at 5:30 PM at the Cass County Appraisal District Office located at 502 North Main Street, Linden, Texas 75563.

Present were:

- John Horton, Chairman
- Susan Jackson, Vice-Chairman
- Becky Watson, Secretary
- Byron Terry, Jr. Director
- Robert Steger, Director
- Jack Wright, Director
- Gus Schuhmann, Director
- Licet Parks, Chief Appraiser

Also present were Troy Buzbee, Kay Stephens, Rick Ogden Hughes Springs ISD Superintendent and Ann Chandler, recording secretary.

John Horton called the meeting to order and established a quorum.

Byron Terry, Jr. led the invocation and Pledge of Allegiance.

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. Troy Buzbee signed to speak. Mr. Buzbee told the Board he was speaking for Emergency Services District #2 and referred to action item A on the agenda. Mr. Buzbee said Emergency Services District #2 was against subsidizing anyone else on items they undertook on their own. Mr. Buzbee also referred to the error made in the 2008 appraisal year on pollution control exemptions. He said Fire District #2, Queen City ISD and Cass County lost funds because of the error and before you consider paying someone else's debts, he thinks that should be considered also.

ACTION ITEM A: Consider and Act on Attorney Fees for Hughes Springs ISD Protest/Appeal of 2008 Property Value Study Results

Discussion: Mr. Horton referred to the April 2010 meeting where Hughes Springs ISD Superintendent Rick Ogden made a presentation regarding \$6,000 paid for legal representation for Hughes Springs ISD Protest/Appeal of 2008 Property Value Study. Mr. Ogden felt the appraisal district should reimburse Hughes Springs ISD the \$6,000 as the chief appraiser would have represented a school district in value study protest and appeals. The District had an interim chief appraiser at the time. Mr. Horton said the item was tabled pending investigation and asked if there was any more information to be brought to the table. Byron Terry, Jr. asked for an estimate of the cost if the District were to represent an entity in an appeal. Licet Parks said the cost would depend on how much research had to be done and whether the chief appraiser had to consult an attorney. Gus Schuhmann said he talked with his superintendent and business manager earlier in the day and they felt his vote should be to reimburse the \$6,000 to Hughes Springs ISD. Becky Watson said since 1996 there have been 23 appeals filed and 9 were filed by law firms. Mr. Horton pointed out he spoke with Jim Evans, the District's attorney who said he would have helped with the appeal had he been asked at the expense of the appraisal district. Mr. Ogden said he did not understand the offer if it was there.

Motion: Byron Terry, Jr. made a motion to reimburse Hughes Springs ISD \$6,000.

Second: Gus Schuhmann seconded the motion.

Vote: Byron Terry, Jr. and Gus Schuhmann voted for the motion. Susan Jackson, Jack Wright and Robert Steger voted against the motion. The motion failed. Mr. Ogden asked the Board of Directors to adopt a policy regarding protest/appeal procedures for the future.

ACTION ITEM B: Consent Agenda

Discussion: none

Motion: Robert Steger made a motion to approve the minutes from the 4/13/2010 meeting and the monthly bills as presented.

Second: Jack Wright

Vote: Unanimous

ACTION ITEM C: Consider Approval of the monthly financial reports

Discussion: Mr. Horton questions unemployment insurance line item at 241% of the 2010 Budget. It was explained unemployment insurance is not based only on Cass County Appraisal District, but a pool of all appraisal districts in the State and at budgeting time the percentage was unknown.

Motion: Susan Jackson made a motion to approve the monthly financial reports as presented.

Second: Gus Schuhmann
Vote: Unanimous

Closed Meeting: Texas Government Code section 551.074: Deliberation of the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser. Susan Jackson said she would not participate in the closed meeting because of an ongoing situation between Mrs. Parks and a relative of hers, nor would she vote on any motion resulting from the closed meeting.

ACTION ITEM D: Discussion and possible Action regarding the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of the Chief Appraiser

Discussion: none

Motion: Robert Steger made a motion that the Board of Directors terminate Licet Parks' employment with Cass County Appraisal District effective immediately.

Second: Jack Wright

Vote: Robert Steger, Jack Wright and John Horton voted for the motion. Byron Terry, Jr. and Gus Schuhmann voted against the motion. Susan Jackson did not vote.

Motion: Robert Steger made a motion that Paula Hammett be appointed Interim Chief Appraiser.

Second: Jack Wright

Vote: John Horton, Robert Steger, Byron Terry, Jr., Jack Wright and Gus Schuhmann voted for the motion. Susan Jackson did not vote.

CHIEF APPRAISER REPORTS ITEM A: Appraisal Notice Update

Licet Parks said the staff would be trying to get notices out that week and there were to be about 1200 notices. She said notices would be sent on properties that increased \$1000 or more on market value. Mrs. Parks told Board Members there would be no value study in 2010 because Cass Cad was having the Comptroller's Maps Review in 2010, but she had run a ratio study and overall on residential, the median is 1.0023.

DISCUSSION ITEM A: Discussion regarding Directors Property Value

Discussion: Licet Parks said she wanted to put this discussion item on this and future agendas to allow Directors to discuss any value issues they might have. No one wished to discuss any value.

Byron Terry, Jr. made a motion to adjourn the meeting at 7:35 PM. Jack Wright seconded the motion that carried unanimously.

Approved this date: _____

Chairman

Secretary

June 1, 2010

The Cass County Appraisal District Board of Directors met in special session Tuesday June 1, 2010 at 11:00 AM at the Cass County Appraisal District Office located at 502 North Main Street, Linden, Texas 75563.

Present were:

- John Horton, Chairman
- Susan Jackson, Vice-Chairman
- Becky Watson, Secretary
- Robert Steger, Director
- Jack Wright, Director
- Paula Hammett, Interim Chief Appraiser

Absent were: Byron Terry, Jr. and Gus Schuhmann

Also present were Troy Buzbee, Neal Peacock, Mark Pangle with True Automation and Ann Chandler, recording secretary.

John Horton called the meeting to order and established a quorum.

John Horton let the invocation and Pledge of Allegiance.

Budget Workshop

Paula Hammett went over the Proposed 2011 Budget by line explaining she looked at Financial Reports and a five year comparison of expenditures to arrive at the amounts she proposed. Mrs. Hammett said she was proposing a 4% salary increase for employees except the Chief Appraiser salary. She said she also would like to implement a pay scale for appraisers where pay increases would progress as education levels were reached as an incentive to stay at the District and not leave after education was finished. She said Debra Smith would be testing for her Level III Appraiser soon which is a major test and she was proposing a \$2000 salary increase after she reached Level III and another pay increase for Level IV Appraisers. Mrs. Hammett also said she adjusted the salary for the open customer service position.

Mark Pangle, Regional Sales Manager with True Automation next made a presentation regarding True Automation's Deed Processing. He said the District would provide electronic copies of new deed documents obtained from the title company, taxpayers or county clerk's office. True Automation would access the documents and plat records from the District server. Mr. Pangle said True Automation had been offering this service for about two years and had three counties using the deed processing service. Titus County is one of those counties. He said True Automation would use remote access to process records directly on District's software, Process all ownership changes, address changes and new plats determined from deed records, process all splits and combines of parcels determined by deed records, update and/or create accounts while processing splits and combines, process all new plats recorded with the county clerk's office, create all necessary parcel records in PACS Software, create and maintain undivided interest groups, add property group codes as necessary, provide quality control on a nightly basis and this can be customized by the District to address any specific areas of interest and documents that are inconsistent with the District's current appraisal records or items requiring additional information will be flagged as research items for the District office. Mr. Pangle offered two options.

OPTION 1: (Research conducted by Cass County Appraisal District Staff)

Research items will be sent bi-weekly, including a document volume, page and a brief description of additional information needed.

OPTION 2: (Research conducted by True Automation Staff)

True Automation will make quarterly onsite visits to the appraisal district office and/or County Clerk's office in order to conduct research such as chain-of-title ownership or property location identification.

The District will make work space available for the True Automation staff for any onsite visits.

The proposed cost for Option 1 was \$10,088.23 annually with an additional \$3,362.74 to process the approximately 1000 deeds that are backlogged.

The proposed cost for Option 2 was \$15,228.23 annually with an additional \$3,362.74 to process the approximately 1000 deeds that are backlogged.

Susan Jackson commented she supported merit salary increases and asked why Mrs. Hammett had included 4% increases and a larger salary increase for one employee. Mrs. Hammett said the 10% salary increase for one employee was for the level of education this employee would obtain in the 2011 year and everyone except for the customer service assistant was registered with the State and she wanted to offer incentives for employees to stay at the District. She said other appraisal districts were offering

jobs to Cass County Appraisal District employees. Mrs. Hammett said everyone was working very hard and she felt everyone had really stepped up and taken on more responsibility. Mr. Horton suggested Mrs. Hammett might find a high school student to work part time at the District.

Mrs. Hammett continued going over line items and explained why she changed each item or left it the same. Mrs. Hammett said some ARB Members had asked for an increase. Becky Watson suggested she check with surrounding Districts and see what they are paying. She said she included \$1200 for improvements to the building such as paint. Susan Jackson and Becky Watson suggested an amount be budgeted annually for this type of improvement and held back every year until it is built up enough to pay for the improvement or repairs. Becky Watson also suggested the rendition penalty received annually additionally be placed in a capital expenditure reserve to be used for improvements. She explained this is not money paid into the budget by taxing entities, but a penalty assessed against business owners for not rendering their personal property. Mrs. Hammett also said she had budgeted for new computers as the computers now being used are out of warranty and must be compliant with Windows 7 for the software upgrade.

Susan Jackson questioned the amount of \$1 being charged for mapping cds. She said other appraisal districts charge much more. It was explained this amount was set by the prior chief appraiser. Paula Hammett said she thinks the State guidelines are if the District charges above a certain amount expenses have to be itemized for what it costs to produce. Mrs. Hammett said maps would now be reproduced on DVD's because the new aerials would not fit on CDs. Mrs. Jackson suggested the amount charged for mapping DVD's be increased to what state guidelines allow. John Horton said he was going to do some more investigation on Pictometry and try and decide if he felt the District should pursue purchasing it. Paula Hammett pointed out Pictometry worked with the software the District is using. Mr. Horton said if enough property could be discovered that was not on the tax roll or if it could make the operation of the District more efficient he felt the investment might be worth it.

Mr. Horton said TAAD conference he attended recently had addressed the issue of where is this budget in relation to other appraisal district's budgets and they divide the proposed amount by the number of in-house parcels in the District and if that amount per parcel is under \$20 TAAD says the District is not being funded at a high enough level and if that amount is above \$35 it is being over funded. He said the proposed budget at \$616,000 divided by 33,000 in-house parcels is \$18.67 or on the low end.

Mr. Horton invited board members, guests and employees to eat sandwiches he brought for lunch.

Approved this date: _____

Chairman

Secretary