

December 8, 2009

The Cass County Appraisal District Board of Directors met in regular session Tuesday December 8, 2009 at 5:30 PM at the Cass County Appraisal District Office located at 502 North Main Street, Linden, Texas 75563.

Present were: Max Bain, Chairman  
Susan Jackson, Vice-Chairman  
Becky Watson, Secretary  
John Horton, Director  
Robert Steger, Director  
Jack Wright, Director  
Gus Schuhmann, Director  
Licet Parks, Chief Appraiser

Absent was: Steve Tong, Director

Also present were Troy Buzbee and Ann Chandler, recording secretary.

Max Bain called the meeting to order and established a quorum.

John Horton 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. No one wished to speak.

**ACTION ITEM A: Consider Approval of Minutes from 11/10/2009 meeting**

Discussion: none

Motion: Robert Steger made a motion to approve the minutes as presented.

Second: Susan Jackson

Vote: unanimous

**ACTION ITEM B: Consider Approval and payment of the monthly bills**

Discussion: Board Members questioned the six voided checks. Licet Parks said in all but one case, carryover refund checks had been made out to Superintendent's or City Manager's names instead of the entity itself and she asked they be redone to correctly reflect the entity name.

Motion: John Horton made a motion to approve the monthly bills as presented.

Second: Susan Jackson

Vote: unanimous

**ACTION ITEM C: Consider Approval of the monthly financial reports**

Discussion: Licet Parks pointed out at the end of November 2009, 70.7% of the budget had been expended if the line items over 100% were areas where more than the budgeted amount had been spent. Mrs. Parks told him that was correct.

Motion: Robert Steger made a motion to approve the monthly financial reports as presented

Second: Gus Schuhmann

Vote: unanimous

**ACTION ITEM D: Consider Approval of Appointment to Appraisal Review Board**

Discussion: Max Bain said Paul Hale had agreed to serve on the Appraisal Review Board. There were no other names submitted.

Motion: Susan Jackson made a motion to appoint Paul Hale to the Appraisal Review Board

Second: Jack Wright

Vote: Unanimous

**ACTION ITEM E: Consider Approval of transfer from car expense line item to travel, training and tuition line item for Course 30 and travel expense**

Discussion: Licet Parks explained to Board Members Summer Golden needed to take Course 30, Ethics and it was being taught at Gregg County Appraisal District. There were also 8 days of meals to be paid to Licet Parks for recent travel. Mrs. Parks presented a spreadsheet outlining expenses. The total amount to be transferred was \$490.70.

Motion: Becky Watson made a motion to transfer \$490.70 from car expense line item to travel, training and tuition line item.

Second: John Horton

Vote: Unanimous

**ACTION ITEM F: Take Action on award of Depository Bid**

Discussion: John Horton reported on a committee workshop held December 2, 2009 at 4:00 PM where he, Susan Jackson and Licet Parks went over bids received from Capitol One Bank and Wells Fargo Bank. Mr. Horton said the committee recommended Capitol One as the District Depository for 2010-2011.

Motion: John Horton made a motion to award the depository bid to Capitol One Bank.

Second: Becky Watson

Vote: Unanimous

Adjourn for Executive Session at 5:50 P.M.

**ACTION ITEM G: Pursuant to Texas Government Code Section 551.071**

1. 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

Pursuant to Texas Government Code Section 551.074:

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.

Motion: John Horton made a motion to approve the Chief Appraiser's Evaluation and directives for the next 6 months.

Second: Susan Jackson

Vote: Unanimous

**CHIEF APPRAISER REPORTS**

In the chief appraiser's report Mrs. Parks reported she had someone from a temporary service who had started working four hours each day. Summer Golden is training her.

There being no further business to come before the Board, Robert Steger made a motion to adjourn the meeting. Gus Schuhmann seconded the motion that carried unanimously. The meeting was adjourned at 7:05 PM.

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary