



Van Zandt County Appraisal District  
Located in the Boardroom  
27867 State Hwy 64  
Canton, TX 75103

## BOARD OF DIRECTORS OFFICIAL MINUTES

Date: 3/27/18

Time: 2:00 p.m.

**Members Present:** Tommy Bulman  
C.W. Wilson, Jr.  
Edward Bailey  
Larry Shackelford  
Clay Nicklas

**Members Absent:** None

**Visitors:** None

**VZCAD Present:** Scott Hyde, Chief Appraiser  
Pam Goll, Deputy Chief

**Agenda Item #1:** **Call to Order:**  
Edward Bailey called the meeting to order.

**Agenda Item #2:** **Opening Prayer:**  
Opening Prayer was led by Edward Bailey.

**Agenda Item #3:** **Welcome Visitors/Public Comments:**  
Edward Bailey noted that no visitors were present.

**Agenda Item #4:** **Elect Officers and Administer Oath of Office (Tax Code §6.04)**  
Judy Peoples, Notary passed out the HB 490 and had all Board Members read and sign. She then administered the Oath of Office. All Members signed and dated the forms. Ms. Peoples notarized the Oaths of Office.

Edward Bailey opened the floor for nominations.

C.W. Wilson, Jr. made the motion to appoint Edward Bailey as Board Chairman. Tommy Bulman – 2<sup>nd</sup> the motion. Vote “Aye” – Unanimous.

C.W. Wilson, Jr. made the motion to appoint Tommy Bulman as Vice Chairman. Larry Shackelford – 2<sup>nd</sup> the motion. Vote “Aye” – Unanimous.

Tommy Bulman made the motion to appoint C.W. Wilson, Jr. as Secretary. Larry Shackelford – 2<sup>nd</sup> the motion. Vote “Aye” – Unanimous.

Ms. Peoples administered the Statement of Elected Officials. Board Members signed and dated the document and Ms. Peoples notarized.

- Agenda Item #5: Act on Consent Agenda:**  
a.) Investment & Financials  
b.) Collections  
c.) Approve Minutes from the 12/19/17 Board Meeting

Tommy Bulman - made the motion to approve the consent agenda. C.W. Wilson, Jr. - 2<sup>nd</sup> the motion. Vote – "Aye" – Unanimous.

- Agenda Item #6: Chief Appraiser's Quarterly Report:**  
Scott Hyde presented the Chief Appraiser's Quarterly Report. (See attached report)

- Agenda Item #7: Appoint Remaining ARB Members for 2018-2019 Term:**  
Scott Hyde informed the Board of Directors that we were in need of 1 ARB Member and possibly 1 Auxiliary ARB Member.

The Board discussed potential ARB members.

Tommy Bulman made the motion to appoint Jackie Nations as the ARB Member. C.W. Wilson, Jr. – 2<sup>nd</sup> the motion. Vote "Aye" – Unanimous.

Edward Bailey made the motion to appoint Dan Sharff as the Auxiliary ARB Member. C.W. Wilson, Jr. – 2<sup>nd</sup> the motion. Vote – "Aye" – Unanimous.

- Agenda Item #8: Select ARB Officers for the 2018-2019 Term:**  
Clay Nicklas made the motion to have Dr. Ray Davis to be appointed ARB Chairman. Tommy Bulman – 2<sup>nd</sup> the motion. Vote – "Aye" – Unanimous.

C.W. Wilson, Jr. made the motion to have Doyle Ethridge be appointed ARB Secretary. Tommy Bulman – 2<sup>nd</sup> the motion. Vote – "Aye" – Unanimous.

- Agenda Item #9: Review and Discuss 2017 Property Value Study Findings:**  
Scott Hyde presented and discussed the summarized findings (see attached).

No action required.

- Agenda Item #10: Discuss and Act on Business Personal Property Manual Update:**  
Mr. Hyde summarize the Business Personal Property Manual and Procedures (see attached).

C.W. Wilson, Jr. made the motion to approve the Business Personal Property Manual and Procedures. Tommy Bulman – 2<sup>nd</sup> the motion. Vote – "Aye" – Unanimous.

- Agenda Item #11: Discuss and Act on Disaster Relocation Understanding with Entities:**  
Discussed the proposed Memorandum of Understandings (See attached)

Discussed that no Board of Director action required as these Understandings do not constitute legal agreements, only an informal commitment.

**Agenda Item #12: Discuss and Act on Disaster Recovery Plan Updates:**

Scott Hyde introduced and summarized the Disaster Recovery Plan. (See attached)

Edward Bailey asked if anyone had a question on the Disaster Recovery Plan.

C.W. Wilson, Jr. made the motion to approve the Disaster Recovery Plan Updates. Clay Nicklas – 2<sup>nd</sup> the motion. Vote – “Aye” – Unanimous.

**Agenda Item #13: Review and Approve the 2017 Annual Financial Audit:**

Scott Hyde presented the 2017 Financial Audit.

Tommy Bulman made the motion to approve the 2017 Financial Audit. Larry Shackelford – 2<sup>nd</sup> the motion. Vote – “Aye” – Unanimous.

**Agenda Item #14: Discuss and Act on the 2017 Excess Fund Balance:**

Scott Hyde recommended allocating the remaining \$15,610 prior year fund balance to the District’s administrative reserve fund, for the purpose of funding higher than normal 2018 Building and Grounds repairs and maintenance. These higher building and ground expenses are due to the replacement of carpet resulting from the water leak and needed parking lot repair and maintenance.

This would bring our obligated total reserve balance to \$80,610.

C.W. Wilson, Jr. made the motion to approve the excess fund balance allocation to the District's Administrative Reserve Fund. Larry Shackelford – 2<sup>nd</sup> the motion. Vote – “Aye” – Unanimous.

**Agenda Item #15: Discuss and Act on Board of Directors Policy Update:**


Scott Hyde presented the updated Board of Directors Policy. (See attached)

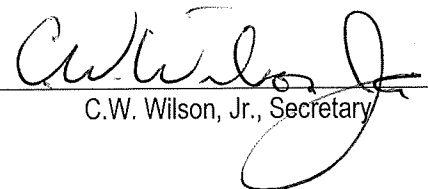
C.W. Wilson, Jr. made the motion to approve the Board of Directors Policy. Tommy Bulman – 2<sup>nd</sup> the motion. Vote – “Aye” – Unanimous.

**Adjourn:**

**Adjourn:**

C.W. Wilson, Jr. made the motion to adjourn. Tommy Bulman – 2<sup>nd</sup> the motion. Vote – “Aye” – Unanimous.

  
Edward Bailey, Chair

  
C.W. Wilson, Jr., Secretary