



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

BOARD OF DIRECTORS OFFICIAL MINUTES

Date: 5/8/18

Time: 2:00 p.m.

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

Members Absent: Tommy Bulman

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 C.W. Wilson.

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

Agenda Item #4: **Act on Consent Agenda:**
a.) Investment & Financials
b.) Collections
c.) Approve Minutes from the 3/27/18 Board Meeting

C.W. Wilson, Jr. - made the motion to approve the consent agenda. Clay Nicklas. - 2nd the motion. Vote – "Aye" – Unanimous.

Agenda Item #5: **Review and Discuss the 2019 Chief Appraisers Budget Proposal:**
Scott Hyde presented the 2019 Proposed Budget and supporting documents. Mr. Hyde summarized in detail line items with changes. Mr. Hyde asked the Board for any comments and/or concerns prior to mailing the budget to the taxing jurisdictions.

No concerns raised by the Board of Directors.

Edward Bailey noted that no additional action is needed on this agenda item at this time.

Agenda Item #6:

Discuss and Act on Appointment of Auxiliary ARB member:

Scott Hyde informed the Board of Directors that at this time we currently didn't have an Auxiliary ARB Member. Mr. Hyde explained that the current Appraisal Review Board members were so diligent in coming to each hearing that an Auxiliary Member was not a necessity.

The Board of Directors stated that there was no need to appoint an Auxiliary Member at this time. If a need arose the Board of Directors could table the hearing and appoint a temporary ARB member.

Edward Bailey noted that no additional action is needed on this agenda item at this time.

Agenda Item #7:

Act on Designation of the Records Management Officer per Local Government Code §205.003(b):

Scott Hyde informed the Board of Directors the need to designate a Records Management Officer and update the Records Management Policy per the Texas State Library and Archives Commission.

Mr. Hyde recommended designating the position of Chief Appraiser.

Mr. Hyde passed out the updated Records Management Policy for review. No questions or comments were noted by the Board of Directors.

Clay Nicklas made the motion to approve the Records Management Policy and to make the position of Chief Appraiser as the Records Management Officer. C.W. Wilson, Jr. – 2nd the motion. "Aye" – Unanimous.

Agenda Items #8

Chief Appraiser's Quarterly Report:

Scott Hyde presented the Chief Appraiser's Quarterly Report. (See attached report)

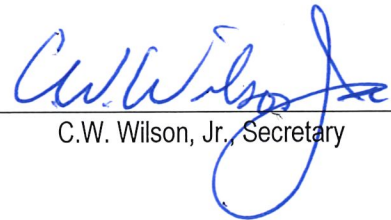
Agenda Item #9:

Adjourn:

C.W. Wilson, Jr. made the motion to adjourn. Clay Nicklas – 2nd the motion. Vote – "Aye" – Unanimous.



Edward Bailey, Chair



C.W. Wilson, Jr., Secretary